



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

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

A. CALL TO ORDER

1. Roll Call
2. Pledge of Allegiance

B. REGULAR MEETING

1. **01.03.24 Minutes & 2.07.24 Meeting Summation**
 -
 - Staff Presentation:
2. **After Prom Donation Application**
 - Discussion, Legislative
 - Staff Presentation: Lindsay Radcliff, Deputy Town Manager

C. COMMUNICATIONS

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

1. Town Management
2. Committee Members

D. ADJOURN

Citizen Advisory Board MEETING
Wednesday, March 6, 2024, 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, 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



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

MEETING MINUTES

Wednesday, February 7, 2024, at 6:00 PM

Present:

Chair:

Josh Green

Vice-Chair:

Colin McManus

Board Members:

Karen Hessler

Tad Borrett

Ashley Jacobson

Marissa Riopelle

Richard Vandenberg

Absent:

Colin McManus, Karen Hessler, Ashley Jacobson & Marissa Riopelle

Audience:

Staff:

Nicholas Wharton, Town Manager

Leah Vanarsdall, Town Clerk

Kayli Adams, Event Coordinator

Myla Moore, Severance High School Key Club Representative

A. CALL TO ORDER

1. Roll Call

The Board did not have enough members present to have a meeting.

2. Pledge of Allegiance

B. REGULAR MEETING

1. Windsor/Severance 4-H CWF Group Grant Request

- Legislative
- Staff Presentation: Nicholas Wharton, Town Manager
Green, Borrett & Vandenberg stated they'd like to see the Grant Request for Windsor/Severance 4-H not be held up until the March meeting & would like to recommend approval & send to the Town Council for their meeting on February 13, 2024.

2. 2024 Fireworks Displays

- Legislative
- Staff Presentation: Nicholas Wharton, Town Manager
Green, Borrett & Vandenberg expressed that they felt the majority of Severance Town Citizens appreciate & enjoy the Fireworks during Severance Days and Town Christmas & would like to keep them at both events. Myla felt everyone enjoyed the fireworks & town events as well. She asked about a 4th of July show, but Staff feels that at this time, most of the surrounding communities have those shows & maybe it would be something we would add in the future if budgeted for in advance.

C. COMMUNICATIONS

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

1. Town Management
2. Board Members

D. ADJOURN

TOWN OF SEVERANCE

Matthew Fries, Mayor

ATTEST:

Leah Vanarsdall, MMC, Town Clerk



AGENDA ITEM SUMMARY

AGENDA ITEM	SUBMITTED BY	PRESENTED BY
After Prom Donation Application	Lindsay Radcliff, Deputy Town Manager	Lindsay Rdacliff Coombes, Deputy Town Manager
ACTION REQUESTED		
Management recommends that the Citizen Advisory Board consider the grant request of \$1000 to \$1500 for the Severance High School After Prom Committee.		<u>Presentation Discussion 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 recommend \$1000-\$1500 for the grant request from the Severance High School After Prom Committee to the Town Council		
MATERIALS SUBMITTED		
The following materials were submitted and included in this packet: 1. 2024 SHS After Prom Donation Letter 2. tos_grant_application_SHS After Prom 2024 (2) 3. Town of Severance Community Grant Request 2024 Addendum 4. 2023-24 Fundraising Plan_SHS After Prom		



Severance High School

After Prom Committee

January 17, 2024

Dear Community Partner:

We invite you to join in raising funds for our 4th Annual After Prom event to be held immediately following the Severance High School Prom. The generosity and support of businesses, organizations, and individuals is what makes this event successful and we, along with SHS students and staff, would be incredibly grateful for your donation.

Our goal is to provide a low-cost, safe, fun, and drug/alcohol-free event for Severance High School Juniors, Seniors and their guests. Your donation will allow us to provide an enjoyable outlet for our teens to continue to socialize with their friends in a space where they are monitored and provided safe choices. Our committee has been working diligently to make this community legacy event a reality and need to raise approximately \$13,000 in funds and collect 30 prize donations to make it happen.

You may support the efforts of the SHS After Prom Committee by participating in the following ways:

- ★ Monetary Donation: Make checks Payable to: Severance High School
Please note in memo: After Prom donation

Mail to: Severance High School
Attn: SHS After Prom
1200 Hidden Valley Pkwy
Severance, CO 80550

- OR Donate Online:



Activites Fundraising Link

- ★ In kind donation (for prizes, to sell, other): _____
- ★ Another fundraising opportunity you could sponsor? _____
- ★ "Food Truck Fridays" vendor (March – May) Donate 10%+ from sales _____

Email address to send donation receipt to: _____

Thank you for considering support of this worthwhile event - we couldn't do this without you!

