



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, July 9, 2024, at 6:00 PM

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**
- 2. Pg 3 - Slate Communications Presentation**
 - Legislative
 - Staff Presentation: Nicholas Wharton, Town Manager
- 3. Pg 23 - CLRWTA Budget Presentation**
 - Discussion
 - Staff Presentation: Nicholas Wharton, Town Manager

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.

a. Pg 33 - June 25, 2024 Minutes

- 4. Approval of Agenda**
- 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.

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
- d. Council Members Liaisons
- e. Mayor

C. TOWN COUNCIL

1. Pg 38 - Citizen Advisory Board Appointment

- Legislative
- Staff Presentation: Nicholas Wharton, Town Manager

2. Pg 57 - Resolution 2024-27: Fee Schedule Amendment

D. COUNCIL MEMBER PETITIONS

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

E. ADJOURN

Town Council MEETING

Tuesday, July 9, 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.



AGENDA ITEM SUMMARY

AGENDA ITEM	SUBMITTED BY	PRESENTED BY
Pg 3 - Slate Communications Presentation	Nicholas Wharton, Town Manager	Kristen Knoll
ACTION REQUESTED		
No action is required.		<u>Presentation</u>
BRIEF SUMMARY		
Kristen Knoll of Slate Communications will be providing a presentation on the most recent survey results from the proposed ballot initiative and the next steps of communication to Severance residents.		
PUBLIC SUPPORT/CONCERN		
Survey results will be presented.		
ANALYSIS AND RECOMMENDATION		
No action is required.		
MATERIALS SUBMITTED		
The following materials were submitted and included in this packet: 1. 2024-07-02 SEV Council Packet Report 2. 2024-07-02 SEV Road Survey Results 3. 2024-07-02 SEV Sales Tax Initiative Council Presentation-FINAL		

**TOWN OF SEVERANCE
TOWN COUNCIL – SURVEY PRESENTATION AND NEXT STEPS
COUNCIL PACKET INFO FOR JULY 9, 2024 MEETING**

BACKGROUND

The Town Council is considering placing a question on the November ballot for residents to vote on, which would add a 1% sales and use tax dedicated to funding future road maintenance and repairs. In May, the Town hired Slate Communications, a local marketing and public relations firm, to assist with community education and communication related to the potential ballot initiative.

The Town currently collects a 3% sales tax on the sale of personal property and services provided at retail businesses, as well as a 3% one-time use tax on construction and building materials used and stored in Town.

An additional 1% sales and use tax would be a new, dedicated funding source to help pay for road replacement from full depth reconstruction, mill overlay, chip seal, slurry seal, and routine maintenance along the 82 miles of Town of Severance-owned roads. ***However, Town Council won't make a final decision about putting a question on the ballot until the community has had an opportunity to provide feedback and share their thoughts.***

Initial outreach to the community has begun, including a short survey asking residents about their willingness to support an additional 1% sales and use tax increase. Slate Communications has prepared a short presentation with survey results to date and next steps in the engagement and education campaign.

The survey is still open and available for residents to participate online at <https://www.townofseverance.org/home/news/transportation-utility-fee>. Additional community engagement opportunities to provide feedback and learn more include booths at upcoming Town events (July 12 – Military and First Responders Appreciation Concert; August 24 - Severance Days) and a Town Hall meeting on July 23.



2024 TOWN OF SEVERANCE

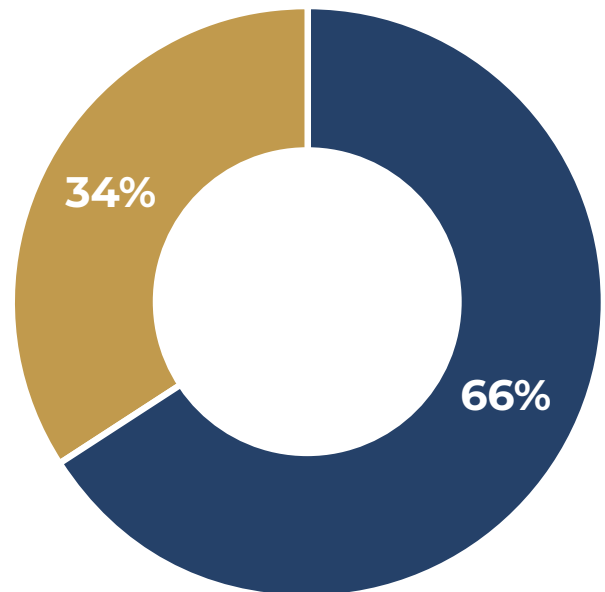
DEDICATED TRANSPORTATION FUND COMMUNITY SUPPORT SURVEY

The Town of Severance conducted a short online community survey to gauge resident sentiment about a potential sales and use tax increase to help fund future road maintenance and repairs. Survey data reflects responses through June 26, 2024. 95 surveys were completed, and an overview of the results are below.

1.

If voters approve an additional 1% sales and use tax increase this November, the Transportation Utility Fee would be eliminated. Knowing this, would you vote to approve a dedicated 1% sales and use tax measure to replace the Transportation Utility Fee and help pay for road maintenance and improvements?

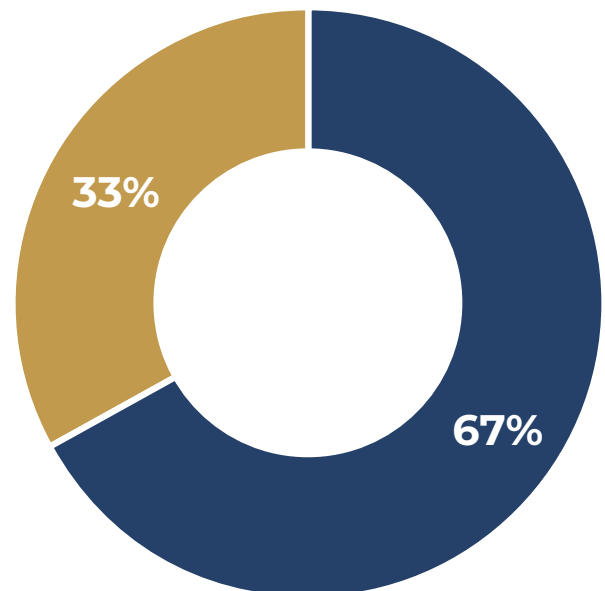
 **Yes: 63**
 **No: 32**



2.

Sales and use taxes are paid by both residents and visitors alike. Knowing that an additional 1% sales and use tax increase would also be paid for by non-residents and new development, would you vote to approve a dedicated 1% sales and use tax to fund road maintenance and improvements to replace the Transportation fee?

 **Yes: 64**
 **No: 31**

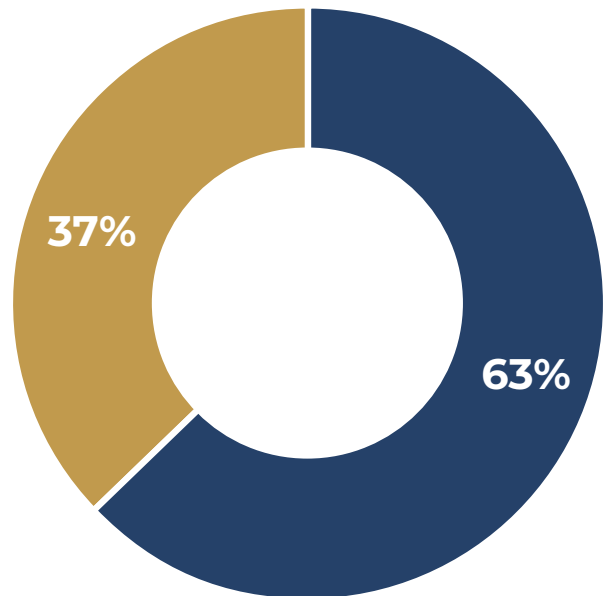


3.

If the election was held tomorrow, would you vote in favor of an additional 1% sales and use tax increase that would dedicate funding for the sole purpose of maintenance, improvement, preservation, acquisition, and expansion of the Town's transportation facilities to replace the \$15.50 fee?

■ Yes: 60

■ No: 35



4.

What is your overall satisfaction with the Town's current street and road conditions? Explain. (Verbatim responses with minor spelling edits)

Above Avg

At present, street & road conditions are pretty good.

1. Initiating a 1% Sales & Use Tax does not help attract businesses to set up shop in Severance. The 1% sales and use tax will hurt Severance businesses compete in their respective markets. During 6/11/2024 Town Council meeting a majority, if not all, Town Council present and the candidates to fill the open Town Council seat stated the need to attract more businesses to establish themselves in Severance. Establishing a Sales and Use Tax

2. This week, CR21 was being marked-up with paint markers in preparation to tear-up CR 21 again. Relatively recently CR21 was re-paved, and CR 21 looks nice and is in good condition. Did the contractor miss installing whatever is being planned now? If so, the Town of Severance should not have to pay for this oversight.

Considering that the town currently refuses to maintain the roads where we live, I continue to be upset at paying a specific fee or additional tax. We had no vote in paying the road/storm water fee. Since the Town will collect money one way or another, this tax seems more practical than going to the expense of mailing out road-fee bills every month.

Encouraged about the focus and direction the town has been doing for the road and streets currently.

Good to this point. Need to maintain same conditions

Good.

Good...some areas need improvement.

I approve this tax increase!

I expect very little

I feel the roads are mostly fine right now. I don't believe the town would dedicate that 1% tax for roads only though. You've shown a willingness to lie right to the faces of the towns people. I assume you'll be doing so again with this tax.

I find the roads to be in good shape. Environmental conditions impact our roads and it takes some doing to keep up with the maintenance and this is to be expected.

I just moved here and have been happy so far. I feel that the water bill is a little steep, so don't like any extra taxes or fees added on as well. Thank you.

