



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, March 12, 2024, at 6:00 PM

A. CALL TO ORDER REGULAR MEETING

- 1. Pledge of Allegiance-Matt Voris**
- 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.

a. Pg 4 - 02.13.24 Minutes

b. Pg 8 - Severance High School After Prom Community Grant Request

5. Approval of Agenda

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.

7. Council Member Comments

8. Reports

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

- a. Town Attorney**
- b. Pg 15 - Town Staff**

- c. Town Management
- d. Council Members Liaisons
- e. Mayor

B. PROCLAMATION

1. **Pg 32 - MARCH-ANTI-HUMAN TRAFFICKING MONTH**

C. TOWN COUNCIL

1. **Pg 33 - Town of Severance Municipal Judge and Alternate Selection**
 - Legislative
 - Staff Presentation: Nicholas Wharton, Town Manager
2. **Pg 55 - Resolution 2024-13R: A Resolution of the Town Council of the Town of Severance, Colorado, for Lawn Watering and Water Use Restrictions**
 - Legislative
 - Staff Presentation: Nicholas Wharton, Town Manager
3. **Pg 58 - Resolution 2024-14R: A Resolution of the Town Council of the Town of Severance, Colorado, Regarding the security and quality of life of the citizens of the Town of Severance**
 - Legislative
 - Staff Presentation: Nicholas Wharton, Town Manager
4. **Pg 61 - Ordinance 2024-02: An Ordinance of the Town Council of the Town of Severance, Colorado, amending section R402.2.2 of the international residential code in section 18-2-30, "amendments," to the Severance Municipal Code regarding concrete flatwork warranty work**
 - Legislative
 - Staff Presentation: Russ Weber, Chief Building Inspector

D. COUNCIL MEMBER PETITIONS

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

E. EXECUTIVE SESSION

1. **Executive Session pursuant to C.R.S. §§ 24-6-402(4)(a) and 24-6-402(e)(I) for purposes of (1) discussing a potential sale of Town-owned real property located near the intersection of WCR 84 and WCR 19, and (2) determining positions relative to matters subject to negotiations, developing strategy for negotiations, and instructing negotiators, regarding the potential sale of such property.**
2. **Executive Session pursuant to C.R.S. §§ 24-6-402(4)(a) and 24-6-402(e)(I) for purposes of (1) discussing the Town's potential acquisition of real property within the Town for purposes of future economic development, and (2) determining positions relative to matters subject to negotiations, developing strategy for negotiations, and instructing negotiators, regarding the potential acquisition of such property.**

F. ADJOURN

Town Council MEETING
Tuesday, March 12, 2024, 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.



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

WORK SESSION & MEETING MINUTES

Tuesday, February 13, 2024, at 6:00 PM

Present:

Mayor:

Matthew Fries

Mayor Pro-tem:

Michelle Duda

Council Members:

David Bruen

Stephen Gagliardi

Brittany Vandermark

Craig Joseph

Dan Meyers

Absent: Michelle Duda

Audience: Estevan & Kareena Montano, Richard Holtorf, & Scott Paulson

Staff:

Nicholas Wharton, Town Manager

Lindsay Radcliff-Coombes, Deputy Town Manager

Shani Porter, Town Planner

Nancy Mueller CPA, Finance Director

Leah Vanarsdall, Town Clerk

Mary Lynn Macsalka, Town Attorney

Zach Hahn, Sgt Severance PD

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

- a. Pledge led by Estevan Montano

2. Pg 4 - Housing Assessment Survey

- Discussion
- Staff Presentation: Nicholas Wharton, Town Manager

B. CALL TO ORDER REGULAR MEETING

1. Roll Call

Mayor Pro-tem Duda-not present

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.

MOTION WAS MADE BY Council Member Meyers, seconded by Council Member Vandermark to Approve the Consent Calendar. All Council Members present voting Yes,

MOTION PASSED

a. Pg 66 - 1.23.24 Minutes

b. Pg 70 - Resolution 2024-07R: A Resolution of the Town Council of the Town of Severance, Colorado, providing for additional appropriations in fiscal year 2024 for the reappropriation of the budget of 2023 capital projects still in progress and amendments to the 2024 adopted budget.

c. Pg 76 - Resolution 2024-08R: A Resolution of the Town Council of the Town of Severance, Colorado, adopting the code of conduct and ethics in accordance with section 3.06 of the Home Rule Charter

d. Pg 88 - Windsor/Severance 4-H CWF Group Grant Request

- Legislative
- Staff Presentation: Nicholas Wharton, Town Manager

4. Approval of Agenda

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

MOTION PASSED

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.

Richard Holtorf - Representative for House Dist 63 & running for Congressional Dist 4 spoke

6. Council Member Comments

Town Council reminded everyone re: the Sate of the Town scheduled for Tuesday, February 27th, 2024 @ 6:00 pm

7. 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. TOWN COUNCIL

- 1. Pg 94 - Resolution 2024-09R: A Resolution of the Town of Severance Town Council Approving, with Conditions, a Use by Special Review to Operate an Outdoor Storage and Enclosed Mini-Storage Facilities Business on Real Property Located within the Town of Severance, Commonly known as 10845 County Road 74.**

- Legislative
- Staff Presentation: Shani Porter, Town Planner

Tony Olaf, Justin Smith & Justin Morales presented for Severance Storage
MOTION WAS MADE BY Council Member Gagliardi, seconded by Council Member Joseph to Approve **Resolution 2024-09R: A Resolution of the Town of Severance Town Council Approving, with Conditions, a Use by Special Review to Operate an Outdoor Storage and Enclosed Mini-Storage Facilities Business on Real Property Located within the Town of Severance, Commonly known as 10845 County Road 74** with recommendation of fencing on the flood plain/way area. All Council Members present voting Yes,

MOTION PASSED

- 2. Pg 134 - Resolution 2024-10R: A Resolution of the Town of Severance Town Council Approving, with Conditions, a Site Plan for Real Property located within the Town of Severance, Commonly known as 10845 County Road 74.**

- Legislative

- Staff Presentation: Shani Porter, Town Planner

MOTION WAS MADE BY Council Member Meyers, seconded by Council Member Vandermark to Approve **Resolution 2024-10R**: A Resolution of the Town of Severance Town Council Approving, with Conditions, a Site Plan for Real Property located within the Town of Severance, Commonly known as 10845 County Road 74. All Council Members present voting Yes,

MOTION PASSED

3. Pg 137 - Resolution 2024-11R: A Resolution of the Town Council of the Town of Severance, Colorado, Approving a Site Plan for Severance Police Department located upon Lot 1, Town of Severance Subdivision, Adjustment No. 1, within the Town of Severance

- Legislative
- Staff Presentation: Nicholas Wharton, Town Manager

MOTION WAS MADE BY Council Member Meyers, seconded by Council Member Bruen to Approve **Resolution 2024-11R**: A Resolution of the Town Council of the Town of Severance, Colorado, Approving a Site Plan for Severance Police Department located upon Lot 1, Town of Severance Subdivision, Adjustment No. 1, within the Town of Severance. All Council Members present voting Yes,

MOTION

4. Pg 160 - Resolution 2024-12R: A Resolution of the Town Council of Severance, Colorado, Approving an Application to Northern Colorado Water Conservancy District for Annually Renewable Perpetual Water Contract for Right to Use Colorado-Big Thompson Project Water under C.R.S. 37-45-131

- Legislative
- Staff Presentation: Nicholas Wharton, Town Manager

MOTION WAS MADE BY Council Member Joseph, seconded by Council Member Vandermark to Approve **Resolution 2024-12R**: A Resolution of the Town Council of Severance, Colorado, Approving an Application to Northern Colorado Water Conservancy District for Annually Renewable Perpetual Water Contract for Right to Use Colorado-Big Thompson Project Water under C.R.S. 37-45-131. All Council Members present voting Yes,

MOTION PASSED

5. Pg 169 - Dedication of Roads

- Legislative
- Staff Presentation: Nicholas Wharton, Town Manager
Council would like more information re: policy and costs

D. COUNCIL MEMBER PETITIONS

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

None

E. ADJOURN

8:01 pm



AGENDA ITEM SUMMARY

AGENDA ITEM	SUBMITTED BY	PRESENTED BY
Pg 8 - Severance High School After Prom Community Grant Request	Lindsay Radcliff, Deputy Town Manager	Lindsay Radcliff Coombs, Deputy Town Manager
ACTION REQUESTED		
The Citizens Advisory Board and Management recommend that the Town Council take action on the grant request for the Severance High School After Prom Committee in the amount of \$1500.00 and move to approve by motion of the consent calendar.		<u>Action Requested</u> <u>Attorney Approved</u>
BRIEF SUMMARY		
Please See Summary Attached		
PUBLIC SUPPORT/CONCERN		
None at this time		
ANALYSIS AND RECOMMENDATION		
The Citizens Advisory Board and Management recommend that the Town Council take action on the grant request for the Severance High School After Prom Committee in the amount of \$1500.00 and move to approve by motion of the consent calendar.		
MATERIALS SUBMITTED		
The following materials were submitted and included in this packet: 1. Town of Severance Community Grant Request 2024 Addendum 2. tos_grant_application_SHS After Prom 2024 (2) 3. 2024 SHS After Prom Donation Letter 4. 2023-24 Fundraising Plan_SHS After Prom		

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
Page 1 of 4



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



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



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

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	

Issued Permits by Permit Type

Severance

01/01/2024 - 01/31/2024

Commercial New	Permits Issued	Valuation	Fees Paid
Temporary Construction Trailer (Commercial New)	1	\$26,000.00	\$719.80
Subtotals:	1	\$26,000.00	\$719.80

Issued Permits by Permit Type

Severance

01/01/2024 - 01/31/2024

Commercial One Stop	Permits Issued	Valuation	Fees Paid
Misc. Mechanical, Plumbing or Electrical - Commercial	2	\$6,550.00	\$352.90
Subtotals:	2	\$6,550.00	\$352.90

Residential New	Permits Issued	Valuation	Fees Paid
Detached Single Family	3	\$1,016,169.46	\$69,764.24
Subtotals:	3	\$1,016,169.46	\$69,764.24

Issued Permits by Permit Type

Severance

01/01/2024 - 01/31/2024

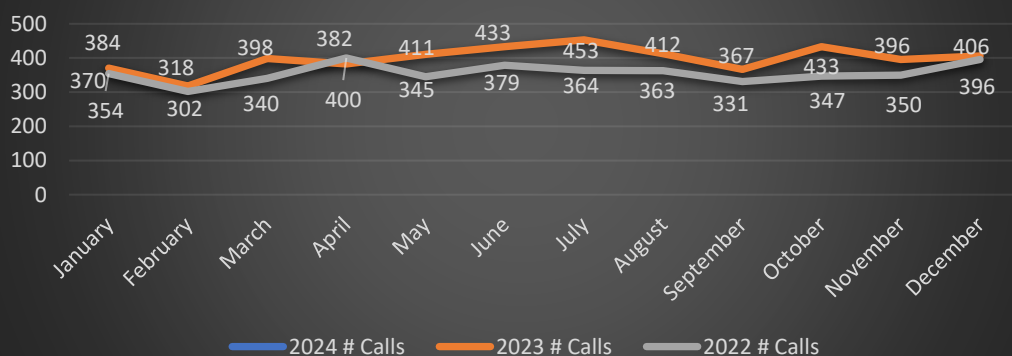
Residential One Stop	Permits Issued	Valuation	Fees Paid
AC/Furnace Combination - Residential	1	\$10,276.39	\$354.98
Furnace Replacement - Residential	1	\$4,439.00	\$179.90
Misc. Mechanical, Plumbing or Electrical - Residential	3	\$10,066.46	\$571.20
Residential Roof - Asphalt	2	\$27,531.00	\$675.56
Subtotals:	7	\$52,312.85	\$1,781.64

