



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, March 26, 2024, at 6:00 PM

Present:

Mayor:

Matthew Fries

Mayor Pro-tem:

Michelle Duda

Council Members:

Dan Meyers

David Bruen

Brittany Vandermark

Craig Joseph

Stephen Gagliardi

Absent:

Audience: Kevin Udy, Kim Nohava, Bob Brown & Brent Holcombe

Staff:

Nicholas Wharton, Town Manager

Lindsay Radcliff-Coombes, Deputy Town Manager

Leah Vanarsdall, Town Clerk

Sarah Jacobsen, Deputy Town Clerk

Mary Lynn Macsalka, Town Attorney

Ken Chavez, Chief of Police

A. CALL TO ORDER WORK SESSION

The Goal of the Work Session is to have the Town Council receive information on topics of Town business from the Town Manager, Town Attorney and Town Staff in order to exchange ideas and opinions regarding these topics.

1. Pledge of Allegiance

2. Pg 4 - Discussion on Proposed Ballot Questions on Vehicle Use tax and or a Sales Tax dedicated to the Transportation Utility Fund

- Discussion
- Staff Presentation: Nicholas Wharton, Town Manager
This item will be brought back as an Agenda Item with proposed ballot language.

3. Pg 11 - Discussion on Native Grass Ordinance

- Discussion
- Staff Presentation: Nicholas Wharton, Town Manager
Continue for Fire Department input

B. CALL TO ORDER REGULAR MEETING

1. Roll Call

2. Agenda Review by Town Manager

3. Consent Calendar

The Consent Calendar is intended to allow the Town Council to spend time and energy on the important items and not routine actions. A Council Member may request an item on this calendar to be "pulled" off the Consent Calendar and considered separately as a regular agenda item. Items remaining on the Consent Calendar will be approved by Town Council with one vote.

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

MOTION PASSED

- a. **Pg 58 - 3.12.24 Minutes**
- b. **Pg 62 - December Payables**
- c. **Pg 66 - January 2024 Payables**
- d. **Pg 70 - February 2024 Payables**
- e. **Pg 74 - January 2024 Financials**
- f. **Pg 120 - February 2024 Financials**

4. Approval of Agenda

MOTION WAS MADE BY Council Member Meyers, seconded by Council Member Vandermark to Approve the Agenda as is. 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.

Kim Nohava-Belmont Farms - Transportation Fee

6. Council Member Comments

7. Reports

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

- a. Town Attorney
- b. Pg 166 - Town Staff
- c. Pg 177 - Town Management
- d. Council Members Liaisons
- e. Mayor

f. Advisory Board Reports

Tree Board Chair, Rod Simpson, reported for the Tree Board
No other Advisory personnel/reports were present

C. PROCLAMATION

1. Pg 178 - School Library Month

D. TOWN COUNCIL

1. Pg 179 - Planning Commission Appointment

- Legislative
- Staff Presentation: Nicholas Wharton, Town Manager

MOTION WAS MADE BY Mayor Pro-tem Duda, seconded by Council Member Meyers to Appoint Kevin Udy as Planning Commissioner. All Council Members present voting Yes,

MOTION PASSED

2. Pg 188 - Tree Board Appointment

- Legislative
- Staff Presentation: Nicholas Wharton, Town Manager

No one appeared for consideration for the Tree Board Appointment.

MOTION WAS MADE BY Mayor Pro-tem Duda, seconded by Council Member Vandermark to Appoint William Tatum (alt) Tree Board Member as new Tree Board Member. All Council Members present voting Yes,

MOTION PASSED

3. Pg 195 - Resolution 2024-17R: Appointing Bradley Whitfield as Presiding Municipal Judge of the Town of Severance Municipal Court

- Legislative
- Staff Presentation: Nicholas Wharton, Town Manager

MOTION WAS MADE BY Mayor Pro-tem Duda, seconded by Council Member Vandermark to Approve **Resolution 2024-17R: Appointing Bradley Whitfield as Presiding Municipal Judge of the Town of Severance Municipal Court**. All Council Members present voting Yes,

MOTION PASSED

4. Pg 201 - Ordinance 2024-03: Establishing the Annual Salary of the Presiding Municipal Judge of the Town of Severance Municipal Court

- Legislative
- Staff Presentation: Nicholas Wharton, Town Manager

MOTION WAS MADE BY Mayor Pro-tem Duda, seconded by Council Member Vandermark to Adopt **Ordinance 2024-03: Establishing the Annual Salary of the Presiding Municipal Judge of the Town of Severance Municipal Court**. All Council Members present voting Yes,

MOTION PASSED

5. Pg 204 - Resolution 2024-18R: Appointing Zan Pic and Ethan Doak as Alternate Municipal Judges for the Town of Severance Municipal Court

- Legislative
- Staff Presentation: Nicholas Wharton, Town Manager

MOTION WAS MADE BY Mayor Pro-tem Duda, seconded by Council Member Vandermark to Approve **Resolution 2024-18R: Appointing Zan Pic and Ethan Doak as Alternate Municipal Judges for the Town of Severance Municipal Court**. All Council Members present voting Yes,

MOTION PASSED

6. Pg 210 - Ordinance 2024-04: Establishing the Compensation of the Alternate Municipal Judges of the Town of Severance Municipal Court

- Legislative
- Staff Presentation: Nicholas Wharton, Town Manager

MOTION WAS MADE BY Council Member Bruen, seconded by Council Member Gagliardi to Adopt **Ordinance 2024-04: Establishing the Compensation of the Alternate Municipal Judges of the Town of Severance Municipal Court**. All Council Members present voting Yes,

MOTION PASSED

7. Pg 213 - Resolution 2024-19R: Intergovernmental Agreement for the Mutual Waiver of Development Fees for the Windsor-Severance Fire Protection District

- Legislative
- Staff Presentation: Nicholas Wharton, Town Manager

MOTION WAS MADE BY Mayor Pro-tem Duda, seconded by Council Member Gagliardi to Approve **Resolution 2024-19R**: Intergovernmental Agreement for the Mutual Waiver of Development Fees for the Windsor-Severance Fire Protection District. All Council Members present voting Yes,

MOTION PASSED

8. Pg 219 - Resolution 2024-20R: Approving the First Amendment to the Agreement for Shared Consultant Cost-Sharing Pertaining to Cobb Lake Regional Water Treatment Authority Program Management Service

- Legislative
- Staff Presentation: Nicholas Wharton, Town Manager

MOTION WAS MADE BY Mayor Pro-tem Duda, seconded by Council Member Meyers to Approve **Resolution 2024-20R**: Approving the First Amendment to the Agreement for Shared Consultant Cost-Sharing Pertaining to Cobb Lake Regional Water Treatment Authority Program Management Service. All Council Members present voting Yes,

MOTION PASSED

E. COUNCIL MEMBER PETITIONS

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

F. 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.**

Open: 8:45 pm **Close:** 9:15 pm

MOTION WAS MADE BY Mayor Pro-tem Duda, seconded by Council Member Bruen to ADJOURN INTO 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. All Council Members present voting Yes,

MOTION PASSED

G. ADJOURN

8:45 pm



ATTEST:

Leah Vanarsdall

Leah Vanarsdall, MMC, Town Clerk

TOWN OF SEVERANCE

Matthew Fries

Matthew Fries, Mayor