



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

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**WORK SESSION & MEETING MINUTES**

**Tuesday, April 23, 2024, at 6:00 PM**

**Present:**

**Mayor:**

Matthew Fries

**Mayor Pro-tem:**

**Council Members:**

Stephen Gagliardi - Arrived at 7:24 p.m.  
Brittany Vandermark  
Dan Meyers  
Dave Bruen  
Craig Joseph

**Absent:**

**Audience:**

Tad Borrett and Philip Hartman

**Staff:**

Nicholas Wharton, Town Manager  
Lindsay Radcliff-Coombes, Deputy Town Manager  
Shani Porter, Planning Director  
Leah Vanarsdall, Town Clerk  
Sarah Jacobsen, Deputy Town Clerk  
Ken Chavez, Police Chief  
Mary Lynn Macsalka, Town Attorney  
Chris Messersmith, Town Engineer

**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-Matt Voris**

Matt Voris served in the United States Army for eight years and led the pledge.

**2. Pg 4 - Discussion on Sales/Use Tax Ballot Question and Communications Plan**

- Discussion
  - Staff Presentation: Nicholas Wharton, Town Manager
- Discussion held.

**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 Vandermark to Approve the Consent Calendar. All Council Members present voting Yes,

**MOTION PASSED**

**a. Pg 11 - 4.09.24 Minutes**

**b. Pg 16 - Resolution 2024-15R: 2023 Budget Reappropriation**

**c. Pg 19 - Resolution 2024-16R: 2024 Budget Appropriations**

**d. Pg 21 - March 2024 Payables**

**e. Pg 25 - March 2024 Financial Statements**

**4. Approval of Agenda**

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

Pat Ryan - 1689 Maseca Plaza Way

## **6. Council Member Comments**

## **7. Reports**

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

a. Town Attorney

b. Town Staff

c. Town Management

**MOTION WAS MADE BY Council Member Meyers**, seconded by Council Member Vandermark to Approve Slate Communications.

**YEAS: Fries, Meyers, Vandermark, Joseph**

**4**

**NAYS: Bruen**

**1**

**MOTION PASSED**

d. Council Members Liaisons

e. Mayor

## **C. PROCLAMATION**

**1. Pg 89 - May-Mental Health Month - Ashley Octon, North Range Behavioral Health Program Director, Presenting**

**2. Pg 90 - 2024 Police Week Proclamation**

**3. Pg 91 - 2024 Public Works Week Proclamation**

**4. Pg 92 - 55th Annual Professional Municipal Clerks Week**

## **D. TOWN COUNCIL**

**1. Pg 93 - Ordinance 2024-07: Amending Section 16.4.60**

• Legislative

• Staff Presentation: Nicholas Wharton, Town Manager

**MOTION WAS MADE BY Council Member Meyers**, seconded by Council Member

Vandermark to Adopt the **Ordinance 2024-07**: Amending Section 16.4.60. All Council Members present voting Yes,

**MOTION PASSED**

**2. Pg 96 - Ordinance 2024-08: Approving an Agreement between the Town of Severance and LightGig**

- Legislative
- Staff Presentation: Nicholas Wharton, Town Manager

**MOTION WAS MADE BY Council Member Vandermark**, seconded by Council Member Meyers to Adopt the **Ordinance 2024-08**: Approving an Agreement between the Town of Severance and LightGig. All Council Members present voting Yes,

**MOTION PASSED**

**3. Pg 103 - Ordinance 2024-09: Utility Fees and Billing Collection**

- Discussion
- Staff Presentation: Nicholas Wharton, Town Manager

**MOTION WAS MADE BY Council Member Meyers**, seconded by Council Member Vandermark to Adopt the **Ordinance 2024-09**: Utility Fees and Billing Collection. All Council Members present voting Yes.

**MOTION PASSED**

**4. Pg 125 - Resolution 2024-23R: Declaring Vacancy on Town Council**

- Legislative
- Staff Presentation: Nicholas Wharton, Town Manager

**MOTION WAS MADE BY Council Member Bruen**, seconded by Council Member Vandermark to Approve the **Resolution 2024-23R**: Declaring Vacancy on Town Council. All Council Members present voting Yes.

**MOTION PASSED**

**5. Pg 132 - Town Council Member Appointment or Special Election**

- Legislative
- Staff Presentation: Nicholas Wharton, Town Manager

**MOTION WAS MADE BY Council Member Vandermark**, seconded by Council Member Gagliardi to Approve the Town Council appointing a new Town Council Member instead of holding a special election. All Council Members present voting Yes,

**MOTION PASSED**

**6. Pg 133 - Mayor Pro-Tem Appointment**

- Legislative
- Staff Presentation: Nicholas Wharton, Town Manager

Mayor asked Council who was interested in serving as Mayor Pro Tem and Council Members Vandermark and Joseph were interested. Roll call vote determined Vandermark with four votes and one vote for Joseph. Vandermark accepted the Mayor Pro Tem appointment through December 2024.

**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(b) for purposes of conferring with the**

**Town Attorney to receive legal advice on specific legal questions regarding the Town's water supply, treatment, storage and service.**

Open: 8:13 pm Closed: 9:00 pm

**MOTION WAS MADE BY Council Member Meyers**, seconded by Council Member Vandermark to ADJOURN INTO Executive Session pursuant to C.R.S. 24-6-402(b) for purposes of conferring with the Town Attorney to receive legal advice on specific legal questions regarding the Town's water supply, treatment, storage and service. All Council Members present voting Yes,

**MOTION PASSED**

**G. ADJOURN**

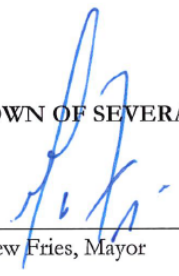
8:13 p.m.



ATTEST:

  
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Leah Vanarsdall, MMC, Town Clerk

TOWN OF SEVERANCE

  
\_\_\_\_\_  
Matthew Fries, Mayor