



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

AGENDA
CITIZEN ADVISORY BOARD MEETING
Wednesday, February 7, 2024, at 6:00 PM

A. CALL TO ORDER

1. Roll Call
2. Pledge of Allegiance

B. REGULAR MEETING

1. **01.03.24 Minutes**
 -
 - Staff Presentation:
2. **Windsor/Severance 4-H CWF Group Grant Request**
 - Legislative
 - Staff Presentation: Nicholas Wharton, Town Manager
3. **2024 Fireworks Displays**
 - 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. Board Members

D. ADJOURN

Citizen Advisory Board MEETING
Wednesday, February 7, 2024, 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.



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

MEETING MINUTES

Wednesday, January 3, 2024, at 6:00 PM

Present:

Chair:

Josh Green

Vice-Chair:

Colin McManus

Committee Members:

Karen Hessler, Ashley Jacobson, Marissa Riopelle, Richard Vandenberg & Tad Borrett

Absent:

Karen Hessler

Audience: Nicholas Wharton

Staff:

Lindsay Radcliffe-Coombes, Deputy Town Manager
Leah Vanarsdall, Town Clerk

A. CALL TO ORDER

1. Roll Call

2. Pledge of Allegiance

B. REGULAR MEETING

1. 12.06.23 Minutes

MOTION WAS MADE BY Member Borrett, seconded by Member McManus to approve the 12.06.23 Minutes. All Members present voting Yes,

MOTION PASSED

2. Chair and Vice-Chair Selection

- Legislative
- Staff Presentation: Lindsay Radcliff, Deputy Town Manager

MOTION WAS MADE BY Member Borrett, seconded by Member Vandenberg to approve Chair Green and Vice-Chair McManus remain as Chair and Vice-Chair for the year 2024.

All Members present voting Yes,

MOTION PASSED

3. Severance High School DECA Grant Request

- Legislative
- Staff Presentation: Lindsay Radcliff, Deputy Town Manager

MOTION WAS MADE BY Member Vandenberg, seconded by Member Borrett to approve Severance High School DECA Grant Request. All Members present voting Yes,

MOTION PASSED

C. COMMUNICATIONS

1. Town Staff

2. Town Management

3. Committee Members

Member Vandenberg brought up multiple issues of code enforcement: Fireworks on 4th of July/New Years Eve-feels there is selective enforcement, dogs not on leashes, dog waste in parks & being thrown over a fence & mowing responsibility in his HOA.

D. ADJOURN

MOTION WAS MADE BY Vice-Chair McManus, seconded by Member Vandenberg to ADJOURN. All Members present voting Yes,

MOTION PASSED



AGENDA ITEM SUMMARY

AGENDA ITEM	SUBMITTED BY	PRESENTED BY
Windsor/Severance 4-H CWF Group Grant Request	Nicholas Wharton, Town Manager	Nicholas J. Wharton
ACTION REQUESTED		
Management recommends that the Citizen Advisory Board discuss and take action on the grant request for the Windsor/Severance 4-H CWF Group. • Actions that may be taken: ○ Make a recommendation to approve the grant request for the Windsor/Severance 4-H CWF Group ○ Make a recommendation to approve the grant request for the Windsor/Severance 4-H CWF Group with Alterations ○ Take no Action		<u>Discussion</u> <u>Action Requested</u>
BRIEF SUMMARY		
Please see the summary attachment.		
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 \$500 for the Windsor/Severance 4-H CWF Group.		
MATERIALS SUBMITTED		
The following materials were submitted and included in this packet: 1. 4H Grant Request 2. Policy and Procedure for Grants to Community Organizations		



COMMUNITY GRANT REQUEST FORM

Requesting Organization: WINDSOR/SEVERANCE 4-H CWF GROUP

Contact Name: MICAH LAMBERT Phone: (970) 545-2195

Mailing Address: 11283 COUNTY RD. 78

City: EATON State: CO Zip: 80615

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:

See attached 4-H letter.

Amount Requested: \$500.00

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

If yes, what amount(s) and when? \$500.00 (4/2022)

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

Funds were used towards helping local youth go on a leadership trip to Washington DC. Youth were given history-based leadership tours of our national monuments. Youth come back with a wealth of leadership knowledge to utilize within our local community.



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:

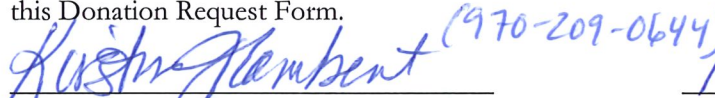
Organization	Amount Received
West Plains	\$500.00
Norgen	\$500.00
Ault Feedmill	\$500.00
Dairy Tech	\$500.00
Goodwinol	\$500.00

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.