Totals:	13	\$1,101,032.31	\$72,618.58
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MAJOR INCIDENT TYPE	# INCIDENTS			
	Jan	YTD 2024	YTD 2023	YTD 2022
Fires	5	5	4	4
Overpressure rupture, explosion, overheat - no fire	0	0	0	1
Rescue & Emergency Medical Service	233	233	248	244
Hazardous Condition (No Fire)	11	11	9	6
Service Call	40	40	46	28
Good Intent Call	40	40	35	42
False Alarm & False Call	54	54	28	29
Severe Weather & Natural Disaster	0	0	0	0
Special Incidents	1	1	0	0
TOTAL	384	384	370	354
Mutual Aid/Auto Aid Given	8	8	6	8
Mutual Aid/Auto Aid Received	2	2	4	12

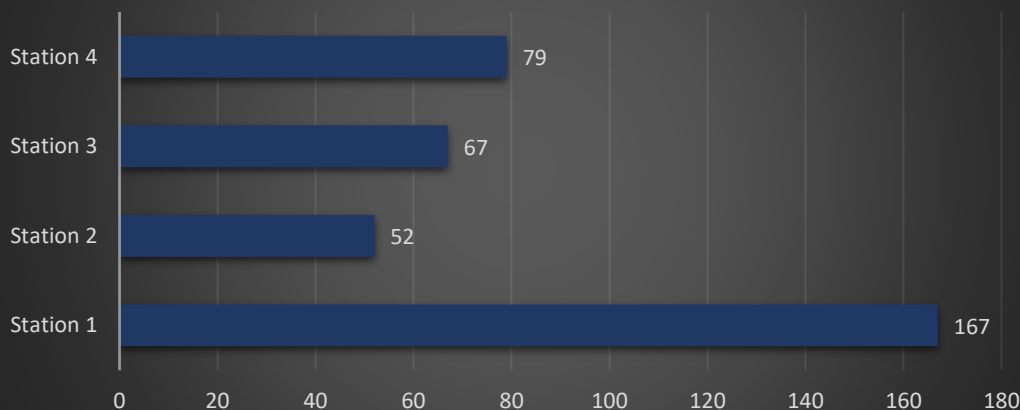
The National Fire Incident Response System (NFIRS) uses these 9 categories to track emergency response incidents nationally.

of Incidents by Month: 2024 vs 2023 & 2022



This chart illustrates the calls for service by month relative to the past years.

Incidents per Station - January 2024



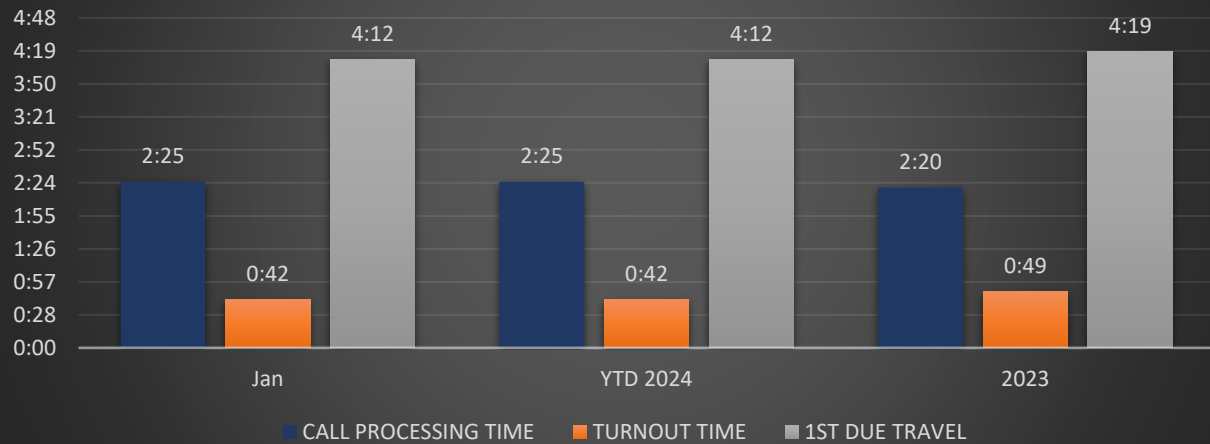
WSFR tracks incidents by the location of the incident based on which station is the closest.



WSFR Response Report: February 2024

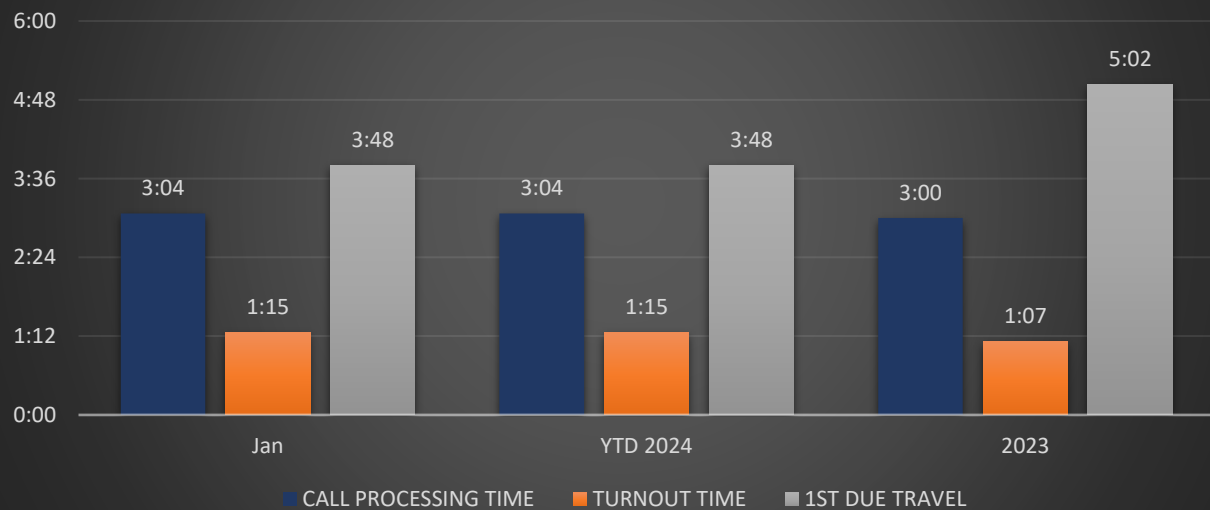


Average Response Times for Emergent EMS/MVA - January 2024



These graphs are looking at the average (50th percentile) for the following 3 segments: Call Processing times (911 answering), Turnout Times (time it takes WSFR/UCH units to begin to respond), and 1st Due Travel (time it takes for the first arriving unit to travel to the incident). When added together, that is the total time for responding to incidents. WSFR also looks at our response data at the 90th percentile as a measure of greater accuracy as part of our accreditation data analysis.

Average Response Times for Emergent OTHER - January 2024



WSFR Response Report: February 2024



Revenue Type Summary

Period: 1/1/2023 - 12/31/2023
Created by: LEAH VANARSDALL on 2/8/2024 10:39:44 AM

Severance Court Clerk
Severance Municipal Court
3 S. Timber Ridge Parkway
Severance, CO. 80550

Payment Amounts by Type

Description	Amount
RESTITUTION	\$357.08
COURT COSTS	\$3,965.00
FINES	\$70,905.00
FTA/FTP FINE	\$130.00
RESTITUTION (LOCKED)	\$1,000.00
SUR-CHARGE	\$8,380.00
DEFAULT FEE	\$25.00
Payments Total	\$84,762.08

Revenue Summary

Period: 1/1/2024 - 1/31/2024
Created by: LEAH VANARSDALL on 2/8/2024 10:59:38 AM

Severance Court Clerk
Severance Municipal Court
3 S. Timber Ridge Parkway
Severance, CO. 80550

RHOADES, RICKY-LEE ALAN

Docket #	Total Fines	Restitution	Total Payments
D2300204	\$390.00	\$0.00	\$195.00

Payment Details

Date	Amount	Type	Notes
1/2/2024	\$195.00	CREDIT CARD	

Fines/Fees Details

Fine/Fee	Amount
FINES	\$300.00
FTA/FTP FINE	\$50.00
SUR-CHARGE	\$40.00

SOLIS, MELODY CRYSTAL

Docket #	Total Fines	Restitution	Total Payments
D2300096	\$225.00	\$0.00	\$225.00

Payment Details

Date	Amount	Type	Notes
1/3/2024	\$225.00	CASH	

Fines/Fees Details

Fine/Fee	Amount
ADMINISTRATIVE FEE	\$25.00
COURT COSTS	\$30.00
FINES	\$150.00
SUR-CHARGE	\$20.00

IBOA, JONATHAN

Docket #	Total Fines	Restitution	Total Payments
D2300147	\$200.00	\$0.00	\$200.00

Payment Details

Date	Amount	Type	Notes
1/3/2024	\$200.00	CREDIT CARD	

Fines/Fees Details

Fine/Fee	Amount
COURT COSTS	\$30.00
FINES	\$150.00
SUR-CHARGE	\$20.00

ALANIZ, ERNESTO

Docket #	Total Fines	Restitution	Total Payments
D2300158	\$195.00	\$0.00	\$195.00