I think the \$15.50 is outrageous. You are pricing people out of the market. I do not think the ROI on this was well considered.

I think the condition of the roads are fine, no complaints that I can think of. The upkeep in the past years has been great. The only thing that comes to mind is paving CR 21 to the north. I do not live on that road, so I'm not sure what homeowners thoughts are that live on CR21 to the north. They are the ones that live on the gravel road.

I think the town does a better job paying attention to our roads than the county would, but as things increase in price the monthly fee won't keep up the maintenance. Plus visitors use our roads so I'm not opposed to them paying something toward them.

I think they are fine for a small growing town that supports agribusiness.

I would like to know what the anticipated revenue for the sales tax and use tax is compared to the fee we currently have.

Is there another option other than the 15.50 fee and the sales tax and use tax?

I think the city can better use it's funds that it currently has. Is the city looking at cost saving measures and 'trimming fat'?

I think they are good

I will never approve an increase in any kind of tax from the town as I have seen my taxes increase over the last 5 years of living here and absolutely no improvements to show for it. I do not trust that the town will raise enough in their 1% proposal as we have hardly any kind of sales and use going on in Severance. I would feel more confident in a "yes" vote if there was more to show for my current taxes.

Is there such a thing as a "break-down" as to where all of my current Severance taxes are going to?

It is necessary that we take care of our infrastructure. The exponential cost of roads in disrepair will be harmful to our communities future.

Last year the town paid for a half assed job of pot hole filling on County Road 21. A couple months later, County Road 21 was torn up and resurfaced. Now, it seems they are going to tear it up again. Poor management causes waste of tax payer money. Do better. And stop wasting our money.

Mahogany way is in very poor shape

Most of the ones I travel are in good shape but Mahogany Way has some areas that need to be fixed. There are also some low areas that accumulate water, that turn into ice slicks in the winter.

Most of the roads seem in good condition, but if you put other business (which I hope not) you will have to widen the roads to accommodate that

Most streets are okay, but maintenance can always be done, but the town has to make sure it gets done.

Need more lights and safety in and out into Harmony Rd. My neighborhood at Severance Shores is dangerous

Need to invest in the Harmony/ WCR 19 intersection. Overall street condition is acceptable.

Need to know more information as to what this 1% tax sales/use fee will be inputted.

Gas, groceries, etc. More specific, please

Not too bad.

Okay but some streets are getting rough in Timber Ridge, Summit view etc. Like the transportation fee. Everyone pays same no shopping volume. New development will pay significant impact fees.

Overall the condition is ok. The 1% isn't going to do anything because there isn't enough commercial business to support it. Severance needs to bring in more businesses not more homes.

Overall the roads in the town are in good condition with very few pot holes and overall smooth surfaces

Poor management of financial responsibility

Road conditions are acceptable. But I'd like to see the estimated calculations of \$15.50 monthly vs 1% sales and use tax before voting, if this makes it that far.

Roads seem great. Just the road striping needs addressed.

Would like to lower speed limits on our roads.

They are not maintaining or fixing roads now. They don't plow all our roads when snow hits and the roads (highly used ones) are getting worse.

The road painting contractor has done a poor job of preparing the surface for proper paint adhesion. It is also misaligned and confusing/dangerous at the intersection of 257 and CR74/harmony. I would also appreciate bike lanes installed for the entire length of Teller from CR74/Harmony down to 392. Otherwise, pave or change the rules on GWT to allow e-bikes. It would also be great to complete the sidewalk/trail between Tailholt and Baldrige and from Tailholt to 3rd. We also really need a crosswalk at the intersection of 1st and Harvest Moon to allow access to the dog park/skate park. There should also be a crosswalk at the GWT across Harmony.

The roads are fine.

The roads in the Timber Ridge subdivision are horrible. The chip seal is flaking off everywhere. It gets drug in the house in shoes. Instead of constantly increasing fees for residents, how about charge developers a bit more as they create the biggest impact on our failing infrastructure.

The roads seem in good shape. I wish there were a way to assess fees based on the amount of use. Maybe a gas tax or a fee based on vehicle size. Also we need more investment in bike/pedestrian infrastructure.

The streets and roads are fine, but everyone who's paying attention knows that we are in for MAJOR tax increases and fee increases for our mismanagement of the town. Rooftops are not a sustainable way to keep the town solvent. The mayor definitely has the council seated with all his chronies. We are in big, big trouble. Not smart with water use, not smart with commercial, and not smart with sewer planning. Severance will continue to be a pass-through place. We have lived here for 25 years and can't wait for the opportunity to present itself to leave here. It's absolutely ruined, and will continue to be a poster child for all the morons who ruined the places they lived and moved here and joined the town council.

The streets are fine but we have no business. I am not sure how sales tax will actually pay for the roads. I am a family of four and I never shop or purchase anything in severance because we don't have anything for families except the Domino's. We need a grocery store! I am tired of traveling to Greeley, Windsor or even Fort Collins to get groceries. I'm giving other towns all my sales taxes. Even the awesome restaurants have been opening in Windsor. Have you seen the line out there door at Cafe Mexicali? It's Severance people!

The summit view and timber ridge subdivision roads need work. Unfortunately just chip seal and mil and overlay won't fix the problem. That seems to be the normal is chip seal on roads that don't fix any problems

The town has received a lot more tax revenue from all the new builds I will not be voting for more money out of my pocket

The trucks are ruining our roads. They are a disgrace.

There are some that could use some work.

They are not fixing them properly and not setting proper grades when rotomilling and overlaying and most ditches on the right of ways are not properly maintained for drainage

They need to be expanded and resurfaced desperately.

They need to sweep all the loose gravel up, kids fall on their bikes by my house all the time

They seem to be well maintained.

They will be using our new money to fix the old part of town who don't pay much on taxes. The monthly fee was a scheme to force the citizens to raise the use tax rate and nothing is guaranteed that they won't add the \$15 charge after the town raises taxes or for some other funding schemes.

They've been fine lately.

To be honest I feel uninformed on this topic. I don't know if 1% is better or worse for road improvement. I don't know what the overall plan actually is and how this helps. Other than more or better roads, how does this help Severance to grow and attract more businesses. More business to support the residential growth is needed. How does this help improve a true town center. How does this help improve or provide amenities (i.e. better parks, water parks, pools, community centers, etc.).

Usually well-maintained and quickly addressed where there are issues - no complaints

Very satisfied.

We don't like the chip seal. It doesn't last and the rocks get everywhere from it including all sidewalks and make it hard for kids to skateboard, skate, etc.

I don't think the roads are too bad. But you should already be getting about \$1,000,000.00 out of our fees, that should be quite enough. Our taxes have already skyrocketed the last couple years, and our water.

We live in Soaring Eagle Ranch and you do nothing for us.

What's a use tax?

Why don't we use the money we already are taking out for taxes on the roads that we pay for with our vehicle registration?



INVESTING IN OUR ROADS

Potential Sales & Use Tax
Education Campaign

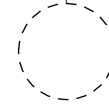
THE PLAN



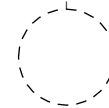
CONVERSATIONS *(Council & Staff)*



COMMUNITY INPUT



SURVEY RESULTS



NEXT STEPS: STRATEGIES



NEXT STEPS: TOOLS & TACTICS

CONVERSATIONS (Council & Staff)

The Town's infrastructure budget is not keeping up with repair and replacement needs.

The Town's roads are in good condition now, but repair costs will continue to go up and road quality will go down without additional funding.

The Town and Council want to eliminate the monthly \$15.50 Transportation Utility Fee if a 1% sales and use tax is placed on the ballot and approved by voters.

Investing in our roads now is an investment in the Town's future.

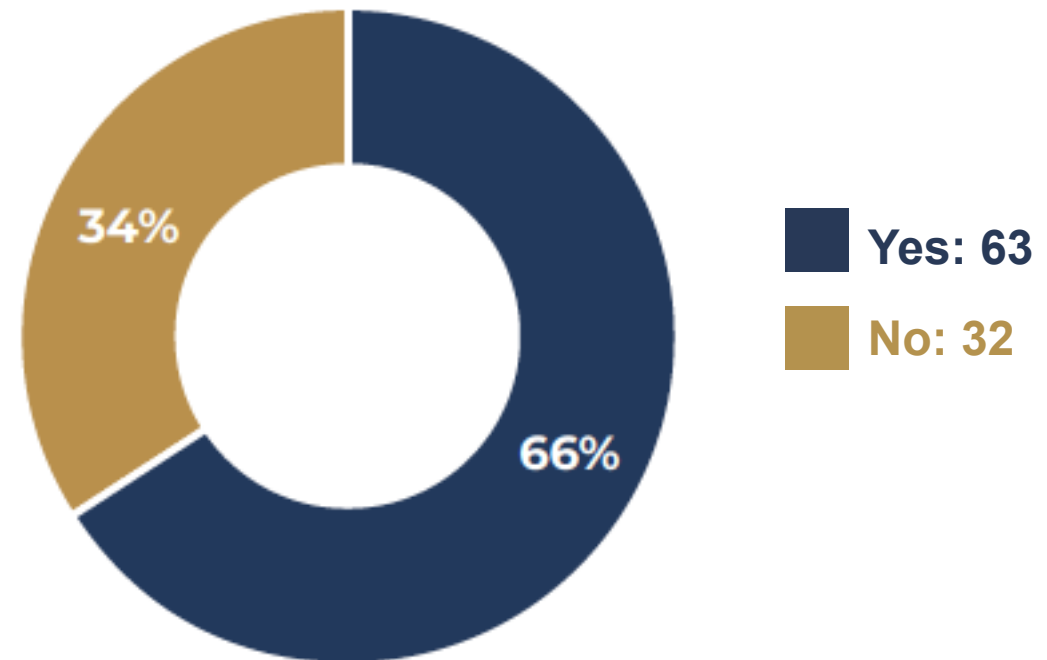
COMMUNITY INPUT

TOWN-WIDE SURVEY DISTRIBUTION:

- Simple, online questionnaire (not statistically valid)
- Available for 2.5 weeks in June
- Promotion:
 - Shared at summer concert and movie night events
 - Included in existing digital platforms: social media, website, newsletter

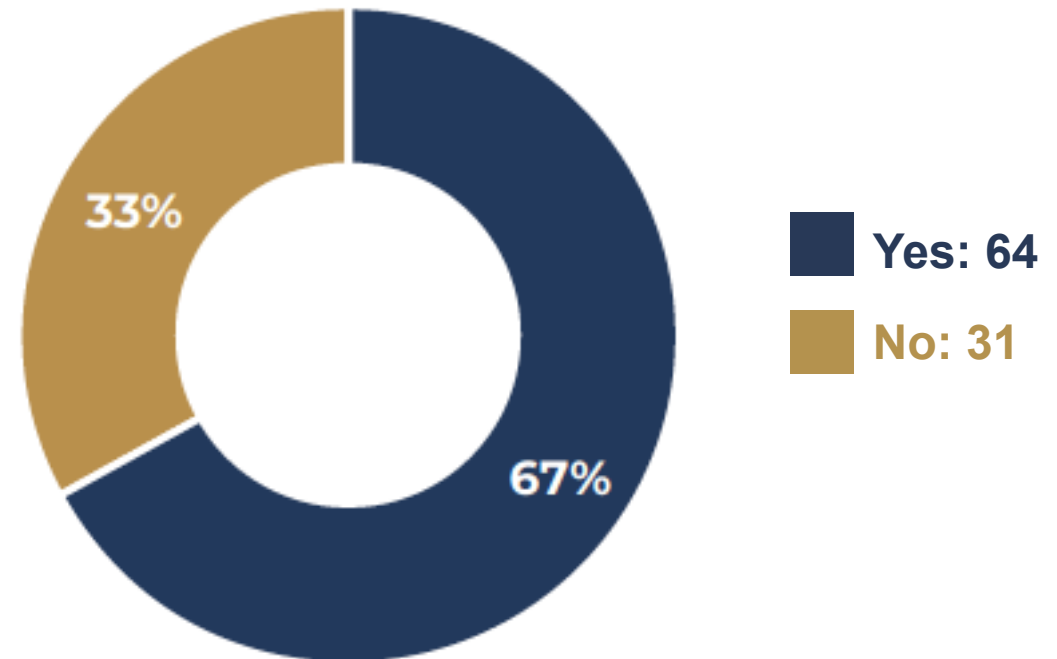
SURVEY RESULTS

1. If voters approve an additional 1% sales and use tax increase this November, the Transportation Utility Fee would be eliminated. Knowing this, would you vote to approve a dedicated 1% sales and use tax measure to replace the Transportation Utility Fee and help pay for road maintenance and improvements?



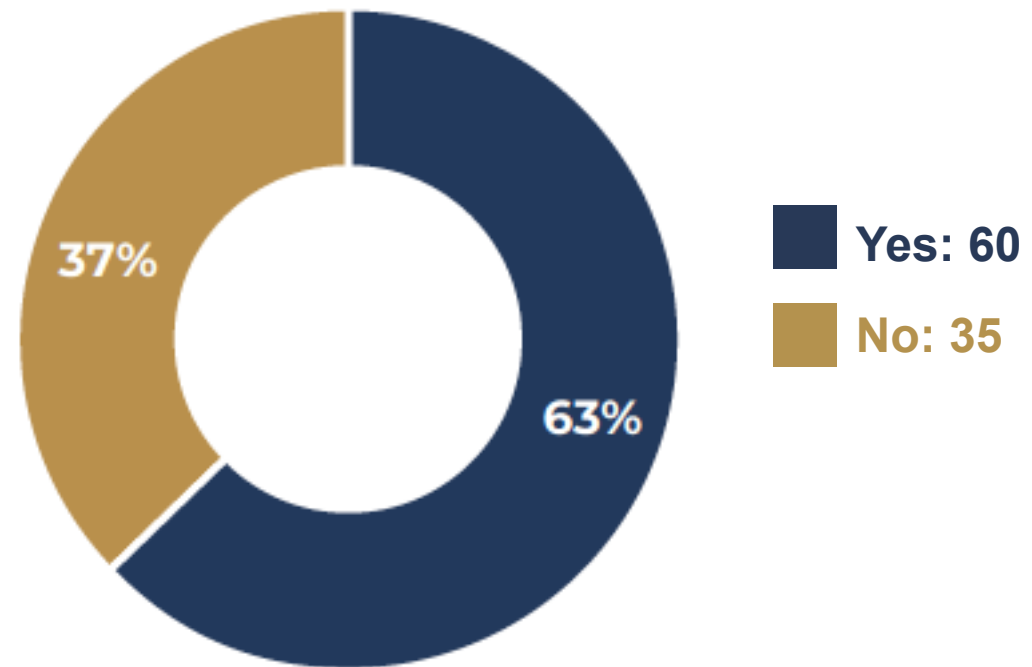
SURVEY RESULTS

2. Sales and use taxes are paid by both residents and visitors alike. Knowing that an additional 1% sales and use tax increase would also be paid for by non-residents and new development, would you vote to approve a dedicated 1% sales and use tax to fund road maintenance and improvements to replace the Transportation fee?



SURVEY RESULTS

3. If the election was held tomorrow, would you vote in favor of an additional 1% sales and use tax increase that would dedicate funding for the sole purpose of maintenance, improvement, preservation, acquisition, and expansion of the Town's transportation facilities to replace the \$15.50 fee?



4. What is your overall satisfaction with the Town's current street and road conditions? Explain.

It is necessary that we take care of our infrastructure. The exponential cost of roads in disrepair will be harmful to our community's future.

Overall the condition is ok. The 1% isn't going to do anything because there isn't enough commercial business to support it. Severance needs to bring in more businesses not more homes.

Encouraged about the focus and direction the town has been doing for the road and streets currently.

Need to know more information as to what this 1% sales tax/use fee will be [used for].

Good to this point. Need to maintain same conditions.

Poor management of financial responsibility.

SURVEY KEY FINDINGS

**THERE'S GENERAL SUPPORT
FOR MORE INFRASTRUCTURE
FUNDING**

**EDUCATION IS NECESSARY
FOR THE COMMUNITY TO
UNDERSTAND WHY
ADDITIONAL MONEY IS
NEEDED TO FUND
INFRASTRUCTURE
PROJECTS**

NEXT STEPS: STRATEGIES

Continued polling is critical and can act as the foundation of citizen led government action.

Fact-based education is necessary to help residents understand funding needs.

In-person communication is a key component to education and gathering feedback.

Outreach must continue beyond the date when ballot language is set.

NEXT STEPS: TOOLS & TACTICS

- **Resident Polling:** Online surveys and feedback opportunities
- **Stakeholder Engagement:** Presence at community events, July Town Hall event, CAB meeting presentation
- **Printed Collateral:** Event material, FAQs, rack card (or similar educational handout), table tents at local restaurants/businesses, Council talking points
- **Electronic Collateral:** Social media posts and images, website content, e-newsletter content (for Town and HOAs), press release(s)
- **Video:** Two short educational videos



COUNCIL DISCUSSION AND QUESTIONS



AGENDA ITEM SUMMARY

AGENDA ITEM	SUBMITTED BY	PRESENTED BY
Pg 23 - CLRWTA Budget Presentation	Nicholas Wharton, Town Manager	Chris Matkins and Chris Pletcher
ACTION REQUESTED		
No action is required.		<u>Presentation</u>
BRIEF SUMMARY		
Chris Matkins of Ally Utility Consulting and Chris Pletcher, Board President, will present the proposed 2024 and 2025 Budget for the Cobb Lake Regional Treatment Authority.		
PUBLIC SUPPORT/CONCERN		
None at this time.		
ANALYSIS AND RECOMMENDATION		
No action is required.		
MATERIALS SUBMITTED		
The following materials were submitted and included in this packet: 1. 2024.7.9 CLRWTA_TownofSeveranceMeetingPresentation		

COBB LAKE REGIONAL WATER TREATMENT AUTHORITY (CLRWTA)