 (970-209-0644)
 Signature FOR MICAH LAMBERT (MINOR) Date 1/9/24

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



1/1/24

Dear Sponsor,

I am one of 7 participants in the 2026 Windsor/Severance Citizenship Washington Focus 4-H group. We are all very excited to attend the 4-H National Convention in 2026 along with visiting historical sites on the Eastern Coast of the United States.

The total cost to each individual is approximately \$3000.00. For our fund raiser the group provides concessions at the Colorado Farm Show in Greeley, which is held every year in January.

We are hoping to have sponsors such as you to assist us with contributions to defray our costs for the trip.

Thank you in advance for your consideration of a contribution to our group. We would like to invite you to attend the Colorado Farm Show at Island Grove Park, January 23-25, 2024. As a sponsor, your name will be displayed on a donor recognition sign.

Sincerely,

Micah Lambert

Make Checks Payable to:
Windsor/Severance CWF 4-H Group
11283 County Road 78
Eaton, CO 80615
Non-Profit Tax ID # : 84-0955268

4-H CLUB OR GROUP BUDGET

A budget for each 4-H club or group is required for chartering if the 4-H club or group accepts or disburses any money. The budget can be as simple or complex as needed in order for 4-H club or group members to clearly understand how 4-H club or group funds are received and spent. All budgets should be approved annually by the 4-H club or group membership and a copy needs to be provided to the county Extension office.

4-H Club OR Group Name: Windsor Severance CWF

Start Date 7/1/23 **to End Date** 6/30/24

Total Opening Balance: 16126.10

ESTIMATED INCOME (SOURCE, USE, PURPOSE)	BUDGETED	ACTUAL
Colorado Farm Show	\$15,000.00	\$15,718.64
Donations	\$5,000.00	\$4640.00
Total Income	\$ <u>22,000.00</u>	\$ <u>20,358.64</u>

ESTIMATED EXPENSES (DESCRIBE)	BUDGETED	ACTUAL
supplies	\$3,000.00	\$4238.77
educational activities/Events	\$12500.00	\$26150.00
Total Expenses	\$ <u>15,500.00</u>	\$ <u>30,388.77</u>
Closing Balance	\$ <u>6,500.00</u>	\$ <u>6095.97</u>

We certify that this budget was approved by the club or group members on (date): 8/18/23

President's Signature and Date: Kelly Piaz 08/18/23

Treasurer's Signature and Date: Rebecca Hirsch 08/18/23

Club or Group Leader's Signature and Date: Kelly Piaz 08/18/23

Colorado 4-H Organization Financial Report
Year Beginning July 1, 2022 - Year Ending June 30, 2023

4-H Club Name: Windsor Severance CWF
Employer Identification Number (EIN): 84*0955268
Organizational Leader: Kelly Paiz
Treasurer: Rebecca Hirsch

List ALL financial accounts: checking, savings, money market, etc;

Include all account details: Financial Institution	Account Number	Account Type (Savings/Checking)	Starting Balance (ending balance from last year's report June 30, 2022)	Ending Balance as of June 30, 2023
Bank of Colorado	2700665835	Checking	26,156.23	16,126.1
Bank of Colorado	2704045535	Savings	3,049.47	3,082.22
			0	0
			0	0
Totals			29,205.7	19,208.32

Persons authorized to sign checks, deposit and withdraw funds. **Two signatures are required.**

Rebecca Hirsch
 Kelly Paiz

Financial Summary

Annual Income		Total Starting Balance
Activity/Event fees	0	29,205.7
*Donations/Grants/Contributions	4,640	
**Fundraising	15,718.64	
4-H Membership Dues/Fees	0	
Awards/Scholarships	0	
Investment Income (Interest)	32.75	

Other (list below)	
cash used for farm show	850
	0
	0
Other Total:	850

Total Income 21,241.39

Annual Expenses

Educational Activities/Events	26,150
Supplies	0
4-H Membership Dues/Fees	0
Fundraising Expense	4,238.77
Scholarships/Monetary Awards	0
Recognition/Trophies/Non-monetary Awards	0
Bank Fees	0

Other (list below)	
returned farm show cash	850
	0
	0
Other Total:	850

Total Expenses 31,238.77

Total Ending Balance
19,208.32

*Did you have one or more donation that grossed over \$5,000 (yes or no)?

no
 yes

**Did you have one or more fundraiser that grossed over \$5,000 (yes or no)?

If you answered YES to either of the above questions, list the event/person and amount raised/given below:

Name of Event or Donor	Description of Event/Donor gift	Date(s)	Amount
Colorado Farm Show	Food Booth	1/23-1/26/23	15,718.64
			0
			0
			0

We believe the above information to be an accurate and correct accounting of 4-H funds. We understand that Colorado State University has the legal authority, under federal and state law, to request and obtain information, freeze, and designate authorized signatures in regard to 4-H accounts in the event of suspicious activity.