Payment Details

Date	Amount	Type	Notes
1/3/2024	\$195.00	CREDIT CARD	

Fines/Fees Details

Fine / Fee	Amount
FINES	\$150.00
FTA/FTP FINE	\$25.00
SUR-CHARGE	\$20.00

WATTERSON, BLAKE ANDREW

Docket #	Total Fines	Restitution	Total Payments
D2326	\$75.00	\$0.00	\$75.00

Payment Details

Date	Amount	Type	Notes
1/3/2024	\$75.00	CREDIT CARD	

Fines/Fees Details

Fine / Fee	Amount
COURT COSTS	\$30.00
FINES	\$25.00
SUR-CHARGE	\$20.00

BRANNON, JOSHUA ROBERT

Docket #	Total Fines	Restitution	Total Payments
D2328	\$75.00	\$0.00	\$75.00

Payment Details

Date	Amount	Type	Notes
1/3/2024	\$75.00	CREDIT CARD	

Fines/Fees Details

Fine / Fee	Amount
COURT COSTS	\$30.00
FINES	\$25.00
SUR-CHARGE	\$20.00

RARICK, LUCIAN ARYAN

Docket #	Total Fines	Restitution	Total Payments
D2330	\$75.00	\$0.00	\$75.00

Payment Details

Date	Amount	Type	Notes
1/3/2024	\$75.00	CREDIT CARD	

Fines/Fees Details

Fine / Fee	Amount
COURT COSTS	\$30.00
FINES	\$25.00
SUR-CHARGE	\$20.00

STRINGER, BRYCE KEATON

Docket #	Total Fines	Restitution	Total Payments
D2300217	\$50.00	\$0.00	\$50.00

Payment Details

Date	Amount	Type	Notes
1/3/2024	\$50.00	CASH	

Fines/Fees Details

Fine / Fee	Amount
COURT COSTS	\$30.00
SUR-CHARGE	\$20.00

STRINGER, ROBERT DALTON

Docket #	Total Fines	Restitution	Total Payments
D2300215	\$50.00	\$0.00	\$50.00

Payment Details

Date	Amount	Type	Notes
1/3/2024	\$50.00	CREDIT CARD	

Fines/Fees Details

Fine / Fee	Amount
COURT COSTS	\$30.00
SUR-CHARGE	\$20.00

HETTINGER, CHRISTOPHER ALAN

Docket #	Total Fines	Restitution	Total Payments
D2630	\$75.00	\$0.00	\$75.00

Payment Details

Date	Amount	Type	Notes
1/3/2024	\$75.00	CREDIT CARD	

Fines/Fees Details

Fine / Fee	Amount
COURT COSTS	\$30.00
FINES	\$25.00
SUR-CHARGE	\$20.00

CODY, GRACE PATRICIA

Docket #	Total Fines	Restitution	Total Payments
D2225	\$75.00	\$0.00	\$75.00

Payment Details

Date	Amount	Type	Notes
1/3/2024	\$75.00	CASH	

Fines/Fees Details

Fine / Fee	Amount
COURT COSTS	\$30.00
FINES	\$25.00
SUR-CHARGE	\$20.00

BENITEZ, BRANILY

Docket #	Total Fines	Restitution	Total Payments
D2300218	\$50.00	\$0.00	\$50.00

Payment Details

Date	Amount	Type	Notes
1/3/2024	\$50.00	CREDIT CARD	

Fines/Fees Details

Fine / Fee	Amount
COURT COSTS	\$30.00
SUR-CHARGE	\$20.00

FALES, BRIAN ALLEN

Docket #	Total Fines	Restitution	Total Payments
D2300219	\$75.00	\$0.00	\$75.00

Payment Details

Date	Amount	Type	Notes
1/3/2024	\$75.00	CREDIT CARD	

Fines/Fees Details

Fine / Fee	Amount
COURT COSTS	\$30.00
FINES	\$25.00
SUR-CHARGE	\$20.00

IKENOUYE, TAVEN CHRISTOPHER

Docket #	Total Fines	Restitution	Total Payments
D2329	\$75.00	\$0.00	\$75.00

Payment Details

Date	Amount	Type	Notes
1/8/2024	\$75.00	CREDIT CARD	

Fines/Fees Details

Fine / Fee	Amount
COURT COSTS	\$30.00
FINES	\$25.00
SUR-CHARGE	\$20.00

MALAVASE, KEITH ANDREW

Docket #	Total Fines	Restitution	Total Payments
D2300187	\$170.00	\$0.00	\$170.00

Payment Details

Date	Amount	Type	Notes
1/22/2024	\$170.00	CREDIT CARD	

Fines/Fees Details

Fine / Fee	Amount
FINES	\$150.00
SUR-CHARGE	\$20.00

TYLER, GREGORY KENT

Docket #	Total Fines	Restitution	Total Payments
D2237	\$170.00	\$0.00	\$170.00

Payment Details

Date	Amount	Type	Notes
1/25/2024	\$170.00	CASH	

Fines/Fees Details

Fine / Fee	Amount
FINES	\$150.00
SUR-CHARGE	\$20.00

SCOTT, IAN PATRICK

Docket #	Total Fines	Restitution	Total Payments
D2239	\$170.00	\$0.00	\$170.00

Payment Details

Date	Amount	Type	Notes
1/26/2024	\$170.00	CREDIT CARD	

Fines/Fees Details

Fine / Fee	Amount
FINES	\$150.00
SUR-CHARGE	\$20.00

Fines Paid by Description

Description	Amount
ADMINISTRATIVE FEE	\$25.00
BENCH WARRANT	\$0.00
COMMUNITY SERVICE	\$0.00
CONTEMPT	\$0.00
COURT COSTS	\$360.00
DEFAULT FEE	\$0.00
FINES	\$1,225.00
FTA/FTP FINE	\$50.00
LATE FEE	\$0.00
OJW	\$0.00
OVERPAYMENT	\$0.00
RESTITUTION	\$0.00
RESTITUTION (LOCKED)	\$0.00
RETURNED PAYMENT FEE	\$0.00
State Assessment	\$0.00
SUMMONS	\$0.00
SUR-CHARGE	\$340.00
WARNING LETTER	\$0.00
Total Fees	\$2,000.00
Over Charged Amount	\$0.00
Total Paid	\$2,000.00

Fines Paid by Pay Method

Description	Amount
CASH	\$520.00
CHECK	\$0.00
CREDIT CARD	\$1,480.00

Overpaid Cases

Case	OverPaid
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Revenue Type Summary

Period: 1/1/2024 - 1/31/2024
Created by: LEAH VANARSDALL on 2/8/2024 10:55:54 AM

Severance Court Clerk
Severance Municipal Court
3 S. Timber Ridge Parkway
Severance, CO. 80550

Payment Amounts by Type

Description	Amount
COURT COSTS	\$360.00
FINES	\$1,225.00
FTA/FTP FINE	\$50.00
SUR-CHARGE	\$340.00
ADMINISTRATIVE FEE	\$25.00
Payments Total	\$2,000.00

Police Chief Report

Kenneth Chavez, Interim Chief of Police

January 2024



Projects Updates

- The Severance Police Department conducted oral boards to hire new four new officers. Three individuals with prior police experience were presented with conditional offers of employment. The first officer is set to start on February 5th. The two remaining officers will start when they are able to move to the Severance area. A hiring search is still underway for the fourth remaining officer opening.
- Chief Chavez was sworn in officially as the Chief of Police by Mayor Fries on January 9, 2024, at the Town Council meeting. Numerous relatives and friends of Chief Chavez attended the ceremony.
- Chief Chavez held an all-staff meeting on January 10th to present his guidance and vision for the department moving forward. Chief Chavez's priorities are greater police visibility in the community, traffic safety measures, school safety, and community engagement. Additionally, improving the culture and morale of the department and preparing for the move into Town Hall and then in to the new Severance Police Station at the end of this year.
- Chief Chavez has attended several meetings with representatives of Infusion Architects and Fransen Pittman Construction, along with other Town of Severance representatives, to finalize plans and construction timelines for the new Severance Police Department building. Demolition of the current Severance Police Department is scheduled for April 1st.
- Chief Chavez attended the 2024 County Sheriffs of Colorado annual conference in Loveland, January 17th through 19th. Topics presented included officer health & wellness, a Sheriff/Chief roundtable, Academy update from the Colorado Attorney General, Search & Rescue, Auto Theft prevention measures, and the status of the current Opioid crisis. Chief Chavez received 12.5 hours of training from attending this conference.
- On January 28th, the first of three cleanup days occurred at the Severance Police Department in preparation for the demolition of the building and move to Town Hall. Numerous items no longer needed by the department, and trash was removed from the building. Additional days are scheduled for February and March.
- On January 31st, a Meet the Chiefs of Severance event was held at Town Hall. Chief Chavez and Windsor Severance Fire Rescue Chris Angermuller were on hand to meet community members. A reporter from the Greeley Tribune covered the event and published a favorable news article later that week.

Community Support and Relations

- Interim Chief Chavez met with numerous key local and law enforcement officials this month to include the following:
 - 2024 Severance Town Directors Kickoff Meeting on January 9th
 - Meeting with Weld County District Attorney Rourke to discuss Auto Theft prevention strategies on January 17th
 - Weld County Chiefs of Police Association meeting on January 17th
 - North Weld County CoResponder Meeting on January 22nd
 - RunWindsor 5k, 10k, Fun Run coordination meeting on January 29th



Police Department CALLS FOR SERVICE

PLEASE NOTE THAT MONTHLY STATS MAY VARY DUE TO WHEN INFORMATION IS PROCESSED

January 2024

It is the mission of the Severance Police Department to serve our community through collaboration with our citizens to maximize public safety while providing ethical and equitable services.

IF YOU HAVE AN EMERGENCY OR NEED TO SPEAK WITH A SEVERANCE POLICE OFFICER, PLEASE CALL 911.

If you do not wish to call 911 and still need to speak with a Severance Police Officer, please call the Weld County Dispatch 970-350-9600 (option 4).



Town of Severance Police Dept.
3 Timber Ridge Pkwy
Severance, CO 80550
970 -686-1218
townofseverance.org/police-department



Homicide

0



Aggravated Assault

1



Sex Assault

0



Domestic Violence

1



Aggravated Robbery

0



Strongarm Robbery

0



Arrests

1



Burglary

0



Motor Vehicle Theft

1



Theft From Motor Vehicle

0



Fraud / ID Theft

2



Vandalism/ Graffiti

2



Shoplifting

0



Traffic Accidents

3

Municipal Ordinance Citations

1

Traffic Tickets

11

TOTAL CALLS FOR SERVICE

423

PROCLAMATION

ANTI-HUMAN TRAFFICKING MONTH

MARCH 2024

WHEREAS, human trafficking is a global plague that impacts millions of people each year, including tens of thousands of Americans; and

WHEREAS, the United States ranks as one of the worst countries globally for human trafficking; and

WHEREAS, Colorado ranks in the top 20 states with the highest rates of human trafficking per capita; and

WHEREAS, human trafficking impacts people across all demographics and ages, including teenagers and children; and

WHEREAS, the battle against human trafficking includes supporting efforts in schools, churches, non-profit organizations, law enforcement, and businesses to prevent human trafficking; intervene, disrupt, and dismantle human trafficking syndicates; and provide resources to and support for victims of human trafficking; and

WHEREAS, the Town of Severance, Colorado, joins schools, churches, non-profit organizations, law enforcement, federal and state coalitions in our commitment to increase public awareness of the human trafficking epidemic that impacts our community, state, nation, and world.

NOW, THEREFORE, THE TOWN COUNCIL OF THE TOWN OF SEVERANCE, COLORADO, does hereby proclaim the month of March 2024 as

ANTI-HUMAN TRAFFICKING MONTH

in Severance, Colorado, and urges our residents, churches, schools, law enforcement, and businesses to work together to prevent and eliminate human trafficking in all forms from our community and to support the efforts of front-line organizations and law enforcement in their battle against human trafficking and to take a stand and say, “Not in our Town!”