TOWN OF SEVERANCE BOARD MEETING

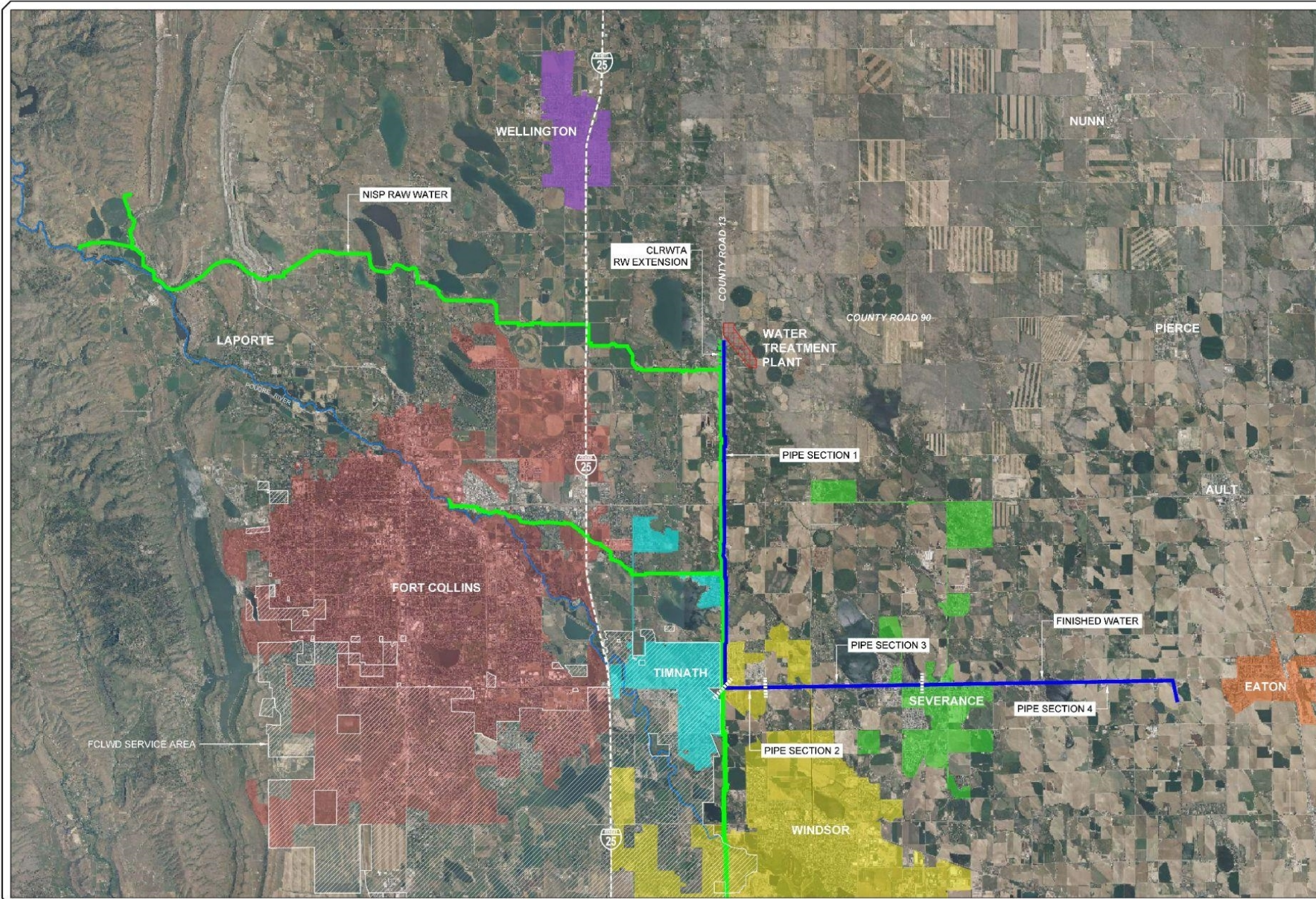
Tuesday, July 9, 2024

Nicholas Wharton, Town Manager

Chris Pletcher, CLRWTA Board Chair

Chris Matkins, CLRWTA Authority Manager





REGIONAL WATER TREATMENT AUTHORITY
TREATMENT FACILITY OVERVIEW MAP
ALIGNMENT A

CONFIDENTIAL

CONFIDENTIAL

PREPARED FOR:
CACTUS HILL
SUBMITTAL DATE:
03/15/2023

SCALE:
VERTICAL: N/A
HORIZONTAL: 1" = 10K'

SHEET NUMBER
A
1 OF 2 SHEETS



CLRWTA FORMATION

- 2021: Property acquisition
- 2022 – 2024: Stakeholder meetings and Creation Agreement developed
- 2024: Authority formed and board seated
- 2024 – 2026: Design of pipeline and facility
- 2027: Construction
- 2030: Project completion, ongoing operations



CLRWTA GOVERNANCE - BOARD OF DIRECTORS

Director	Organization
Chris Pletcher, Chair	Fort Collins-Loveland Water District
Shane Hale, Vice Chair	Town of Windsor
Nicholas Wharton, Treasurer	Town of Severance
Lindsay Radcliff Coombes, At-Large	Town of Severance
Wesley LaVanchy	Town of Eaton



PROPOSED BUDGET

2024-2029

	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
Beginning Balance All Funds	-	-	-	-	-	-
Ending Balance All Funds	-	-	-	-	-	-

Operations & Maintenance Fund	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
Beginning Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Revenue	\$ 274,374	\$ 391,017	\$ 407,748	\$ 419,980	\$ 432,579	\$ 445,557
Expenses	\$ 274,374	\$ 391,017	\$ 407,748	\$ 419,980	\$ 432,579	\$ 445,557
Fund Year Ending Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

O&M Revenue Requirement	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
Fixed O&M	\$ 274,374	\$ 391,017	\$ 407,748	\$ 419,980	\$ 432,579	\$ 445,557
Variable O&M	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Revenue Requirement	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
Revenue	\$ 274,374	\$ 391,017	\$ 407,748	\$ 419,980	\$ 432,579	\$ 445,557

Funding Breakout For Each Entity

FCLWD	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
Fixed O&M	\$ 68,593	\$ 97,754	\$ 101,937	\$ 104,995	\$ 108,145	\$ 111,389
Variable O&M	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 68,593	\$ 97,754	\$ 101,937	\$ 104,995	\$ 108,145	\$ 111,389

SEVERANCE	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
Fixed O&M	\$ 68,593	\$ 97,754	\$ 101,937	\$ 104,995	\$ 108,145	\$ 111,389
Variable O&M	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 68,593	\$ 97,754	\$ 101,937	\$ 104,995	\$ 108,145	\$ 111,389

WINDSOR	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
Fixed O&M	\$ 68,593	\$ 97,754	\$ 101,937	\$ 104,995	\$ 108,145	\$ 111,389
Variable O&M	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 68,593	\$ 97,754	\$ 101,937	\$ 104,995	\$ 108,145	\$ 111,389

EATON	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
Fixed O&M	\$ 68,593	\$ 97,754	\$ 101,937	\$ 104,995	\$ 108,145	\$ 111,389
Variable O&M	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 68,593	\$ 97,754	\$ 101,937	\$ 104,995	\$ 108,145	\$ 111,389



O&M
DETAILED
EXPENSES

PROPOSED
2024

O&M Expense Detail Worksheet									
			Administration	Lib/Regulatory	Water Resources	Operations	Maintenance	Line Total	Total
5100	Personnel Services								\$0.00
5110	Wages								\$0.00
	5111	Wages (Permanent)						\$0.00	
	5112	Wages (Part-Time)						\$0.00	
	5113	Overtime / Temporary						\$0.00	
5120	Taxes								\$0.00
	5121	Unemployment Tax						\$0.00	
	5122	Medicare Tax						\$0.00	
5130	Pension								\$0.00
	5131	P.E.R.A.						\$0.00	
	5132	ICMA						\$0.00	
	5133	401K						\$0.00	
5140	Insurance								\$0.00
	5141	Health Insurance						\$0.00	
	5142	Life Insurance						\$0.00	
	5143	Workers Comp.						\$0.00	
	5144	HSA						\$0.00	
5150	Misc.								\$0.00
	5151	Conferences, Education						\$0.00	
	5152	Uniforms						\$0.00	
	5153	Safety						\$0.00	
5200	Professional Services								\$184,240.00
	Board, Legal, Audit								\$184,240.00
	5211	Directors Expenses	\$5,000.00					\$5,000.00	
	5212	Contract Support (Ally Utility)	\$116,740.00					\$116,740.00	
	5213	Legal Services	\$60,000.00					\$60,000.00	
	5214	Audit Services (Exemption)	\$0.00					\$0.00	
	5215	Engineering Services						\$0.00	
	5216	PR/Outreach (Website/Social Media/Event Tables)	\$2,500.00					\$2,500.00	
5300	Utilities								\$0.00
5310	Electrical Utilities								\$0.00
	5311	Plant Electrical						\$0.00	
	5312	Pump Station Electrical						\$0.00	
	5313	Tie Pump Station Electrical						\$0.00	
5320	Natural Gas								\$0.00
	5321	Plant Natural Gas						\$0.00	
	5322	Pump Station Natural Gas						\$0.00	
	5323	De-Watering bldg. Nat. Gas						\$0.00	
5330	Misc.								\$0.00
	5331	Trash Removal						\$0.00	

O&M Expense Detail Worksheet									
			Administration	Lib/Regulatory	Water Resources	Operations	Maintenance	Line Total	Total
5400	Contractual Services								\$68,133.98
5410	Telephone & Internet								\$0.00
	5411	Telephone & Internet						\$0.00	
5420	Outside Services								\$17,733.98
	5421	HVAC Service						\$0.00	
	5422	Contract Lab						\$0.00	
	5423	IT, Web Hosting, MS, & SCADA Support	\$7,733.98					\$7,733.98	
	5424	Grounds Maintenance (rodent maintenance)	\$10,000.00					\$10,000.00	
	5425	Board Meeting Software	\$0.00					\$0.00	
	5426	Contract Support	\$0.00					\$0.00	
5430	Source of Supply								\$0.00
	5431							\$0.00	
	5432							\$0.00	
	5433							\$0.00	
	5434							\$0.00	
5440	Dues, Publications								\$400.00
	5440	SDA Membership	\$400.00					\$400.00	
	5441	Memberships and Publications						\$0.00	
5450	Liability Insurance								\$50,000.00
	5451	Insurance, Property, Liability	\$50,000.00					\$50,000.00	
5500	Commodities								\$22,000.00
5510	Supplies								\$2,000.00
	5505	Admin/Oper. Misc.						\$0.00	
	5511	Office Supplies	\$2,000.00					\$2,000.00	
	5512	Operational Supplies						\$0.00	
	5513	Lab Supplies						\$0.00	
	5514	Shop Supplies						\$0.00	
	5516	Janitorial Supplies						\$0.00	
5520	Treatment Chemicals								\$0.00
	5521	Coagulants						\$0.00	
	5522	Disinfectants						\$0.00	
	5523	Corrosion Control						\$0.00	
	5524	Pre Treatment (Chlorite)						\$0.00	
	5525	Floc/Filter Aid						\$0.00	
	5526	Dewatering Flocculants						\$0.00	
	5527	Fluoride						\$0.00	
	5528	Misc. Chemicals						\$0.00	
5530	Fuel & Oil								\$0.00
	5531	Fuel & Oil						\$0.00	
5540	Miscellaneous								\$20,000.00
	5541	Miscellaneous (Contingency)	\$20,000.00					\$20,000.00	
5600	Repair & Maintenance								\$0.00
	5610	Plant Equipment						\$0.00	
	5620	Facilities Repair						\$0.00	
	5630	Lab Equipment Maint.						\$0.00	
	5640	Vehicles						\$0.00	
		Totals	\$274,373.98	\$0.00	\$0.00	\$0.00	\$0.00	\$274,373.98	\$274,373.98