Rebecca Hirsch
Authorized Signature (1) 8/18/23
Date

Kelly Paiz
Authorized Signature (2) 8/18/23
Date

Colorado State University Extension is an equal opportunity provider | Colorado State University Extension es un proveedor que ofrece igualdad de oportunidades

Colorado State University does not discriminate on the basis of disability and is committed to providing reasonable accommodations | Colorado State University no discrimina por motivos de discapacidad y se compromete a proporcionar adaptaciones razonables.

CSU's Office of Engagement and Extension ensures meaningful access and equal opportunities to participate to individuals whose first language is not English | Office of Engagement and Extension de CSU garantiza acceso significativo e igualdad de oportunidades para participar a las personas quienes su primer idioma no es el inglés

<https://col.colstate.edu/OWMJA>



Policy and Procedure for Grants to Community Organizations

Purpose

This policy aims to set a uniform policy and process by which community organizations may request financial and in-kind participation from the Town of Severance to support projects, programs, and events meeting the eligibility requirements set forth below.

Limitations and Special Provisions

The Town Council has certain fiscal limitations on the amount of municipal funds it can set aside for donations to community projects. The Town Council sets aside the aggregate amount during the annual budget process. This amount may vary from budget year to budget year according to priorities, available revenues, and the amount appropriated by the Town Council for this purpose in each budget year.

The Town is precluded from donating funds to any religious organization.

Depending upon the characteristics of the project or event, the Town's participation may necessitate the applicant to provide appropriate insurance coverage at the applicant's cost.

Eligibility

Eligibility is restricted to applicants recognized as community service organizations, organized and federally designated as non-profit corporations, or a governmental agency for tax purposes. Private businesses may apply through a local non-profit or governmental agency, which will serve as the sponsor and administrative unit for managing the project, program, or event.

Award Criteria

All applications for municipal donations will be reviewed based on how well the donation request satisfies the following general criteria:

- The transfer confers a direct benefit of reasonably general character to a significant part of the public—i.e., the transfer accomplishes a public purpose, serves as benefit to the community as a whole, or generates sizeable benefits to those who do not help finance the organization's activities;
- The transfer is directly related to, within or serves one of the Town's municipal powers or functions—i.e., the activities of the entity are virtually indistinguishable from those of the Town or the services provided are of the kind typically offered by government, either directly or through subsidies; and
- The degree to which the entity is subject to a non-distribution constraint that prohibits the distribution of residual earnings to individuals who exercise control over the entity—i.e., those who control the organization are constrained in their ability to benefit personally from providing low-quality services.

Availability of Funds Process

All funding requests must be submitted on a donation request form available at Town Hall or online. Requests will be submitted to the Selection Committee appointed by the Town Council for consideration. Generally, the funding requests will be considered collectively (as a group) at a regularly scheduled meeting.

Grants	Type of Community Grant (CG)	2024 Total Funds	Community Grants
1 (\$2000)	Non-Profit	\$2,000	Grants can be applied for at any time on a first come, first serve basis as funds are available. Non-Profit requests will be approved by the Town Council during the next available meeting, if Recommended by the Citizen Advisory Board.
2 (\$1000)	Non-Profit	\$2,000	
2 (\$500)	Non-Profit	\$1,000	
1 (\$2000)	Severance School Organization	\$2,000	
2 (\$1000)	Severance School Organization	\$2,000	
2 (\$500)	Severance School Organization/Student	\$1,000	
Total		\$10,000	



AGENDA ITEM SUMMARY

AGENDA ITEM	SUBMITTED BY	PRESENTED BY
2024 Fireworks Displays	Nicholas Wharton, Town Manager	Nicholas J. Wharton, MPA
ACTION REQUESTED		
No action at this time.		<u>Discussion</u>
BRIEF SUMMARY		
For the last fifteen years, the Town of Severance has had a fireworks display during the annual Town Christmas Event. Starting in 2020, the Town added a second fireworks display that coincides with Severance Days in August. Town Management is asking the Citizen Advisory Board to provide input on the following questions regarding our 2024 Fireworks Displays: • Do the residents still want to have these two fireworks displays? • If so, when should these fireworks displays take place? • What additional thoughts are there about fireworks displays in Severance?		
PUBLIC SUPPORT/CONCERN		
None at this time.		
ANALYSIS AND RECOMMENDATION		
Town Management asks the Citizen Advisory Board (CAB) to discuss the 2024 Fireworks Displays and provide any feedback they may have.		
MATERIALS SUBMITTED		
The following materials were submitted and included in this packet: None		