TOWN OF SEVERANCE, COLORADO

Matthew Fries, Mayor

ATTEST:

Leah Vanarsdall, Town Clerk



AGENDA ITEM SUMMARY

AGENDA ITEM	SUBMITTED BY	PRESENTED BY
Pg 33 - Town of Severance Municipal Judge and Alternate Selection	Nicholas Wharton, Town Manager	Nicholas J. Wharton, MPA
ACTION REQUESTED		
Town Management requests the Town Council interview and select one municipal judge and up to two alternate judges for the Town of Severance Court.		<u>Presentation Action Requested</u>
BRIEF SUMMARY		
With the current contract ending for the Municipal Judge, Town Management went out to RFP to fulfill this position for the Town Council. Town Management received six applications of interest for this position and has included all applicant information in the packet. Town Management has requested each of the applicants to be present at this meeting for interviews and selection.		
PUBLIC SUPPORT/CONCERN		
None at this time.		
ANALYSIS AND RECOMMENDATION		
Town Management requests the Town Council interview and select one municipal judge and up to two alternate judges for the Town of Severance Court.		
MATERIALS SUBMITTED		
The following materials were submitted and included in this packet: 1. Municipal Judge Applicants		

Joseph Jestus

Severance, CO 80550

February 15, 2024

Nicholas J. Wharton, MPA, ICMA-CM

Town Manager

3 S. Timber Ridge Parkway

Severance, CO 80550

Dear Manager Wharton:

I am excited to submit my application for the available municipal judge position. For as long as I have been able to, I have made it my mission to serve others. I apply with enthusiasm for this position.

As an attorney, I have served the public for my entire career. For my first position out of law school, I was fortunate enough to be placed in Weld County as part of the Colorado Public Defender's Office. While there I assisted those charged with felonies, misdemeanors, and traffic violations. I quickly knew that this was the community I wanted to live in, and the people I wanted to serve. I grew up in Cookeville, Tennessee, a rural community in Appalachia. I love the spirit of small towns and the people who choose to reside there.

At the Colorado Legal Defense Group, I was able to expand my knowledge and practice. Due to my knowledge and passion for the Weld County Community, I was hired to expand the practice into Northern Colorado. I was provided an office in Greeley and represented all of our Weld County clients. In addition to my regular duties, I was their go-to attorney for all appellate issues. I know when issues become appealable, and how to advocate for the changing of a judge's position. I now work for The Wilhite Law Firm where I serve plaintiffs who are harmed by others. No matter what, I find myself returning to this community which I love. Despite working out of their Denver office, I maintain residence in Weld County.

While I have never served on the bench, I have plenty of skills which make me a strong candidate. I interact with professionalism, patience, and decisiveness with all my clients. As a judge, I will be patient and decisive with all who come before me. I will treat staff with appreciation; an attorney is nothing without effective staff. Attorneys, staff, and judges agree that I communicate professionally and kindly. As an attorney, I keep abreast of all changes in law and new legislation. If there is something I do not know, I promptly educate myself. I have no conflicts of interest with Severance, and I will be able to meet the time requirements of the position.

I enjoy my career as an attorney, and I am humbled by the service I have provided to the people of Weld County. I am seeking the opportunity to continue serving my community as a Municipal Court Judge.

Thank you tremendously for your consideration and I look forward to hearing from you regarding next steps.

Sincerely,

Joseph E. Jestus, Esq.

Joseph Jestus, Esq.
Severance, CO • ([REDACTED])
jestuslaw@gmail.com

Experienced, client-focused, trial attorney. Lead counsel on hundreds of cases and successfully represented thousands of clients. I give every case the attention it deserves; I care for my clients, no matter who they are.

EDUCATION

Benjamin N. Cardozo School of Law

Juris Doctor, April 2016

Academic: GPA 3.255, top 50%

Honors: Dean's Merit Scholarship, Langfan Oratorical Competition

Activities: Pro Bono Scholar Program, Moot Court Honor Society, Bet Tzedek Legal Services Clinic, Suspension Representation Project

Villanova University

B.A. Majors: English, Spanish, Minors: Philosophy, Business

EXPERIENCE

Willhite Law Firm, Denver, CO

November 2021-Present

Litigation Attorney

- Lead counsel on numerous civil cases.
- Try cases in Colorado and Federal District Court.
- Research and study changes in law and new legislation
- Draft written pleadings, including complaints and motions for summary judgment.
- Successfully negotiate favorable settlements.
- Study scholarly materials to prepare expert witnesses.
- Thoroughly depose opposition witnesses.
- Creatively investigate cases throughout the discovery process.
- Advocate in alternative forums such as mediation and arbitration.
- Maintain effective client communication.
- Manage paralegal and admin staff.
- Consistently improve litigation and trial advocacy techniques through continuing education.

Colorado Legal Defense Group, Denver, CO

March 2020-November 2021

Associate Attorney, Appellate Associate, Pro-Bono chair

- Successfully litigated, from start to finish, cases where clients face life sentences.
- Lead counsel on felony and misdemeanor criminal trials.
- Lead counsel on appellate cases in front of the Colorado Supreme Court.
- Researched and drafted superior written motions.
- Drafted numerous post-conviction and appellate pleadings.
- Lead counsel on municipal and family court cases.
- Consulted on cases in sister offices in Nevada and Los Angeles.
- Go-to person in office for legal research and drafting written pleadings.
- Provide empathetic advice and counsel for clients at all hours of the day.

Colorado State Public Defender, Greeley, CO

January 2017-March 2020

Deputy State Public Defender: District Court

January 2019-March 2020

- Lead counsel on felony trials.
- Second chair on felony trials with clients facing life sentences.
- Managed caseload of over 150 felonies.
- Promptly responded to clients in writing or in person when clients require advice.
- Researched, drafted, and filed original motions.
- Drafted appellate briefs to the Supreme Court.
- Successfully negotiated settlements.
- Litigated bond hearings at the jail.
- Practiced with the highest regard for ethics.

Deputy State Public Defender: County Court

January 2017-January 2019

- Lead counsel on misdemeanor trials.
- Litigated cases from first appearances until final dispositions.
- Managed caseload of over 200 misdemeanors and minor felonies.
- Promptly responded to clients in writing or in person when clients require advice.
- Researched, drafted, and filed original motions.
- Drafted appellate briefs to the District and Supreme Court.
- Successfully negotiated settlements.
- Litigated bond hearings at the jail.
- Practiced with the highest regard for ethics.

Legal Aid Society, New York, NY

August 2015-April 2016

Pro Bono Scholar Intern,

- Worked forty hours a week investigating and preparing cases for the Legal Aid society.
- Advocated for clients in New York Supreme Court.
- Represented clients at bond hearings during evening court.
- Conducted witness interviews throughout all five boroughs of New York City.
- Drafted and filed pleadings. Served subpoenas.

Bet Tzedek Legal Services Clinic, New York, NY

August 2014-April 2015

Student Representative

- Represented low-income clients in housing court or at SSI hearings.
- Advocated orally on behalf of clients in court.
- Drafted wills for low-income, elderly clients.
- Conducted client interviews in person.
- Drafted and filed motions and other court documents.
- Researched legal issues as necessary. Assisted with client intake.

Queens Law Associates, New York, NY

Summer 2014, Summer 2015

Legal Intern

- Researched intricate legal issues as requested by attorneys.
- Prepared memorandums of law.
- Composed and edited court motions.
- Conducted preliminary interviews of clients. Assisted with day-to-day office tasks

SKILLS AND LICENSES

Skills: Expeditious and empathetic client communication, Management of high caseloads, Staying abreast of changes in law and new legislation, Studying scholarly literature, Understanding of Ethical Rules, Note taking, Westlaw, LexisNexis, Microsoft Word, Google Suite

Licenses: Licensed to practice in Colorado. Licensed to practice in Federal Courts. UBE score qualifies for admission in any UBE state.

Awards: Top 40 Under 40- National Trial Lawyers, Master of DUI Defense- American Association of Premier DUI Attorneys

Ethan S. Doak, ESQ
[REDACTED]
Severance, CO 80550
[REDACTED]
[REDACTED]

Nicholas J. Wharton, MPA, ICMA-CM
Town Manager
3 S. Timber Ridge Parkway
Severance, CO 80550

Dear Mr. Wharton and Members of the Town of Severance Council,

I am writing to express my interest in becoming the Town of Severance's Presiding Municipal Court Judge. I am confident that my background and experience make me an excellent fit for this position. I am a long time Colorado resident, born in Fort Collins, where my wife and I moved back to in 2001 and raised our children. Now empty nesters, we moved to Severance two and a half years ago to get me closer to work. At the time of our move, I served as a Deputy District Attorney with the Weld County District Attorney's Office. During my tenure at the Weld County District Attorney's Office, I was immersed in the courtroom environment for six years in the County, Juvenile, and District Courts. This invaluable experience exposed me to countless hours of legal proceedings from bond hearings, motions hearings, and preliminary hearings to trials and sentencing hearings. Throughout this experience I honed my understanding of criminal procedure and the rules of evidence.

For the past two years, I have had the privilege of serving the City of Fort Collins as part of the City Attorney's Office, primarily focusing on Municipal Court prosecution. I have also taken on the roles of marijuana compliance and homelessness related issues, reflecting my commitment to addressing diverse community needs.

Transitioning from District Court to Municipal Court allowed me to engage directly with community members, many of whom are exposed to the legal system for the first time. I derive immense satisfaction from fostering open communication with defendants, ensuring they feel heard, respected, and understand the accountability measures in place. My journey from the District Attorney's Office to the City Attorney's Office has equipped me with a comprehensive understanding of legal intricacies, a passion for community engagement, and a commitment to upholding justice. I am eager to bring these qualities to the role of Municipal Court Judge, facilitating fair and equitable outcomes for all involved.

I consider my greatest strength to be my ability to genuinely connect and communicate with individuals from all backgrounds. This attribute, I believe, will be invaluable if entrusted with the role of Presiding Judge. My capacity to connect stems from a long life of experiences, including extensive travel, learning languages, and immersion in diverse cultures, all preceding my legal career.

Municipal Courts, often regarded as "quality of life" or "people's" courts, resonate deeply with me due to my prior work experiences in the service industry and various blue-collar roles.

These encounters have instilled in me a profound understanding of accessibility and responsiveness, qualities I am committed to bringing to the Courtroom.

Throughout my legal career, colleagues, defendants, Judges, and defense counsel alike have recognized me as firm yet fair and trustworthy. In the role of Presiding Judge for the Severance Municipal Court, I pledge to maintain this reputation by listening, being open minded, and ensuring fairness, equity, and justice for all who appear before me.

In my capacity as a Municipal Court prosecutor, I prioritize staying informed about current legislation and developments pertinent to Municipal Courts. Regular attendance at the Colorado Municipal League (CML) annual conferences and seminars is a cornerstone of my commitment to ongoing education. Additionally, I actively engage in various training opportunities provided by CML, including participation in the Municipal Prosecutor Workshop and attending informative webinars. Beyond formal training events, I review House and Senate bills to assess their potential impact on the City's Municipal Code, enforcement procedures, and marijuana regulations. This ensures that I remain abreast of legislative changes and their implications for our community. Maintaining this dedication to staying informed and continuously enhancing my knowledge base underscores my commitment to upholding the highest standards as a Municipal Court Judge.

If selected, I am fully committed to balancing my responsibilities with the City of Fort Collins and the Town of Severance. I intend to dedicate specific time each month to addressing my obligations in Severance, ensuring that the first Thursdays of each month, in particular, remain available without conflict with my Fort Collins commitments. As of now, I am not aware of any conflicts that would impede my ability to effectively preside over the Municipal Court.