O&M EXPENSE SUMMARY

Fixed O&M		2024	2025	2026	2027	2028	2029
		Proposed	Proposed	Proposed	Proposed	Proposed	Proposed
Personnel Services							
	Wages	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Taxes	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Pension	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Misc.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Professional Services							
	Directors Expenses	\$5,000.00	\$5,150.00	\$5,304.50	\$5,463.64	\$5,627.54	\$5,796.37
	Contract Support (Ally Utility)	\$116,740.00	\$200,125.00	\$206,128.75	\$212,312.61	\$218,681.99	\$225,242.45
	Legal Services	\$60,000.00	\$61,800.00	\$63,654.00	\$65,563.62	\$67,530.53	\$69,556.44
	Audit Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Engineering Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	PR / Outreach	\$2,500.00	\$30,000.00	\$30,900.00	\$31,827.00	\$32,781.81	\$33,765.26
		\$184,240.00	\$297,075.00	\$305,987.25	\$315,166.87	\$324,621.87	\$334,360.53
Utilities							
	Trash Service	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Contractual Services							
	Telephone & Internet		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Outside Services	\$17,733.98	\$19,132.00	\$19,705.96	\$20,297.14	\$20,906.05	\$21,533.23
	Source of Supply	\$0.00	\$0.00	\$5,000.00	\$5,150.00	\$5,304.50	\$5,463.64
	Dues, Publications	\$400.00	\$650.00	\$669.50	\$689.59	\$710.27	\$731.58
	Liability Insurance	\$50,000.00	\$51,500.00	\$53,045.00	\$54,636.35	\$56,275.44	\$57,963.70
		\$68,133.98	\$71,282.00	\$78,420.46	\$80,773.07	\$83,196.27	\$85,692.15
Commodities							
	Supplies	\$2,000.00	\$2,060.00	\$2,121.80	\$2,185.45	\$2,251.02	\$2,318.55
	Fuel & Oil	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Miscellaneous	\$20,000.00	\$20,600.00	\$21,218.00	\$21,854.54	\$22,510.18	\$23,185.48
		\$22,000.00	\$22,660.00	\$23,339.80	\$24,039.99	\$24,761.19	\$25,504.03
Repair and Maintenance							
	Plant Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Lab Equipment Maint.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Vehicles	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Variable O&M							
Utilities							
	Electricity	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Natural Gas	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Commodities							
	Treatment Chemicals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total O&M Expenses		\$274,373.98	\$391,017.00	\$407,747.51	\$419,979.94	\$432,579.33	\$445,556.71
Total Fixed O&M Expenses		\$274,373.98	\$391,017.00	\$407,747.51	\$419,979.94	\$432,579.33	\$445,556.71
Total Variable O&M Expenses		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00





**COBB LAKE REGIONAL WATER
TREATMENT AUTHORITY**

QUESTIONS?

CHRIS MATKINS

CLRWTA MANAGER

ALLY UTILITY CONSULTING

C.MATKINS@ALLYUTILITY.COM

WWW.CLRWTA.ORG



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, June 25, 2024, at 6:00 PM

Present:

Mayor:

Matthew Fries

Mayor Pro-tem:

Brittany Vandermark

Council Members:

Dan Meyers

David Bruen

Tad Borrett

Craig Joseph-Virtual

Stephen Gagliardi

Absent:

Audience: Pat Ryan and Lance Nichols

Staff:

Nicholas Wharton, Town Manager

Lindsay Radcliff-Coombes, Deputy Town Manager

Efrain Lemus, Finance Director

Leah Vanarsdall, 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.

5:00 pm - Police Department Swearing- In Ceremony for Robert Bosick & Brian Arthur

1. Pledge of Allegiance

2. Pg 4 - Ordinance 2024-XX: Amending Chapter 10, Offenses, of the Severance Municipal Code to Add a New Section 10-5-35 Regarding the Safe Use of Public Property to Limit Public Camping and Prohibit Temporary Structures on Public Property

- Discussion
- Staff Presentation: Nicholas Wharton, Town Manager
Discussion Held - Ordinance will come back as an action item on a future agenda

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 Mayor Pro-tem Vandermark, seconded by Council Member Meyers to Approve the Consent Calendar. All Council Members present voting Yes.

MOTION PASSED

a. Pg 17 - 6.11.24 Minutes

b. Pg 22 - May 2024 Payables

c. Pg 28 - May 2024 Financial Statements

4. Approval of Agenda

MOTION WAS MADE BY Mayor Pro-tem 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.

None- Public Comment Closed at 6:39 pm

6. Council Member Comments

7. Reports

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

- a. Town Attorney
- b. Pg 74 - Town Staff
- c. Town Management

MOTION WAS MADE BY Council Member Gagliardi, seconded by Mayor Pro-tem Vandermark to Approve the bid of \$87,000.00 from Pitner Homes LTD for Council Chamber improvements. All Council Members present voting Yes.

MOTION PASSED

Council approved of Management moving forward with the bid from DNAV for the Town sign in front of Town Hall

- d. Council Members Liaisons
Lance Nichols from Weld RE-4 School Dist Presented
- e. Mayor

C. TOWN COUNCIL

1. Pg 110 - Resolution 2024-26R: A Resolution of the Town Council of the Town of Severance, Colorado, Approving and Accepting the Town's 2023 Audited Financial Statements

- Legislative
- Staff Presentation: Efrain Lemus, Finance Director
Eric Miller of Adams Group Presented

MOTION WAS MADE BY Mayor Pro-tem Vandermark, seconded by Council Member Bruen to Approve **Resolution 2024-26R**: A Resolution of the Town Council of the Town of Severance, Colorado, Approving and Accepting the Town's 2023 Audited Financial Statements . All Council Members present voting Yes.

MOTION PASSED

2. Pg 190 - Ordinance 2024-12: Amending Article 10, "Weapons," of Chapter 10, "Offenses," of the Severance Municipal Code Pertaining to Firearms on Town Property and Determining an Emergency With Respect Thereto

- Legislative
- Staff Presentation: Mary Lynn Macsalka, Town Attorney, Nicholas Wharton, Town Manager

MOTION WAS MADE BY Council Member Bruen, seconded by Mayor Pro-tem Vandermark to Adopt **Ordinance 2024-12**: Amending Article 10, "Weapons," of Chapter 10, "Offenses," of the Severance Municipal Code Pertaining to Firearms on Town Property and Determining an Emergency With Respect Thereto.

YEAS: Fries, Vandermark, Gagliardi, Bruen, Joseph, Borrett
ABSTAIN: Meyers

7
0

MOTION PASSED

3. **Pg 197 - Ordinance 2024-13: An Ordinance of the Town Council of the town of Severance, Colorado, Amending Article 8 of the Severance Municipal Code pertaining to the Citizen Advisory Board**

- Legislative
- Staff Presentation: Nicholas Wharton, Town Manager

MOTION WAS MADE BY Council Member Bruen, seconded by Mayor Pro-tem Vandermark to Adopt **Ordinance 2024-13: An Ordinance of the Town Council of the town of Severance, Colorado, Amending Article 8 of the Severance Municipal Code pertaining to the Citizen Advisory Board**. All Council Members present voting Yes.

MOTION PASSED

4. **Pg 206 - Town Council Liaison Appointments**

- Legislative
- Staff Presentation: Nicholas Wharton, Town Manager
Tad Borrett was appointed to the Citizen Advisory Board
Dan Meyers was appointed as the North Front Range MPO Alternate

D. COUNCIL MEMBER PETITIONS

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

- 1) Safety/Security Measures for Town Hall-Meyers

E. ADJOURN

8:09 pm

F. EXECUTIVE SESSION

1. **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 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.**

Opened: 8:10 pm **Closed:** 9:00 pm

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

MOTION PASSED

2. **Adjourn into Executive Session Pursuant to Section 24-6-402(4)(b) to confer with the Town Attorney for the purposes of receiving legal advice on specific legal questions pertaining to the legal basis for establishing and setting the amount of tap fees for connecting to Town utilities.**

MOTION WAS MADE BY Mayor Pro-tem Vandermark, seconded by Council Member Meyers to ADJOURN INTO an Executive Session Pursuant to Section 24-6-402(4)(b) to

confer with the Town Attorney for the purposes of receiving legal advice on specific legal questions pertaining to the legal basis for establishing and setting the amount of tap fees for connecting to Town utilities. All Council Members present voting Yes.