Sincerely,

Severance High School After Prom Committee

severanceafterprom@gmail.com

Severance High School

1200 Hidden Valley Pkwy, Severance, CO 80546



COMMUNITY GRANT REQUEST FORM

Requesting Organization: Severance High School After Prom Committee

Contact Name: Racinda Godbold Phone: (970) 686-5971

Mailing Address: 1200 Hidden Valley Parkway

City: Severance State: CO Zip: 80550

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

If awarded, the grant funding would be pooled with other fundraising sources to provide a low-cost, safe, fun, drug/alcohol-free event for students of Severance High School, immediately following Prom. Your donation will allow us to provide a fun outlet for our teens to continue to safely socialize with their friends in a space where they are monitored in order to discourage poor choices. As Severance High School is a newer school (and growing immensely), it is important that we establish community legacy events that will provide students opportunities to make lasting memories in a safe but fun environment such as this After Prom event.

Our mission directly relates to the Town's Award Criteria by contributing to education, safety, health, welfare, and recreation for an estimated 300 students. It also gives an outlet for local businesses to work together to support our youth while promoting their commerce/industry.

Amount Requested: \$2000.00

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

If yes, what amount(s) and when? \$3000.00 given to After Prom 2023; Windsor matched your donation

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

The total cost of After Prom 2023 was just over \$12,000. The \$3000 funding provided by the Town of Severance was pooled with other donations, ticket sales, and fundraising monies to provide 3.5 hours of unlimited bowling, laser tag, and arcade games as well as food and drink (pizza, salad, cookies and soda buffet) at The Summit immediately following Prom. The location was key because it was near the Prom event allowing students to get there easily and arrive by the required time with little time for poor choices between events. The event was well attended by over 200 students of which some reported they were more excited about After Prom than Prom. We believe that sponsorship of this event united the town of Severance with the Town of Windsor in affording the shared teen members of our growing communities time with their friends in a safe space where they were monitored in order to discourage poor choices and, in doing so, also helped lessen potential for safety issues in our 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
Town of Severance	\$3,000.00
Town of Windsor	\$3,000.00
After Prom Ticket Sales - SHS Students	\$1,850.00
Butter Braid Fundraiser	\$1,750.00
Food Truck Fridays:Vendor Donations	\$550.00

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.

Rocinda J. J. J. February 1, 2024
 Signature Date
Assistant Principal

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

Town of Severance Community Grant Request 2024 Addendum

Organization Name: Severance High School After Prom

Purpose – The purpose of this Organization shall be to support the Severance High School After Prom program. The organization will provide financial support for the event through various fundraisers and solicitation of items from the community. The vision/goal is that each high school junior and senior will have a safe, drug free and alcohol-free environment in which to enjoy their friends.

Organization Operation – This Organization will operate as part of Weld Re4 School District, following Board policy KBE and KBE-R and the [fundraising guidelines and expectations](#) established by Weld Re4 School District.

Weld RE4 organization Status: Parent organization with district activity fund status*

*Weld County School District RE-4 is a public school district. Federal tax ID # 84-6013749

Date became Weld RE-4 recognized: November 1, 2023

Co-Chairs:	Tiana Kelley 1436 Moraine Valley Dr Severance, CO 80550	Shauna Nolte 1611 104th Ave Pl Greeley, CO 80634
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Treasurer: Loren Barnes
708 Vermilion Peak Ct.
Windsor, CO 80550

Secretary: Racinda Godbold
1897 Vista Plaza Street
Severance, CO 80550

SHS Advisor: Kevin McWain
SHS
1200 Hidden Valley Parkway
Severance, CO 80550

Venue: The Main Event

Inclusive Cost for After Prom 2024:** \$11,907.65 (no tax this year)

**See Main Event Order # 99756-1. No other additional expenses for fundraising are allowed per District Policy (Weld RE4 Board Policy KBE-R: Option 1)

Fundraising Plan*:** Our projected fundraising plan estimate is that if successful with each of our projects will could raise around \$14,000 before prom if both the Town of Severance and the Town of Windsor approve our grant requests. \$12,000 to cover the cost for the event on April 27 and then carry over remaining funds and begin fundraising for After Prom 2025 in May of 2024. We currently have just under \$3,000, but have many events and opportunities coming up that will generate some funds as well. Students have been helping us at the donation drive table at events and will help with Butter Braids, etc. as well.

***See Fundraising Plan table

Prizes: In Kind Donations are also being requested from businesses and individuals

Current Balance: February 1, 2024 – \$2923.56



Main Event - Windsor
4455 North Fairgrounds Avenue
Windsor, CO 80550
Telephone Number: (303) 254-5359
Email: laray@playatthesummit.com

EVENT ORDER #: 99756-1
Event Date: 04/27/2024
Event Time: 11:30 PM - 11:30 PM
Event Name: 2024 Severance High School After Prom Buy Out
Site: Main Event - Windsor
Salesperson: Laray Stone

Contact: Katie Villines
Mailing Address:

Daytime Phone: (720) 253-9707

Email: katievillines@yahoo.com

2024 Severance High School After Prom Buy Out					
Date	Time	Location	Function	#	Minimum
Sat, 04/27/2024	11:30pm-2:00am	Full Center Buyout Pizza	Buy Out	300	\$10,000.00
Sun, 04/28/2024	11:00pm-11:30pm	Eagles Nest Check-In for After Prom. Buyout to follow at 11:30. No charge	Arrival	300	
Sun, 04/28/2024	11:00pm-11:30pm	Lane 1 / Lane 2 / Lane 3 / Lane 4 / Lane 5 / Lane 6 / Lane 7 / Lane 8 Check-In for After Prom. Buyout to follow at 11:30. No charge	Arrival	300	

Sat, 04/27/2024	Buy Out - 11:30pm - Full Center Buyout	Qty	Price	Total
Severance H.S. After Prom 2023 Whole Center Buy Out				
Additions	Additions	1	\$10,000.00	\$10,000.00
	3 1/2 hours of Unlimited Bowling w/shoe rental			
	3 1/2 hours of Unlimited Laser Tag			
	3 1/2-hour Video Game Time Pass (no tickets or prizes awarded)			
	Full-Service Pizza Buffet that includes garden salad/dressing and a variety of pizzas			
	Unlimited Soft Drinks			
Assorted Cookies-Chocolate Chunk, Oatmeal Raisin, Macadamia Nut and White Chocolate				

2024 Severance High School After Prom Buy Out/#99756-1, Tentative
Printed: 1/23/2024 7:42 PM
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Charges	\$10,000.00
Service Charge	\$1,800.00
PIF Fee	\$107.65
Subtotal	\$11,907.65
Balance Due	\$11,907.65

Deposit Due Date	Amount	Description
01/25/2024	\$2,800.00	

Notes
Food to be served at 12:00 a.m.
Entry Way - Two 6 ft. tables w/chairs for check-in
A/V Needed to announce drawing time and winners
Two 6 ft tables for prizes inside Eagles Nest
Guest to pay deposit of \$2800.00 to hold date/time and confirm event. Balance \$3153.83 within the next 60 days.

The Summit is becoming Main Event! New Name! Same People! Same Great FUN!

****Guests should arrive early: Activities will start according to the timeline above****

****Unless otherwise stated, lane assignments are subject to change day of the event****

TERMS AND CONDITIONS

CHANGES, ADDITIONS, STIPULATIONS OR LINING OUT

Date(s)	Event	Description	Project Lead	Projected Outcome	Result
8/1/23	Back to School Bash: Knowledge Bound	Concessions to celebrate Knowledge Bound Store's Last Back to School Sales before closing the store	Lead: Racinda Godbold	\$50	\$58
8/18 & 8/19/23	Severance Days	Friday Night Lights Concession & Booth in the Park	Lead: Racinda Godbold	\$300	\$325
8/18-11/17/23 & 3/22 -4/26/24	Food Truck Fridays	11 a.m. -1 p.m. on Hidden Valley Parkway by the football field; 20 dates	Lead: Racinda Godbold	Fall =\$1200 Spring = \$500	Fall = \$1,145.50 Spring =
October 18 & 19	PT Conf Table	4-8 p.m.; PR/Advertise to gain more volunteers, members, & donations; sell tattoos	Lead: Racinda Godbold	-	\$1 sales; 3 volunteers signed up
October - May	Sell tattoos	Sell SHS tattoos	Lead: Michelle Ambrosek	\$50	January =\$5
Jan/March	Dine-out "Knights"; (give 20 %) BJ's = 11 a.m. – 11 p.m. 2/14/24 Texas Roadhouse =	M/T/W Greeley; Try Fort Collins too?	Lead: Nicole Varney	\$250	
January/February	Severance & Windsor Grants	Apply for Town of Severance and Town of Windsor Grants; request \$2000 from each	Lead: Racinda Godbold Support: Executive Board	\$4000	
February-May	Sadie Hawkin's Dance & Tennis Match Concessions; Other events as available to us	Run Concessions	Lead: Kelsey Moore & Loren Barnes	\$500	
Start Feb 26; deliver Mar 22	Butterbraid Fundraiser	Get in time for Easter Incentive for Students: Each increment of \$100 in sales earns a ticket to After Prom	Lead: Lauren Support Team: Nicole & Jeanne	\$2000	
Jan - Mar	Online & Letter Donation Drive	Newsletter, Social Media, Speak with businesses	Lead: Committee Divide document in spreadsheet	\$2500	
Feb - May	Class of (year) sticker sales	Students design stickers; vote for one and make into stickers to sell	Lead: Laurie Thoma Support Team:	\$500	
Feb - April	After Prom Ticket Sales	Estimate 250 tickets at \$10	Lead: Support Team:	\$2500	
Projected TOTAL				\$14,350	
Start Fundraising for After Prom 2025					
May 5/3-5/17/24	Food Truck Fridays	Start raising funds for Prom 2025	Lead: Racinda Support Team (train 24-25):	\$300	