Sincerely,



Ethan S. Doak

ETHAN SCOTT DOAK, ESQ.

Severance, Colorado 80550

Colorado Attorney Reg. # 46635

Phone Number (970) 223-1111

EDUCATION:

University of Wyoming College of Law

Class of 2013

Juris Doctor: Graduated with Excellence in Advocacy Award

Colorado State University School of Business

Class of 2004

Master of Business Administration

University of Colorado at Boulder

Class of 1998

Bachelor of Arts, Double Major in Asian Studies and Japanese Language/Literature

University of Tsukuba, Japan

1995-1996

Study Abroad Program: International Relations and Japanese Language

LEGAL EXPERIENCE

Fort Collins City Attorney's Office

April 2022-Present

Assistant City Attorney

- Prosecution—draft code; advise police; review legislation; and handle all matters cited into the Fort Collins Municipal Court from plea negotiation to trial.
- Marijuana Compliance—draft code; review legislation; and handle general enforcement of marijuana related matters.
- Homelessness—advise Fort Collins Police HOPE team on engagement with unhoused population; advise various city departments tasked with handling homelessness related issues; review case law; write contracts and MOUs between the City of Fort Collins and various non-profit organizations; and serve as member of the Fort Collins Municipal Court's "The Right Track Program."

Weld County District Attorney's Office

March 2016-March 2022

Deputy District Attorney

- County Court—handled caseload of roughly 1,500 misdemeanor, petty, and traffic cases; extensive motions practice; and tried roughly twenty jury trials to verdict.
- Juvenile Court—I was one of two prosecutors handling the entire juvenile case load; extensive motions and preliminary hearing practice; and tried roughly 5 misdemeanor and felony Court trials.
- District Court—handled caseload of roughly 350-400 felony cases annually; extensive motions and preliminary hearing practice; and tried roughly fifteen jury trials to verdict.

The Dow Law Firm, Fort Collins, Colorado

March 2015-March 2016

Associate Attorney

- Business Law—entity formations and dissolutions; and general business transactions.
- Real Estate Law—CCIOA matters; HUD refinancing of commercial real estate; property acquisitions; land use; and 1031 exchanges.
- Water Law—general ditch company representation including drafting easement agreements, crossing agreements and research related to condemnation of water rights; and applications for finding of reasonable diligence and well permits.

The Doak Law Office, Fort Collins, Colorado
Sole Practitioner

February 2014-March 2015

- Family Law—pre and post decree family law matters.
- Business Law—entity formations; and general business transactions.
- General Civil Litigation—collections; and breach of contract matters.

University of Wyoming Legal Services Program, Laramie, Wyoming
Student Director

May 2012-May 2013

- Family Law/General Civil—managed caseload of roughly sixty cases serving indigent clients throughout Wyoming in various family law and general civil matters; personally represented clients in cases involving child custody modification; guardian *ad litem*; adoption; name change and an administrative appeal, which culminated in presenting oral argument to the Supreme Court of Wyoming.

Honorable David Williams, 8th Judicial District, Larimer County, Colorado
Judicial Legal Extern

Spring 2012

- Performed legal research and wrote draft orders for Motions to Dismiss, Default Judgments, and witnessed trials and hearings involving family law matters, probate, and medical malpractice.

Honorable Julie Field, 8th Judicial District, Larimer County, Colorado
Judicial Legal Extern

Fall 2011

- Performed legal research and wrote draft orders for Default Judgments, Partial Summary Judgment, Motions to Dismiss, and an Order of Appeal.

LAW SCHOOL COMPETITIONS:

ABA Client Counseling Competition

Spring 2013

- 1st Place Team
- Advanced to the Northwest Regional Competition—1st Place Team
- Advanced to the National Competition—7th in the Nation

Hirst Applegate Trial Advocacy Competition

Fall 2012

- 1st Place Team
- Advanced to the Northwest Regional Competition

Rothgerber, Johnson & Lyons Trial Advocacy Competition

Fall 2011

- 2nd Place Team
- Advanced to the Northwest Regional Competition

MEMBERSHIPS:

Colorado Bar Association, Member

2013-Present

Crawford Child Advocacy Center, Fort Collins CO

- Board Member
- Vice President of the Board

**2022-Present
Present**

Adoption Dreams Come True

- Board Member
- President of the Board

**2015
2015**

VOLUNTEER WORK:

Rocky Mountain High School Mock Trial Team, *Coach*

2012, 2013, 2015, 2016

- Assisted in development of trial skills in high school students for mock trial competition.

Windsor High School Mock Trial Team, *Coach*

- Assist in development of trial skills in high school students for mock trial competition.

2016-Present

Fort Collins Recreation Basketball, *Coach*

- Boys 2nd-3rd Grade

2023

LANGUAGES: Conversational in Japanese and Spanish

References upon request.

**ZANE M. PIC
ATTORNEY AT LAW
1122 9TH STREET, SUITE #202
GREELEY, COLORADO 80631
Telephone: (970) 356-9770
Email: zpic1@netzero.com**

February 20, 2024

Town of Severance
Town Administration
3 S. Timber Ridge Parkway
P.O. Box 339
Severance, CO 80546

RE: Municipal Court Judge

Dear Town of Severance Administration:

I would like to submit my Resume, which is attached hereto, for consideration of the Town of Severance Municipal Judge position. As you can see, I have many years of experience acting as not only a Municipal Judge but a Municipal Prosecutor. I would be happy to offer my expertise to the Town of Severance.

If you should have any questions, please feel free to contact me. I thank you for your consideration.

Yours very truly,



Zane M. Pic
Attorney at Law

Zane Pic

970-356-9770
zpic1@netzero.com

Attorney at Law

Admitted to Practice- United States Supreme Court- June 1980

Colorado State Bar- October 1973

Nebraska State Bar- June 1973

EXPERIENCE

Attorney At Law- Solo Practitioner

June 1980-PRESENT

SKILLS - All duties associated with Municipal Court Judge and Prosecutor, drafting Municipal Ordinances, computer skills, oral arguments in Court, legal expertise

Caswell and Pic

1978-1980

AWARDS - Weld County Bar Association Sandy Carr Award

EDUCATION

US Army Ordnance Corp.

1973

University Of Iowa B.S.

May 1970

Creighton University School of Law

May 1973

PROJECTS

Member of the Bar Association In Colorado and Nebraska

Director of Child Abuse and Intervention Service

1985-1986

Municipal Court Judge Lasalle, CO

1985-present

Municipal Court Judge Nunn, CO
2020-present

Municipal Court Prosecutor Platteville, CO
2018-2022

Good morning, Nicholas.

I'm writing to express my interest in the Presiding Municipal Judge position in Severance, Colorado. Please see my resumes attached and the required information outlined below.

On a personal note, I want to share with you my belief that Municipal Courts are the front-line of the criminal justice system. They are the first stop for youthful offenders and see those quality-of-life crimes which bring forth the most diverse and largest swath of the community. For this reason, a municipal judge who leads with compassion, thoughtfulness, and an out-of-the-box approach to problem-solving is what is required. I look forward to discussing with you how my experience and perspective will help me serve Severance as the Municipal Court Judge.

To address the required information:

1. I worked as a criminal prosecutor for eight years, five of which were spent as a City Attorney for Denver, Colorado, working in this state's largest municipal court system. For the past year, I have had the pleasure of being the Presiding Judge for Ignacio, Colorado, as well as an Associate Judge in Fort Collins, Colorado. This has given me a wealth of experience not only in criminal law, but specifically in municipal practice.
2. I have not issued a judgement that has been appealed.
3. I stay updated on current legislation through CLEs and also through involvement in the Colorado Municipal Judges Association. Judge Robert Frick of Longmont, and my fellow Associate Judges in Fort Collins, are resources for me on a fairly regular basis.
4. My communication style is to act with kindness. When you seek to be gentle and kind in your communication with others and come from a place of acceptance and understanding, whether it be with court staff, defendant's, witnesses, attorneys, everything else falls into place.
5. I am able to devote the first Thursday of each month to the docket in Severance. Throughout the month I am able to review things that come up within 24 hours of receipt with the exception of emergency requests (i.e. review warrants), which can be addressed more quickly.
6. I do not have any conflicts of interest with the Severance.

Please let me know if there's any more information I can provide that will help you in your decision.

Thank you,

Sarah Simchowitz

[REDACTED]
Denver, CO 80212
720-00-5788

SARAH DELAINE SIMCHOWITZ

Denver, Colorado 80212

BAR ADMISSIONS: Colorado (2012) and New Mexico (2014)

EDUCATION

Washington University School of Law, St. Louis, Missouri

J.D. (2011), Dean's List

American University, Washington, District of Columbia

B.A. in Literature (2007)

WORK EXPERIENCE

City of Fort Collins, Associate Municipal Court Judge, Fort Collins, CO **January 2023 – Present**

- Oversee adjudication of traffic, criminal, juvenile, zoning, parking, and other municipal code violations.
- Conduct hearings on motions, trials to the court, jury trials, and other requisite judicial duties.
- Preside over arraignments, bond determinations, hearings, pre-trial dispositions, and trials.

Town of Ignacio, Part-time Municipal Court Judge, Ignacio, CO **November 2022 – Present**

- Oversee adjudication of traffic, criminal, juvenile, zoning, parking, and other municipal code violations.
- Conduct hearings on motions, trials to the court, jury trials, and other requisite judicial duties.
- Preside over arraignments, bond determinations, hearings, pre-trial dispositions, and trials.

Arapahoe County, Assistant County Attorney, Aurora, CO **November 2022 – Present**

- Provide legal representation in Human Services practice areas as needed, including adult protection, mental health, drug and alcohol commitments, juvenile delinquency, fraud recovery, child support enforcement, and administrative hearings.
- Provide legal support to Department of Human Services, including management of dependency and neglect caseload.
- Advise Department regarding statutory duties and obligations.
- Research legal questions and prepare opinions.
- Provide representation for the County at hearings, court trials, jury trials and other hearings.

Denver City Attorney's Office, Associate City Attorney, Denver, CO **January 2018 – November 2022**

- Investigated, prepared, and took to trial cases including juvenile, family violence, traffic, and domestic violence cases. Prosecute violations of Denver zoning, public health, and animal ordinances.
- Responded to trial-level motions; filed and responded to appeals.
- Worked closely with victims and Victim's Advocates to relate and explain case-related legal issues, answer questions, and address safety concerns from arraignment to disposition.
- Additional Participation: PACE Fun-Committee, City Attorney's ADCOM Committee, Law Fellow Mentor, Courtrooms to Classrooms.

6th Judicial District Attorney's Office, Deputy District Attorney, Durango, CO **September 2015-October 2017**

- Prosecuted both felony and misdemeanor cases including juvenile cases in District Court. Managed a docket of approximately 600 filings per year.
- First-chaired 14 misdemeanor jury trials and 5 court trials; second-chaired 2 felony jury trials.
- Worked with, interviewed, and prepared for trial both lay and law enforcement witnesses and victims.

13th District Attorney's Office, Assistant District Attorney, Bernalillo, NM **2014-2015**

- Prosecuted both felony and misdemeanor cases, including domestic violence.

Bradley R. Whitfield, Esq.