MOTION PASSED



AGENDA ITEM SUMMARY

AGENDA ITEM	SUBMITTED BY	PRESENTED BY
Pg 38 - Citizen Advisory Board Appointment	Nicholas Wharton, Town Manager	Nicholas Wharton, Town Manager
ACTION REQUESTED		
Management asks the Town Council to discuss the appointment of two (2) Citizen Advisory Board Members and an Alternate and take action: • Actions that may be taken ○ Move to Appoint two (2) Citizen Advisory Board Members and an Alternate ○ Take no Action		<u>Attorney Approved</u> <u>Action Requested</u> <u>Presentation</u> <u>Discussion</u>
BRIEF SUMMARY		
Town Management has received seven (7) letters of interest for the two (2) open Citizen Advisory Board positions and one (1) Alternated position. Correspondence has been included in the packet, and the applicants have been asked to attend the Town Council Meeting to answer any questions. Those interested applicants are: • Dale Garland • Felicia Jarrett • Gary Martin • Josephine Metoyer • Joshua Ochs • Patrick Ryan • Alaric Scott		
PUBLIC SUPPORT/CONCERN		
None at this time		
ANALYSIS AND RECOMMENDATION		
Management recommends that the Town Council take action and move to appoint a two (2) members and one (1) alternate to the Citizen Advisory Board		
MATERIALS SUBMITTED		
The following materials were submitted and included in this packet: 1. Ryan Ltr of Interest 2. Ryan Resume 3. Ochs Ltr of Interest CAB 4. Metoyer CAB Interest 5. Josephine_Metoyer_Resume 6. Gary Martin Resume CAB		

7. Felicia Resume Revised 24
8. CAB Introduction letter - Alaric Scott
9. Garland CAB LOI
10. Dale Garland Resume

Patrick W. Ryan
1689 Maseca Plaza Way
Severance, CO 80550-5036
(805) 821-1619
patryan56@gmail.com

19 Jun 2024

Subject: Letter of Interest to serve on Citizen Advisory Board for the Town of Severance, CO.

Dear Mayor Fries and Town Council of the Town of Severance, Colorado

My name is Patrick W. Ryan, and I am interested in serving as a member, or alternate, of the Town of Severance Citizen Advisory Board (CAB).

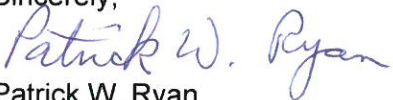
I and my wife, Ann, have lived in Severance, Colorado since November of 2020.

I am interested in serving on the CAB for the following reasons:

- As a member of the community, provide input, perspective and advice to the various proposals and issues that come before the Town Council of Severance Colorado.
- Support efforts to make and keep Severance "A Great Place To Do Business".
- Serve my fellow citizens of the Town of Severance, Colorado.

As shown by my resume, I believe my background is broad and comprehensive. Thank you for your consideration of this letter of interest.

Sincerely,


Patrick W. Ryan

Resume for Patrick W. Ryan

OBJECTIVE: Citizen Advisory Board member for the Town of Severance, Colorado

EMPLOYMENT HISTORY AND RELEVANT EXPERIENCE

1/2022 – Present: Retired

6/2012 – 12/2021: Rantec Power Systems – Los Osos CA. (Aerospace) Director of Quality Assurance

- Rantec Power Systems is a designer and manufacturer of power supplies, DC/DC converters and power systems, delivering to major aerospace companies such as Raytheon, Lockheed Martin, Honeywell, L3Harris Corporation, BAE Systems, General Dynamics Land Systems, and Defense Logistics Agency (DLA).
- As member of Rantec's top management leadership team (which led the organization to achieve \$23M to \$53M growth in sales over the last 7 years) provide status of management system, improvement and preventive activities to improve business performance and compliance to requirements.
- Lead supply chain quality improvement activities.
- Leadership & Management of 20 direct reports in program Quality Engineering, Supplier Quality Engineering, inspection, document control & calibration.
- Responsible for implementing Advanced Product Quality Planning (APQP) within the organization.
- Oversee efforts to implement and use FMEAs for risk mitigation.
- Completed Lean 6 Sigma refresher training in June 2020, seeking Green Belt certification.
- Using Lean 6 sigma tools, directed projects to make cycle time improvements, reduce defects from supply chain, defects in manufacturing & defects delivered.
- Fostered and cultivated a zero-defect mindset throughout the organization.
- Converted the Quality Management System (QMS) from AS9100C to AS9100D.
- Lead the effort to write and implement Rantec's Business Continuity Plan.
- Providing leadership to the effort to assure compliance to export control (ITAR) regulations.
- Supporting the addition of another facility and transition of work to that site.
- Supervised the implementation of an "x-ray" system used to assess solder fill for bottom terminated components on circuit card assembly assembled in SMT cell.
- Led the effort to gain FAA PMA status for selected power supplies.
- See previous 1989-2008 Rantec listed below.

4/2008 – 6/2012: Goodrich ISR Systems – Albuquerque NM (Aerospace) Director of Quality

- Goodrich ISR-ABQ is a Designer and Manufacturer of high reliability electronic equipment used in Launch Vehicle, Satellite, Missile systems, and Defense Aircraft.
- Senior Management Staff member with oversight to Quality systems and issues to support the business.
- Team with functional area Directors and General Manager to improve business performance.

- Direct, mentor and coach supervisor/manager level leaders in Problem Solving.
- Responsible for program and department budget performance.
 - Monthly input to realistic Estimates to Complete (ETC) to calculate EAC.
- Participate in bi-monthly program reviews, provide recommendations, and carry out assigned actions.
 - Provide leadership and management to supplier quality function. Suppliers include EEE parts, PCB, and fabricated part manufacturers,
- Led Kaizen events aimed at process and/or project performance improvements, using lean manufacturing tools such as Value Stream Mapping, Process mapping, Standard Work, and Percent Load to identify and remove waste and improve process efficiency.
- Through "Lean" practices improve cycle time and remove waste. Over a twenty-month period led 4 successful Kaizen (CI) events and participated in 5 others. Goodrich Lean Practitioner.
- Employ Six Sigma tools defined by Define Measure Analyze Improve and Control (DMAIC) to solve problems. Drive preventive actions through Process FMEA.
- Train employees on RCCA tools such as 5 Whys, Cause & Effect, and Mistake Proofing. CAPA Process Owner.
- Management Representative for AS9100C certified Quality Management System.
- Develop, train, counsel, and evaluate direct reports.
- Champions Continuous Improvement (CI) approach to operational execution and Goodrich culture.
- Conducts CI training for QA function. Also conduct RCCA, Internal Auditing training for CI Foundations training classes.

3/1989 – 4/2008: Rantec Power Systems Inc. (Aerospace) QA Manager

- Rantec Power Systems is a designer and manufacturer of power supplies, DC/DC converters and power systems, averaging 10,000 delivered end items per year.
- Member of Management Staff providing input and support to business operations with functional responsibility for quality.
- Leadership & Management of 10 direct reports in program Quality Engineering, Supplier Quality Engineering, inspection, document control & calibration.
- Implemented Quality Management System certified to ISO 9001:2000 & AS9100B.
- Develop, implement and execute internal auditing program, with auditor team.
- Assess key supplier quality system and process capability through audits and surveillance.
- Management Representative: Report to senior management the effectiveness and opportunities for improvement of the Quality System. Communicate requirements throughout organization.

2/1985 – 2/1989 Hughes Aircraft Co (Aerospace) Quality Engineer

- Quality Engineering for Surface Ship Systems Division.
- Advised program management on contract and specification compliance, and EAC performance. Improve processes to support planned EAC.
- Witnessed First Article testing to verify compliance to requirements.
- Assessed supplier quality system and process capability through audits and surveillance.

1/1984 – 1/1985 Sportfilm Processing (Motion Picture) Production Manager

- Motion picture film processing, chemical processing, production and machine maintenance, editing.

6/1978 – 1/1984 U.S. Navy (Active Duty) Surface Ship Line Officer

- US Forces Caribbean Command (Jan 1983 – Dec 1984)
 - Watch Officer, operations and Intelligence Center, daily management of operations and intelligence center.
 - Planning and management of joint military operations in the Caribbean area of Operations.
- USS Buchanan (DDG-14) (Dec 1978 – Dec 1982)
 - Two Western Pacific deployments
 - Surface Warfare and Underway OOD qualified.
 - Division Officer: first Gunnery division, then Combat Information Center (CIC)

RELEVANT ADDITIONAL EXPERIENCE

- 1984 - 2004 (U.S. Naval Reserves)
 - Assessed personnel & equipment readiness. Coordinated readiness training.
 - Ship handling & safe navigation. Managed preservation & maintenance of weapons, propulsion and auxiliary systems.
 - USS Wadsworth (FFG-9)
 - USS Cowpens (CG-63)
 - USS Lockwood (FF-1064)
 - Military Sealift Command (Commanding Officer)
 - USS Widgeon (CT-18) (Commanding Officer)
 - Achieved the rank of Captain (O-6)

EDUCATION

B.S. Physical Science, U.S. Naval Academy, 1978

RELEVANT PROFESSIONAL TRAINING or CERTIFICATIONS

- | | |
|--|----------|
| • Lean Six Sigma Trained | Jun 2020 |
| • AS9100C Lead Auditor (IAQG) | Mar 2011 |
| • Problem Solving using A3 Process (Train the Trainer) | Nov 2010 |
| • Certified Lean Practitioner (Goodrich) | Jul 2009 |
| • AS9100 Lead Auditor Course (RABQSA) | Feb 2007 |
| • RABQSA Certified Lead Auditor for Quality Management Systems | Jan 2007 |
| • ISO 9001:2000 Lead Auditor Course (IATCA) | Oct 2002 |
| • ASQC Certified Quality Auditor (CQA) | Jun 1995 |

Joshua C. Ochs
Severance, CO 80550
Jokes2022@yahoo.com
(970) 988-2008

June 17, 2024

Mayor Matthew Fries
Severance Town Council
Attn: City Manager Nicholas Wharton
P.O. Bo 339
Severance, CO 80546

Dear Mayor Matthew Fries and Town Council Members,

I am writing to express my interest in the open seat on the Citizen Advisory Board.

I am a Colorado native, having been born and raised in Loveland. I spent time living in Ft. Collins and Johnstown before settling in Greeley for over twenty years. I moved to Severance in April of 2022 and am proud to call it home.