(303) 746-7759 • bradley.whitfield@denvergov.org

February 17, 2024

Dear Nicholas Warton,

I write to express my interest in the role of Presiding Municipal Judge for the Town of Severance.

I've served in Colorado municipal courts for my entire legal career – roughly fifteen years. After clerking for Judge Brian Whitney on the Denver District Court, I became the City of Arvada's municipal prosecutor, handling every aspect of Arvada's criminal docket, which ranged from traffic to criminal assault to domestic violence. I was individually responsible for a criminal caseload averaging fourteen-thousand cases per year, handled all pretrial motions, and prosecuted all jury and bench trials. I also provided trainings to the Arvada's agencies, including the Arvada Police Department.

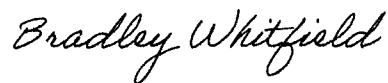
In 2008, I joined the Denver City Attorney's Office, Prosecution and Code Enforcement Division, as a trial attorney. I appeared in municipal court countless times, litigating hundreds of criminal cases, motion hearings, and trials, where the Colorado Municipal Court Rules are regularly and routinely cited, argued, and interpreted, and I served as a "team lead," sitting first or second chair for any jury trial going forward in the office – a role I held for two years. I also routinely provided training and legal advice to many City agencies, including but not limited to the Denver Police Department, Denver Animal Protection, Denver Department of Public Health and Environment. Additionally, I've co-written municipal legislation, including the Denver Municipal Victim's Right Act, which passed last year.

Four years ago, I was promoted to Section Supervisor for the City of Denver, Prosecution and Code Enforcement Division, where I oversee an amazing group of thirty prosecutors. I continue to appear in court, I provide legal advice to our team of attorneys, I regularly advise and train our City agencies on various legal matters, and I train our new attorneys on trial advocacy. I also interact with our bench regularly, getting their feedback on various legal issues which range from constitutional to evidentiary issues. In this role, it's essential that I communicate effectively and respectfully towards my team, the court, the Denver Office of Municipal Public Defender, court stakeholders, and staff, which I do daily.

If given the opportunity, I hope to not only be fair and neutral member of the bench but treat each person that appears or works with the Severance Municipal Court with dignity, professionalism, and respect. Furthermore, I'd be ethical and follow the law. I'm a member of the Colorado Municipal Court Rules Subcommittee, which meets regularly to review the current rules and propose changes, so our courts can perform judiciously and effectively statewide; as a result, I'm very familiar with the various rules and laws that will likely arise in Severance Municipal Court.

Thank you for considering my application. I'll note that, in speaking with my employer, I can meet the demands of the position, and I have no conflicts of interest. If given the opportunity, I hope to serve the Town of Severance while balancing "simplicity in procedure, fairness in administration, and the elimination of unjustifiable expense and delay." C.M.C.R. 202.

Sincerely,



Bradley R. Whitfield
Atty Reg No. 40195

Bradley R. Whitfield, Esq.
(303) 746-7759 • bradley.whitfield@denvergov.org

LEGAL EXPERIENCE

Denver City Attorney's Office, Prosecution & Code Enforcement, Denver, CO

08/2011-present

Assistant City Attorney, Section Supervisor

SECTION SUPERVISOR (February 2020-present)

- Oversee and supervise a team of thirty prosecutors, four trial courtrooms, two arraignment courtrooms, specialty dockets, mental health, excise and licenses, and Neighborhood Prosecution;
- Provide day-to-day operational management of the PACE Section while supporting and implementing the vision of the Section and the City Attorney's Office;
- Responsible for candidate selection, interviewing, hiring, onboarding and training of all new prosecutors;
- Lead and develop direct reports by providing regular coaching and feedback on performance and work product;
- Hold check-ins with attorneys to address employee performance deficiencies with additional guidance and expectation setting to improve performance;
- Conduct performance reviews of assigned team members and, when necessary, documenting causes for disciplinary action, initiating letters of reprimand, as appropriate, and making formal recommendations for disciplinary action;
- Review work product to ensure sound and appropriate legal analysis and decision-making and production of high-quality work product;
- Resolve problems and mediate conflicts encountered during daily operations;
- Provide oversight and supervision for hearings, oral arguments, and trials;
- Regularly update the Section Director, Deputy City Attorney, and City Attorney about important legal issues and decisions in PACE affecting the City;
- Effectively allocate work assignments based upon experience and expertise, workload, and opportunities for growth and development;
- Advise and train numerous city departments, including the Denver Police Department, fire, public health, zoning, animal protection, and licensing agencies;
- Analyze new statutory law and provide legal memorandums on foreseeable impact of such new laws; and
- Assist with responding to CORA requests and media inquiries directed toward the City Attorney's Office.

NEIGHBORHOOD PROSECUTION TEAM (2018-present)

- Created and implemented the Denver Methamphetamine Partnership Program ("DMAP"), a multi-agency task force that identifies and abates meth-affected properties
- Provided legal advice to Commanders, Sergeants, Detectives, and officers of the Denver Police Dept;
- Proactively engaged the community to address crime in the neighborhood to create positive impact and seek solutions outside the usual "arrest and prosecute" approach to crime;
- Collaborated with the community, law enforcement, and City agencies to address issues affecting Denver neighborhoods; and
- Responsible for civil in rem cases against properties involved in criminal activity, filed civil pleadings, engaged in settlement discussions with defendants/responding parties, settlement conferences, drafting of settlement paperwork and/or default judgment pleadings, and court trials.

PROSECUTOR – "FLOATER" (2016-18)

- Mentored twelve (12) prosecutors assigned to trial courtrooms, arraignment courtrooms and traffic court;

- Reported to the Director of PACE and the Deputy Director of PACE about attorney and staff performance;
- Rewrote the Denver Municipal Code's definition of Domestic Violence and, in support thereof, appeared in front of the Mayor's Council and Denver City Council to address their legal questions;
- Read colleagues' appellate briefs, providing constructive criticism and, when necessary, rewrote sections to guarantee success on appeal; and
- Presided over weekly-attorney meetings, discussing issues arising in court, presenting new case law, and delivering announcements from the Director of PACE.

PROSECUTOR (2011-2016)

- Handled all aspects of criminal litigation, including, but not limited to, making charging decisions; handling discovery issues; overseeing ongoing investigations; researching and writing pre-trial motions; arguing pretrial issues at hearing; litigating cases in front of judges and juries; arguing sentencing; and researching/arguing post-conviction motions; and
- Supervised the MCTAP program, training attorneys in courtroom advocacy who are employed at such firms as Ballard & Spahr, LLP, Holland & Hart, LLP, Hogan Lovells, LLP, DGS, LLP.

Arvada City Attorney's Office, Arvada, CO

04/2009-08/2011

Assistant City Attorney

- Individually responsible for a criminal caseload averaging fourteen-thousand cases per year, covering all phases of criminal cases from arraignment to trial to sentencing;
- Drafted and responded to appellate briefs and argued them before Superior Courts;
- Lead attorney for the Arvada Police Department, Arvada Code Enforcement, and Arvada Animal Control, providing legal advice and training on a weekly basis;
- Provided formal training to the Arvada Police Department, including, but not limited to, "Testifying in the Courtroom" and Fourth Amendment Search and Seizures;
- Drafted city ordinances and appeared in front of City Council; and
- Represented the City at Arvada's Liquor Authority Board, which included enforcement of City Code and liquor-regulatory matters against Licensees, and written and oral advocacy during Administrative Hearings;

MEMBER

Colorado Municipal Court Rules of Procure Committee

01/2023-Present

- Member of a standing committee appointed by the Colorado Supreme Court. The membership is comprised of judges, prosecutors, defense attorneys, and other attorneys who work with the Colorado Municipal Courts. This committee proposes changes to the Supreme Court for changes to the Colorado Municipal Court Rules of Procedure, which govern the procedure of all Colorado Municipal Courts.

EDUCATION

University of Denver Sturm College of Law, Denver, CO

Graduated 05/2008

Juris Doctor & Master of Science in Legal Administration

- **Member of DU Law Review**
- **Honors & Awards:**
 - Hartje Writing Award: awarded to student demonstrating excellence in objective writing
 - Law Review Excellence Award: awarded to law review member exemplary citation & editing
 - Scholastic Excellence Award in Advanced Legal Writing

University of Colorado at Boulder, Boulder, CO

Graduated 05/2004

- B.S. in Business Administration with emphasis in Management (HR & Operations Management)

Kristina N. Doran

P.O. Box 770796, Steamboat Springs, CO 80477

kdoranlawoffice@gmail.com ♦ (970) 819-4769

March 1, 2024

Nicholas J. Wharton
Town Manager
3 S. Timber Ridge Parkway
Severance, CO 80550

Re: RFP for Municipal Court Judge

Dear Nicholas J. Wharton,

I was excited to learn of the opening for the Municipal Court Judge position for the town of Severance. While I currently reside in Steamboat Springs, Colorado, I have friends and family who live on the Front Range that I do not have the opportunity to see as often as I would like and I have desired a judgeship for many years; in the past, I specifically sought an internship and employment with the Colorado Judicial Branch to work closely with judges to better explore this challenging career. As you can see from my resume, I have frequently been drawn to public service. Having provided municipal prosecutorial services to the City of Steamboat Springs for more than five years, along with my 13 plus years of litigation experience, I believe I am a viable candidate for this position.

Describe your ability, capacity, and skill as a judge and ability to provide the services as outlined in the job description.

While I have no specific judicial experience, I have vast legal experience and I have spent ample time in courtrooms over the past 13 years as a litigator in county courts, district courts, and the Steamboat Springs Municipal Court handling various types of cases ranging from criminal law and all manner of municipal court cases to domestic relations and eviction cases. I have never shied away from trial, and I have participated in numerous jury trials and court trials throughout my career.

I love to be challenged and to learn new things. I have a strong sense of integrity and a very strong moral compass that guide me daily both personally and professionally; fairness and equality are at my very core. I will bring fairness, dignity, and respect to the bench and ensure that the rights of all parties are protected, and all procedural and evidentiary rules are followed while providing each litigant a fair opportunity to be heard. I am a good listener and I have developed strong legal research and writing skills that demonstrate my legal analysis capabilities. I am happy to provide writing sample(s) upon request.

Working for the Colorado Judicial Branch, I understood the importance of neutrality and objectivity and I believe I can be fair and impartial in applying the law in any given case. I have a strong work ethic and drive to succeed, which is imperative in dealing with heavy dockets, long days, and difficult litigants. My general demeanor coupled with my ability to maintain a good balance between empathy and maintaining professionalism along with experience successfully deescalating situations will translate well and allow me to maintain control and decorum in the courtroom. My diverse experience in litigation, motions and drafting practice, and various case types, along with my knowledge of the inner workings of courts, give me a unique advantage to hit the ground running. Page 51 of 63

Describe any municipal court judgments that you have issued that were subject to an appeal and the outcome of such appeal(s).

To date, I have issued no municipal court judgments, therefore, no judgments have been subject to appeal.

Describe how you keep updated on current legislation and obtain ongoing education and training to remain current on all matters relating to municipal courts and municipal judges.

I currently have access to the Colorado Municipal League website, and I am registered for both general city attorney and municipal prosecution listservs. I review all information and caselaw as it pertains to my current position, and I will continue to do so. I also attend and participate in regular Zoom meetings for municipal court prosecutors throughout the state. In the past I have attended multi-day conferences pertinent to various positions I have held, and I would attend any conferences applicable to municipal courts and judges as available. I take Continuous Learning Education courses as required by the Colorado Supreme Court.

Describe your communication style, as well as your manner and record of interacting with municipal staff, defendants, witnesses, and attorneys in a professional and congenial manner.

I have excellent verbal and written communication. I am a good listener and attempt to clarify anything I have not fully understood, rephrasing what I have been told to ensure accurate comprehension. Professionalism is of paramount importance, and I always strive to have excellent working relationships with all court staff, opposing counsel, and support staff. In a prosecutorial role, I attempt to treat all defendants with a fairness, dignity, and respect, attempting to reach resolutions that both hold defendants accountable for their actions, but also reach a fair and just resolution, evaluating appropriate resolutions on a case-by-case basis. As a litigator, I speak with all witnesses prior to any evidentiary hearing to ensure they understand the types of questions I will be asking along with making sure they understand the process, easing any uncertainties or concerns they may have.

Describe your ability to meet the time requirements of the position.

I currently am available on the first Thursday of each month and I can attend other dates as needed/scheduled.

Describe any conflicts of interest you have with the Town.

I have no current conflicts of interest with the Town of Severance, nor do I anticipate any conflicts of interest with the Town in the future.

I am happy to provide references upon request.

I would like to formally request an interview to further discuss how I can continue to contribute to the Town of Severance. Thank you for your time and any consideration you may give me.

Sincerely,

Kristina N. Doran

Kristina N. Doran

Kristina N. Doran

P.O. Box 770796, Steamboat Springs, CO 80477

kdoranlawoffice@gmail.com ♦ (970) 819-4769

HIGHLIGHTS

- Licensed attorney since October 2010 (Colorado)
- Order of the Coif, 2010

EXPERIENCE

January 2021 –
Current

Law Office of Kristina N. Doran, P.C., Owner/Attorney; Steamboat Springs, Colorado

- Responsible for all day-to-day operations of the business.
- In charge of all aspects of client representation including, but not limited to: advising clients; drafting pleadings, motions, and other legal documents; gathering evidence; interpreting applicable laws and legal precedents; and preparing and presenting evidence and arguments at various court hearings and trials.

January 2019 –
Current

City of Steamboat Springs, Municipal Prosecutor; Steamboat Springs, Colorado

- Responsible for all aspects of prosecuting various offenses under the City's municipal code through final disposition including theft, animals, noise ordinance, traffic, general offenses, tax evasion, Community Development Code/Building Code, and Short-Term Rental violations.
- Participate in legal proceedings on a regular basis including first appearance, dispositions, revocation hearings, restitution hearings, court trials, and jury trials.
- Other duties include: participate in plea negotiations; conduct legal research; draft motions, responses, and pleadings; and discuss pertinent issues with law enforcement and victims.

July 2018 –
January 2021

Klauzer & Tremaine, LLC, Associate Attorney; Steamboat Springs, Colorado

- Represent and advise clients in various matters including domestic relations, child support, felonies and misdemeanors, DUIs, landlord-tenant disputes including evictions, protection orders, municipal code matters, adoptions, general civil matters, and transactional matters.
- Conduct legal research and interpret applicable laws and precedents and draft and review pleadings, motions, separation agreements, parenting plans, and other legal documents.
- Represent clients at various hearings and mediation sessions.
- Gather, prepare, and present evidence and arguments at various court hearings and trials.

December 2010 –
July 2013
&
October 2014 –
July 2018

8th Judicial District Attorney's Office; Larimer County & Jackson County, Colorado

Deputy District Attorney, County Court and District Court

- Responsible for all aspects of prosecuting various felony, juvenile, misdemeanor, and traffic cases through final disposition including, but not limited to domestic violence, assault, sex assault, theft, child abuse, and DUI cases.
- Participate in legal proceedings on a regular basis including bond hearings, first appearance, pre-trial conferences, dispositions, various motions hearings, court trials, and jury trials.
- Other duties include: screening and charging felony cases, participating in plea negotiations with attorneys and pro se individuals; drafting motions, responses, and pleadings; discussing pertinent issues with law enforcement and victims; training and supervising legal interns; training law enforcement on various legal issues; and participating in the DUI Court Team.

August 2013 –
July 2018

14th Judicial District Judicial Branch; Routt, Moffat, & Grand Counties, Colorado

Family Court Facilitator; 14th JD Access to Justice Committee, Vice-chair; Self-Represented Litigant Coordinator

- Facilitate case processing in domestic relations cases from initial filing through final orders, including reviewing and assisting pro se parties with court forms and ensuring they understand the process. Work closely with the judicial officers on a case-by-case basis and ensure that all requirements have been met prior to setting cases in front of a judicial officer.
- Organized a local Access to Justice Committee comprised of local judges, judicial employees, non-profit organizations, and members of the local bar association and the community at large to address the specific legal needs of our community throughout the judicial district.

- Developed and implemented a program for the 14th JD to help pro se parties to understand court procedures, practices, rules, and terminology in domestic relations, small claims, eviction, county and district court civil, probate, guardianship, and conservatorship cases.
 - Other duties included: developing and maintaining webpages, maintaining and analyzing statistics, assisting court employees and judges when requested, engaging in community outreach, referring individuals to other community and legal resources as appropriate.
- May 2009 –
August 2009
&
May 2008 –
August 2008
- 14th Judicial District Attorney’s Office, Legal Intern;** Routt and Moffat Counties, Colorado
- Partook in all aspects of prosecuting misdemeanor and felony cases including first appearance hearings, plea offers and negotiations, motions hearings, and jury trials.
 - Assisted attorneys with the successful prosecution of three first degree murder cases.
 - Other duties included: drafting motions and pleadings, discussing proposed dispositions with law enforcement and victims, and creating multimedia presentations for trial.
- January 2009 –
May 2009
- 2nd Judicial District Court, Honorable Edward Bronfin;** Denver County, CO
Judicial Intern
- Reviewed and analyzed post-conviction motions and county court appeals.
 - Other duties included: drafting proposed orders for the Judge, assisting jurors, completing various research assignments, and observing and assisting with court hearings and trials.
- June 2006 –
August 2007
- 14th Judicial District Attorney’s Office;** Routt County, Colorado
Victim/Witness Coordinator; Victim Compensation Board Administrator
- Explained the judicial process to victims and informed them of the status of their cases.
 - Collaborated with various community services to provide victims with needed assistance.
 - Subpoenaed all witnesses for various court hearings.
 - Prepared all claims and payment vouchers for the Victim Compensation Board, coordinated monthly meetings, and informed victims of the Board’s decisions.

EDUCATION

- August 2008 –
May 2010
- University of Colorado Law School,** Boulder, Colorado
Juris Doctor, May 2010
- Honors: Public Service Pledge Award (200+ hours), 2010
Dean’s List, academic year 2009-2010
Journal on Telecomm. & High Tech. Law
- Activities: Carrigan Cup Mock Trial, 2008, 2009 (Semifinalist)
- September 2007 –
April 2008
- Thomas M. Cooley Law School,** Grand Rapids, Michigan
- Honors: Thomas M. Cooley Honor’s Scholarship
Invited to enroll in Scholarly Writing, June 2008
Dean’s List, academic year 2007-2008
- January 2003 –
May 2005
- Colorado State University,** Fort Collins, Colorado
Bachelor of Arts, Sociology emphasis in Criminal Justice, May 2005
Minor, Landscape Horticulture, May 2005
- Honors: Dean’s List
- August 2001 –
December 2002
- Adams State College,** Alamosa, Colorado
- Honors: President’s Academic Distinction List
- May 1999 –
August 2001
- Colorado Northwestern Community College,** Rangely, Colorado
- Honors: Outstanding Dual Enrollment Student
- GPA: 3.67 / 4.0
Class Rank: 14 of 187
- GPA: 3.72 / 4.0
Class Rank: 9 of 424
- Overall GPA: 3.97 / 4.0
GPA: 4.0 / 4.0
GPA: 4.0 / 4.0
- GPA: 4.0 / 4.0
- GPA: 4.0 / 4.0

SPECIAL SKILLS

Trained in Microsoft Office, Westlaw, LexisNexis, Colorado State Courts Data Access, JPOD, Eclipse, ICCES, Caselle, Zoom, and Webex.

PERSONAL

Interests include gardening, world travel, mountain biking, hiking, and backpacking.



AGENDA ITEM SUMMARY

AGENDA ITEM	SUBMITTED BY	PRESENTED BY
Pg 55 - Resolution 2024-13R: A Resolution of the Town Council of the Town of Severance, Colorado, for Lawn Watering and Water Use Restrictions	Nicholas Wharton, Town Manager	Nicholas J. Wharton, MPA
ACTION REQUESTED		
Town Management asks the Town Council to review and discuss Resolution 2024-13R: A Resolution of the Town Council of the Town of Severance, Colorado, for lawn watering and water use restrictions and take action on the resolution. Actions that may be taken: • Move to approve Resolution 2024-13R • Move to approve Resolution 2024-13R with amendments • Take no action		<u>Resolution</u> <u>Action Requested</u> <u>Attorney Approved</u>
BRIEF SUMMARY		
Town Management regularly receives requests regarding the Town's water use restrictions. The language used for this resolution is already found in section 13-1-150 of the Severance Municipal Code, and this Resolution is meant to reiterate the Town's restrictions in an easy and accessible location.		
PUBLIC SUPPORT/CONCERN		
None at this time.		
ANALYSIS AND RECOMMENDATION		
Town Management asks the Town Council to take action and approve Resolution 2024-13R: A Resolution of the Town Council of the Town of Severance, Colorado, for lawn watering and water use restrictions.		
MATERIALS SUBMITTED		
The following materials were submitted and included in this packet: 1. Reso 2024-13R Water Restrictions		

TOWN OF SEVERANCE

RESOLUTION NO. 2024-13R

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SEVERANCE, COLORADO, FOR LAWN WATERING AND WATER USE RESTRICTIONS

WHEREAS Supplies of potable water are essential to the health, welfare and safety of the community, the Town of Severance has by prior ordinance authorized the establishment of mandatory watering restrictions under Severance Municipal Code, Section 13-1-150;

WHEREAS The Town has approved watering three days per week for flexibility, although watering one or two days a week in the spring and fall, depending on rainfall and temperature, may be adequate and is to be encouraged.