I bring over twenty-five years of experience in community service and leadership roles, making me well-equipped to effectively serve our town. Throughout my career, I have demonstrated a commitment to fostering positive change and promoting the greater good. My passion for serving others combined with my proven track record of success makes me excited about the opportunity to contribute to our town.

Severance's small-town atmosphere coupled with its advancing growth presents fantastic opportunities for our community to thrive and prosper. With its close-knit community feel, residents can enjoy the benefits of living in a smaller town. The town's growth provides new businesses and job opportunities, creating a vibrant economic landscape that supports local businesses and encourages entrepreneurship, development and growth.

I know that being on the Citizen Advisory Board requires dedication, time, and effort. From researching issues to communicating with constituents, there is a lot of responsibility involved. I believe that it can be incredibly rewarding to see the tangible results of your hard work and dedication.

I believe that my skills, dedication, and fresh perspective would make me an asset to the Citizen Advisory Board.

Thank you for considering me.

Sincerely,

Joshua C. Ochs

From: [Josephine Napoleon](#)
To: [Leah Vanarsdall](#)
Subject: CAB Interest
Date: Thursday, June 13, 2024 11:35:25 AM
Attachments: [Josephine Metoyer Resume 1 \(3\) \(1\).pdf](#)

Caution: This is an external email and may have a suspicious subject or content. Please take care when clicking links or opening attachments. When in doubt, contact your OnixIT at support@onixit.com or (970) 223-0300.

Hello Leah

I am interested in getting involved as a citizen volunteer advisory board member. I have a well rounded background with many years of community service. While I have ambitions to take on a more prominent role in the town of Severance, right now I feel the CAB would be a perfect fit.

I have attached a business resume for the sake of time and below are credentials not listed on my resume.

- Former President of Saddle Rock HOA and Metropolitan District (Aurora CO)
- Completed Aurora PD citizens academy
- Neighborhood watch committee president (Organizer for Saddle Rock community)
- Graduate of Leadership Cherry Creek in the CCSD
- Legislative Network President for multiple years at CCSD
- PTO President, secretary and board member in multiple schools in the CCSD community
- District Accountability board member CCSD

I look forward to your reply and the council's consideration.

Be Well,
Josephine Metoyer



Create Your Best Life



JOSEPHINE METOYER

josephine.metoyer@gmail.com | 720-576-5858 | Severance, CO 80550 | WWW: [Bold Profile](#)

Summary

Award winning, Account Executive with a top producing sales record is ready to take her expertise to the next level in the Energy Utility/Efficiency industry. A natural leader with advanced skills in building relationships, negotiating and cultivating partnerships while establishing the level of trust to consistently close business. Persuasive and self-motivated with expertise in expanding network connections and introducing innovative solutions to optimize strategic end goals. Well-versed in educating clients, implementing economic strategies and driving multi vertical developments.

Skills

- Cross-cultural sales background
- Proficient in Salesforce, Microsoft Office & Excel
- Contract negotiation and closing tactics
- Customer relationship management
- Consultative sales
- Pipeline & sales process management
- Strong presentation skills
- Energy management data platform knowledge
- Networking

Experience

Xcel Energy | Denver, CO

Sr Strategic Energy Solutions Mgr

01/2023 - Current

- Hired to drive the first regulated Energy as a Service (EaaS) program in N. America. Acting as an intrapreneur, the role and responsibilities are that of a startup.
- Using consultative sales strategies to effectively overcome client objections and maximize sales activity while driving a regulated innovative, strategic EaaS program to reduce demand of commercial rate payers.
- Collaborates with key decision makers to identify opportunities and develop ideas to deliver sales results.
- Maintains and updates knowledge of changing industry standards in addition to preparing sales presentations and proposals to explain product specifications or applications.

Self Employed | Severance, CO

Licensed Massage Therapist

08/2008 - Current

- Advanced CranioSacral therapy training under the Upledger Institute instruction
- Ability to promote body self correction through multifaceted healing modalities
- Somato Emotional Release (SER)
- Bio-Fascia Releasing Technique (BFRT)

Johnson Controls | Aurora, CO

ESCO & Security Account Executive

12/2017 - 01/2023

- Successfully closed the largest K12 school district energy efficiency project in JCI's history bringing the 4th largest district in CO to the forefront in accomplishing a net zero organization.
- Consistently demonstrated trailblazing accomplishments by closing unique, never done before" opportunities in both Security and ESCO side of company.
- Creatively structure funding solutions by leveraging corporate resources, state legislation, grants and energy savings to craft budget neutral, self

funding capital projects.

- Captured in FY19 over \$8 million in grant funds for multiple Colorado school districts and finished nationally as a top security producer for JCI.
- Finished with closing over \$75MM in business for JCI in less than 5 years of employment.

Insys Therapeutics Inc. | Chandler, AZ
Specialty Pharmaceutical Representative
05/2015 - 06/2016

- Specialty pharmaceutical sales working with TIRF class 2 sublingual Fentanyl medication indicated for cancer breakthrough pain in adult oncology patients
- Performance exceeded quarterly 100% to plan in less than 12 months
- PhRMA Code/Sunshine Act compliant
- Expert in detailing pain management medical professionals

ADT Fire & Security | Aurora, CO
Residential Security Sales Rep
04/2014 - 06/2015

- Self generated business development
- Top 10% producer in less than 12 months
- Residential and B2B cold calling, safety consulting, proposals and close of sale
- Innate ability to develop instant rapport with customer to enhance on the spot closing ratio

Education and Training

Wilmington National University | Wilmington, DE
Bachelor of Science in Business Management And Leadership
12/2013

Massage Therapy Institute of Colorado - Denver | Denver, CO
Colorado Licensed Massage Therapist in Anatomy And Physiology / Therapeutic Massage
08/2008

Upledger Institute | Jupiter, FL
Certification CEUs in CranioSacral Therapy

Accomplishments

- FY22 Closed a \$69MM K12 Energy Efficiency Project - Largest in Colorado K12 history.
- FY22 Chairman's Award recipient - Most prestigious global company award.JCI Masters Circle 2022 - #1 in N.America
- JCI Chairmans Award Winner 2021
- JCI Sales Ranked #2 in N.America 2019
- FY19 Finished over 800% to plan winning the JCI VP Centurion Club award. Finishing number one sales account executive in the JCI western region and number two in the country.

Activities and Honors

- Committee Chair CO Imagination Library (current)
- CO Energy Services Coalition Co-Chair (2020-Present)
- Ronald McDonald House Volunteer (2003 - present)
- BNI Member / Director (2014 - 2017)
- Master Networks - Success Coach (2017 - 2018)
- HOA & Metropolitan District President (2005 - 2010)
- Girl Scout Leader (2008 - 2014)
- Grandview H.S. PTCO VP & President (2014 - 2018)

Certifications

- MT Colorado - 2008
- CO Series 6 - 1999
- CO & IL life/health insurance 1996 - 1999
- Ron Willingham Integrity Selling - 1995
- Zig Ziglar's Selling with Style - 1994
- Tony Robbins Office Boot Camp - 1993
- Cold Call, Sales & Close - College of Dupage 1991



GARY MARTIN

Windsor, CO 80550

gary.edward.martin@gmail.com / 303-358-1191

SUMMARY

Eager to contribute to our towns growth, and promoting a good will for the community.

SKILLS

- Organizational Leadership
- Strategic Planning
- Leadership experience
- Solution Innovation
- Financial Leadership
- New Business Development
- Industry partnership development
- Business Administration
- Business Planning
- Marketing and Advertising
- Organizational Skills
- Analytical and Critical Thinker
- Approachable leader
- Executive Leadership
- Planning and coordination
- Reliability
- Community Outreach
- Adaptable and Flexible
- Team building

EXPERIENCE

Board Member / Windsor Severance Historical Society - Severance, CO

01/2023 - Current

- I helped in the fund raising efforts of the group
- I made suggestions on how to enhance membership possibilities
- I offered my wife's skills in creating product for the Farm Tour
- I got grant money (\$500) from the town of Severance to support our Farm Tour
-

Landlord and Property Manager / Self employed - Denver, CO

01/1969 - Current

- Had 4 properties

President of the Gideon Society of NOCO / Gideon Society - Severance, CO

01/2020 - 01/2021

Board Memembr / Severance Citizen Planning Committee - Severance, CO

01/2020 - 01/2021

- Helped with th development in creating a plan to develop Severance
- Helped to get citizens ideas and feedback for the future of the town

President of Windsor Optimist Club / Optimist Club - Windsor, CO

01/2019 - 01/2020

Ambassador / Windsor Chamber of Commerece - Severance, CO

01/2018 - 01/2019

- Went to Ribbon cuttings for new businesses
- Promoted new buisnesses
- Met with business members and customers
-

Board Member / Severance Chamber of Commerce - Severance, CO

01/2017 - 01/2018

- Helped to initiate a Chamber of Commerce
- Good will ambassador for the town
- Solicited businesses to join the Chamber

CNA / Home Instead Senior Care Home - Aurora , CO

01/2001 - 01/2009

- Provided assistance with activities of daily living, including bathing, dressing and grooming.
-
- Provided emotional support to family members during difficult times.