WHEREAS During drought years the Town of Severance may institute more restrictions to maintain an adequate supply for the citizens of Severance;

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

Pursuant to the authority granted by Section 13-1-150 of the Severance Municipal Code the Severance Town Council hereby resolves to establish lawn irrigation restrictions and water uses for the citizens of Severance as follows:

Section 1: Water Restrictions

- a. There shall be no lawn watering from December 1st thru March 31st . Lawn watering will be allowed from April 1st thru November 30.
- b. Each residence with an even house number shall be allowed to water on Sunday, Tuesday and Thursdays
- c. Each residence with an odd house number shall be allowed to water on Monday, Wednesday and Saturdays.
- d. All others: Homeowner Association common areas, multi-family residences, apartments, businesses, government, non-profit, churches, commercial, industries and institutions shall be allowed to water on Sunday, Wednesday and Fridays.
- e. A “house number” is defined by the last digit in the number. (Ex. – 0,2,4,6,8, are even numbers; 1,3,5,7,9 are odd numbers)

- f. Watering shall occur only between the hours of 12:01 a.m. to 11:00 a.m. and 5:00 p.m. to midnight on allowed days (“permitted hours”); No watering shall be allowed between 11:00 a.m. and 5:00 p.m. on any day.
- g. Hand watering of flowers, shrubs, and trees shall be allowed each day by hose during permitted hours, provided such hose has a shut off valve attached which terminates flow when not manually activated.
- h. It shall be unlawful to waste water by allowing excess runoff from watering or other uses to flow down the gutters.
- i. It shall be unlawful for any person to permit or do any of the following except on their allowed day during permitted hours:
 - i. to wash driveways, sidewalks, patios or water lawns or landscaping except as otherwise provided above.
 - ii. to use any outside water sources for recreational purposes between 11:00 a.m. and 5:00 p.m.
 - iii. to wash vehicles except with a bucket, although vehicles may be rinsed during permitted hours for no more than five minutes by hose, provided such hose has a shut off valve attached which terminates flow when not manually activated.

Section 3:

Nothing herein shall apply to any approved non-potable water system used by any property owner. In addition, the Town Manager may grant a variance to these restrictions for the establishment of new lawns or landscaping. Such variance permit shall expire no more than thirty days after issuance.

A copy of this resolution or variance permits for non-potable systems or newly seeded or sodded lawns can be requested at the Severance Town Hall, 3 S Timber Ridge Pkwy, during business hours of 8:00 a.m. -12:00 p.m. and 1:00 p.m. to 5:00 p.m. Monday – Friday, 970.686.1218.

Building permits are required for the installation of all sprinkler systems.

PASSED, ADOPTED AND APPROVED THIS 12th day of March, 2024.

TOWN OF SEVERANCE

BY: _____
Matthew Fries, Mayor

ATTEST:

BY: _____
Leah Vanarsdall, Town Clerk



AGENDA ITEM SUMMARY

AGENDA ITEM	SUBMITTED BY	PRESENTED BY
Pg 58 - Resolution 2024-14R: A Resolution of the Town Council of the Town of Severance, Colorado, Regarding the security and quality of life of the citizens of the Town of Severance	Nicholas Wharton, Town Manager	Nicholas J. Wharton, MPA
ACTION REQUESTED		
Town Management asks the Town Council to review and discuss Resolution 2024-14R: A Resolution of the Town Council of the Town of Severance, Colorado, regarding the security and quality of life of the citizens of the Town of Severance and take action on the resolution. Actions that may be taken: • Move to approve Resolution 2024-14R • Move to approve Resolution 2024-14R with amendments • Take no action		<u>Resolution</u> <u>Action Requested</u> <u>Attorney Approved</u>
BRIEF SUMMARY		
Town Management is bringing this resolution to the attention of the Town Council for discussion.		
PUBLIC SUPPORT/CONCERN		
None at this time.		
ANALYSIS AND RECOMMENDATION		
Town Management asks the Town Council to take action and approve Resolution 2024-14R: A Resolution of the Town Council of the Town of Severance, Colorado, Regarding the security and quality of life of the citizens of the Town of Severance		
MATERIALS SUBMITTED		
The following materials were submitted and included in this packet: 1. Reso 2024-14R - Sanctuary Statement by Town Council		

**TOWN OF SEVERANCE
RESOLUTION NO. 2024-14R**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SEVERANCE,
COLORADO, REGARDING THE SECURITY AND QUALITY OF LIFE OF THE
CITIZENS OF THE TOWN OF SEVERANCE**

WHEREAS, a “Sanctuary City” is a jurisdiction designation that limits cooperation with federal immigration authorities, fails to provide information about immigration status, and limits the length of immigration detainers; and;

WHEREAS, the federal government continues to fail to secure our borders resulting in millions of illegal aliens entering the United States who put catastrophic stress on the resources and citizens of this country; and

WHEREAS, in the past few years many municipalities in Colorado and around the country have passed measures effectively making those cities a Sanctuary City by prohibiting municipal employees from collecting information on immigration or citizenship status, prohibiting the sharing of any other information about individuals for the purposes of federal immigration enforcement, and prohibiting the use of municipal resources for immigration enforcement; and

WHEREAS, those who enter the country illegally create the greatest burden on those who have entered legally, often competing for the same jobs, services, and opportunities; and

WHEREAS, those who enter the country illegally pose a significant public health risk to a community when there is an increase in crime, communicable disease, and demand on public infrastructure such as roads, services, health care, public safety, and the criminal justice system; and

WHEREAS, the Town of Severance does not have the resources or ability to safely manage an influx of illegal immigrants; and

WHEREAS, the Town Council supports legal immigration into the United States; and

WHEREAS, the Town Council wishes to express our appreciation and solidarity with the State and Local Governments who are dealing with a chaotic surge of illegal immigrants entering our nation.

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

Section 1. The Town Council supports the citizens of Severance, Colorado, and of the United States of America.

Section 2. The Town Council supports and upholds the rights of those residing and working in our communities and who are currently paying Town taxes to support the services the Town provides to our community.

Section 3. The Town Council recognizes the humanitarian plight of many immigrants and supports legal immigration through the proper channels of government.

Section 4. The Town Council expressly affirms that the Town is not a sanctuary jurisdiction, and calls on the cities, towns, and counties in Colorado to publicly do the same.

Section 5. The Town of Severance will not spend Town tax revenues on services related to the support of illegal immigrants in its jurisdiction, unless required to do so by law.

Section 6. The Town of Severance calls on the Federal Government to perform its constitutional duty to secure the borders of the United States.

Section 7. The Town of Severance supports the Severance Police Department and Weld County Sheriff's Office to uphold the law, and federal immigration policy, and to protect and preserve public safety in our town, county, and community.

RESOLVED AND APPROVED this 12th day of March, 2024.

TOWN OF SEVERANCE, COLORADO

Matthew Fries, Mayor

ATTEST:

Leah Vanarsdall, Town Clerk



AGENDA ITEM SUMMARY

AGENDA ITEM	SUBMITTED BY	PRESENTED BY
Pg 61 - Ordinance 2024-02: An Ordinance of the Town Council of the Town of Severance, Colorado, amending section R402.2.2 of the international residential code in section 18-2-30, "amendments," to the Severance Municipal Code regarding concrete flatwork warranty work	Russ Weber, Chief Building Inspector	Nicholas J. Wharton, MPA
ACTION REQUESTED		
Town Management asks that the Town Council discuss and take action on Ordinance 2024-02: An Ordinance of the Town Council of the Town of Severance, Colorado, amending section R402.2.2 of the international residential code in section 18-2-30, "amendments," of the Severance Municipal Code regarding concrete flatwork warranty work. Action to be taken: • Move to Approve Ordinance 2024-02 • Take no Action		<u>Ordinance</u> <u>Discussion</u> <u>Action Requested</u> <u>Attorney Approved</u>
BRIEF SUMMARY		
Per the request of SAFEbuilt, a discussion will be provided on amending section R402.2.2 of the international residential code regarding concrete flatwork warranty work. These amendments will allow homeowners to install flatwork under different codes than the initial developers.		
PUBLIC SUPPORT/CONCERN		
None at this time.		
ANALYSIS AND RECOMMENDATION		
Town Management asks that the Town Council take action and move to approve Ordinance 2024-02: An Ordinance of the Town Council of the Town of Severance, Colorado, amending section R402.2.2 of the international residential code in section 18-2-30, "amendments," of the Severance Municipal Code regarding concrete flatwork warranty work.		
MATERIALS SUBMITTED		
The following materials were submitted and included in this packet: 1. Ord-2024-02 Amend IRC R402.2 Concrete Flatwork		

**TOWN OF SEVERANCE
ORDINANCE NO. 2024-02**

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF SEVERANCE,
COLORADO, AMENDING SECTION R402.2.2 OF THE INTERNATIONAL
RESIDENTIAL CODE IN SECTION 18-2-30, “AMENDMENTS,” OF THE
SEVERANCE MUNICIPAL CODE REGARDING CONCRETE FLATWORK
WARRANTY WORK**

WHEREAS, the Town of Severance (“Town”) previously adopted the International Residential Code (2018 Edition) by reference (the “IRC”), with amendments, in Ordinance No. 2019-07; and

WHEREAS, in Ordinance No. 2021-01, the Town amended IRC Section R402.2 by adding two subsections R402.2.2 and R402.2.3 regarding reinforcement of concrete flatwork and minimum spacing of concrete joints for residential dwellings; and

WHEREAS, the Town wishes to further amend the concrete flatwork reinforcement provisions in IRC Section R402.2.2 to require that concrete flatwork repairs performed under warranty for new residential dwellings be reinforced; and

WHEREAS, the Town intends that all previously enacted and adopted provisions pertaining to the International Residential Code adopted in Ordinance No. 2019-07, as previously amended by Ordinance No. 2021-01 and Ordinance No. 2022-02, shall remain intact unless expressly amended herein; and

WHEREAS, ensuring that new residential dwellings within the Town conform to adequate standards for concrete flatwork is in the interest of the general health, safety, and welfare of the Town; and

WHEREAS, this ordinance is enacted pursuant to the Town of Severance’s home rule authority under Article XX, § 6 of the Constitution of the State of Colorado, and pursuant to the Town of Severance’s police powers, in order to safeguard and preserve the public health, safety and welfare of the community.

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

Section 1. Section 18-2-30, “Amendments,” of the Severance Municipal Code is hereby amended to repeal and replace IRC Section R402.2.2 to read as follows:¹

IRC Section R402.2 IRC Section R402.2 (Concrete) is amended by adding subsections R402.2.2 and R402.2.3 thereunder, which subsections shall read as follows:

¹ Additions to the current text of the Code are indicated by underlining, and deletions are indicated by ~~strikethrough~~.

"R402.2.2 *Concrete Slab Installation Requirements*. With respect to all new dwellings and all repair and replacement work performed under warranty for all new dwellings, all exterior concrete flatwork including but not limited to porches, patios, sidewalks, driveways, and steps shall be reinforced with a minimum 10-gauge welded wire mesh or other acceptable reinforcement approved by the Building Official."

"R402.2.3 *Minimum Spacing of Concrete Joints*. Control joints in concrete shall be spaced a minimum 30 times the thickness of the concrete and no greater than 10 feet."

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 portion hereof are hereby repealed to the extent of such inconsistency or conflict.

Section 4. Violations of this ordinance shall be punishable in accordance with Section 1-4-20 of the Severance Municipal Code.

Section 5. This ordinance is deemed necessary for the immediate protection of the health, safety, and welfare of the community.

INTRODUCED, READ, ADOPTED, APPROVED, AND ORDERED PUBLISHED IN FULL this 12th day of March, 2024.

TOWN OF SEVERANCE, COLORADO

Matthew Fries, Mayor

ATTEST:

Leah Vanarsdall, MMC, Town Clerk

APPROVED AS TO FORM:

Hayashi & Macsalka, LLC, Town Attorney