Self Employed Painting Contractor / Martin and Martin Painting - Aurora, CO

01/1972 - 01/2002

- Painted interior apartment, office and residential

EDUCATION AND TRAINING

CNA: Certified Nurse Aid

01/2000

Emily Griffith Technical College - Denver, CO

Steven Ministry

01/2000

Vineyard Church - Aurora, CO

CERTIFICATIONS

- GEM PET CARE Licensed in home nhome pet care

Felicia Jarrett
Bluberry3677@gmail.com
864 Cliffrose Way Severance, CO 80550
(346) 265-9223

Education

Midstate College, Peoria, IL

August 2009 – May 2011

- Bachelor of Science: Health Services Management
- Dean's list

Malcolm X College , Chicago, IL

June 2005 – May 2007

- Associate Degree: Radiology
- National Honor Society
- Class President

Management Experience

Supervisor

Cuztom Solutions LLC

March 2020-present

- Refinish Furniture, restyle furniture pieces, rebuild furniture
- Custom Build furniture pieces
- Create custom art work
- Provide professional cabinet painting
- Provide wood working services
- Use varies woodworking tool and paint sprayers
- Create events, market services, attend business social events

May 2017 – August 2019

Beauty Brands

Houston, TX

- Lead, organized, and initiated several store meetings focusing on trainings, sales, and processing products
- Undertook the process of conducting preliminary interviewing of potential employees and relaying most qualified applicants to general manager
- Improved overall store sales by motivating and guiding a team of several sales employees to promote and secure sales daily through various selling techniques
- Delivered a premium, frictionless customer experience with professionalism and demonstrating product knowledge
- Monitored sales associates while maintaining positive working environments by determining individual working dependencies

Professional Hair Stylist

November 1997 – October 2007

Beauty-n-Motion

Chicago, IL

- Organized and catalogued lists of potential and established clients
- Increased and strengthened customer loyalty through premium customer service
- Supervised shop by maintaining and booking appointments for clients and managing payment and books
- Range of duties include eyebrows, shampoo, cut and color

Sales / Customer Service Experience

Product Consultant / Store Merchandiser

April 2016 – February 2017

Sephora

Peoria, IL

- Updated and managed prices, weekly signage, coupons and bundle opportunities using various platforms
- Present sales promotions for new products and displaying quality, features and educating customers on application techniques
- Maintained positive working relationships with team members and product vendors
- Most named recognition in surveys Hx 2016

Beauty Advisor

May 2014 – April 2016

Ulta Beauty

Peoria, IL

- Assisted customers in foundation color matching, SOM makeovers and product location
- Partnered with store manager to train new hires in systems and floor display

Achievements

MUA certified 2016

Severance Business of the year 2023-2024

Severance Chamber of Commerce Board member 2022- present

Strategic library board 2023

Realities for Children Business Member

Internships

- University of Chicago Hospital, Chicago, IL (January 2007 – May 2007)
- Roseland Community Hospital, Chicago, IL (September 2006 - December 2006)
- Rush-Presbyterian St. Luke's Medical Center, Chicago, IL (June 2006 – August 2006)
- Provident Hospital of Cook County, Chicago, IL (January 2006 – May 2006)
- Jesse Brown V.A. Hospital, Chicago, IL (September 2005 - December 2005) ○ Assisted in taking quality radiographs of patients ○ Practiced patient care, operated machines, and moved patients ○ Performed in the Emergency Room and ICU using portable x-ray machines ○ Computed tomography, outpatient radiology, PACS, and the digital radiographic system ○ Prepared special projection radiographs on patients in the Orthopedic Department ○ Collaborated and assisted physicians on gastrointestinal studies

Dear Mayor and Town Council,

I am writing to express my sincere interest in joining the Citizen Advisory Board (CAB) following our recent meeting. As a resident of Severance since 2020 with plans to stay for the indefinite future, I am passionate about contributing to the thoughtful growth and prosperity of our community.

My background in providing IT consulting and services to small businesses has equipped me with the skills to offer informed insight and oversight on technological and communication systems. This expertise can be valuable in enhancing the town's communication and outreach strategies, fostering better engagement with our residents.

While this would be my first involvement in a local government role, I believe my habit of taking the time to study and consider all sides of an issue, along with my fresh perspective on governmental processes, can provide balanced and innovative advice on the challenges our town will face as it continues to grow.

Because I travel extensively for my primary job, I believe I can provide beneficial insight into how other communities, both large and small, feel and work from a visitor's perspective. This experience allows me to bring diverse ideas and practices that could benefit Severance.

I understand that unexcused absences have been a serious problem for the current CAB. While my travel schedule may occasionally necessitate remote participation, I am fully committed to maintaining consistent attendance. By leveraging modern communication tools, I aim to ensure my active participation and better overall community involvement, contributing to making our community more connected and accessible.

I am deeply committed to seeing our local community flourish. I believe we need more local business growth that fosters overall communal development rather than expansion for its own sake. For instance, while we need local grocery options, I would prefer to see companies like Sprouts or King Soopers, which support local farmers or have Colorado origins, rather than exploitative chains like Dollar Tree. Similarly, I would prefer local amenities that reflect our community's character, such as Pelican Jo's instead of large chains like Domino's. These preferences reflect my desire to shape our town into a thriving community rather than just another suburban area lacking identity.

I am excited for the opportunity to contribute to Severance's future and am dedicated to serving our community with humility. I am also eager to learn and grow in this role to better serve our town.

Thank you for considering my application. I look forward to the possibility of serving on the Citizen Advisory Board and working with you to positively impact our town.

Sincerely,

Alaric Scott

Dale Garland

1701 Bright Shore Way

970-769-2872

Dear Mayor Fries and the Severance Town Council,

Please accept this letter and the accompanying resume as my interest in serving on the Citizens Advisory Board.

Although I am new to this area, I have experience with working with citizens advisory groups and know firsthand how important they can be to help an elected council. Citizens advisory boards can help with constituent communication, helping elected officials with the myriad of issues inherent in guiding a growing community as well as giving policy makers an important conduit to citizens ideas and concerns.

I feel that I have a variety of experiences that I can lend to serving on the CAB that Severance may find useful. It is not my intent to be that "new guy" who wants to make Severance into something that it isn't but rather to help Severance become the community that we all know it can be. The issues that are in front of Severance are issues that I have some experience in dealing with as an elected official in Durango.

I would welcome the opportunity to learn more about the goals and objectives of how you feel a Citizens Advisory Board can help lead and guide Severance and how I might use my time and energy to help in that process? Thank you for your consideration.

Dale Garland

Dale Garland
1701 Bright Shore Way
Severance, CO 80550
970-769-2872

Be involved in work and other opportunities that utilize my interpersonal and organizational skills in meaningful ways.

Relevant Background

Fort Lewis College-Bachelor of Arts Major-Psychology Minor-History Secondary Teacher Certificate

U.S. Army-1975-1978, MOS-11B Infantry

Current Employment Status: Retired from education career, active as director of Hardrock Hundred Endurance Run, active as owner of AIKO AIKO Sound Mobile Disc Jockey Services

Career and Job Related Highlights

City Councilor/Mayor, City of Durango, 2003-2007

- worked collaboratively on developing Durango's first comprehensive plan
- collaborated with citizens advisory boards to develop strategies and programs to better the Durango community
- researched and developed policies surrounding growth, water acquisition and citizens health and lifestyle
- negotiated with Southern Ute tribe for development rights to build new regional hospital in Durango
- secured long term water rights in Animas-LaPlata Water project to ensure future water availability to residents of Durango

Dean of Students and Student Leadership Advisor-Durango CO HS, 1993-2022

- daily clearly communicate ideas and expectations to groups and individuals
- evaluate outcomes and develop plans to improve any shortcomings of individual students
- plan, organize and administer student activity events with groups ranging from 15-500 students
- establish and monitor yearly \$25,000 budget of student leadership program (programming, logistics, and travel)
- create and plan variety of new programs to enhance student experience
- led Durango HS Student Leadership program to 10 consecutive years as a National Association of Student Councils Gold Council of Excellence
- developed and implemented leadership curriculum to foster leadership in students
- inducted into Colorado High School Activities Association Hall of Fame 2023
- awarded Colorado High School Activities Association Student Leadership Advisor of the Year
- awarded Colorado High School Activities Association Adult Leadership Adult Advisor of the Year
- recognized as Teacher of the Year, School District 9-R

Owner, AIKO AIKO Sound Mobile DJ Services, 1996-present

- assist an average of 55-65 clients per year with planning and logistics of their events
- manage, supervise and develop appropriate training for a staff of 7 disc jockeys
- develop and monitor annual budget of \$60,000 including replacing capital assets and equipment repair budgets
- developed and help manage AIKO AIKO Sound website

Run Director, Hardrock Hundred Endurance Run, 1992-present

- directly and indirectly supervise staff of 500 people including setting up training and evaluating performance of staff towards common goal of a safe and successful event

- communicate and interact with various governmental and non-government entities such as town administration, U.S. Federal government and private land owners
- setting and managing \$119,000 annual budget
- oversaw high level of detail planning to safely conduct a 100-mile endurance run in challenging environment
- established effective management structure which delineated and delegated responsibilities to 13 areas of responsibility to help better administer event.
- negotiated \$45,000 in corporate partnership agreements for 2024 run



AGENDA ITEM SUMMARY

AGENDA ITEM	SUBMITTED BY	PRESENTED BY
Pg 57 - Resolution 2024-27 : Fee Schedule Amendment	Leah Vanarsdall, Town Clerk	Leah Vanarsdall, Town Clerk
ACTION REQUESTED		
Management asks that the Town Council discuss Resolution 2024-27R and take action to approve the proposed fee schedule. • Actions that may be taken: ○ Move to approve Resolution 2024-27R ○ Take No Action		<u>Resolution</u> <u>Attorney Approved</u> <u>Action Requested</u>
BRIEF SUMMARY		
Recommended Changes to this Fee Schedule are: • Business License Administrative Fee - Licenses and Permits Section - pg 2 • Solicitors License Fee - to include a \$10 in-state background check and a \$20 out-of-state background check fee per solicitor • Colorado Open Records Act from \$33.00 to \$41.00 per State Statute increase effective July 1, 2024 - CORA Request Section - pg 3 • ROW Sign Removal - \$25.00 fee per sign and disposal after 30 days - MISC Section - pg 3 • Solar Array Impact Fee - \$10.00 per String (Transportation/General/Police) - Impact Fees Section - pg 4/5 • Planning Review Administration Fee - 15% of the total of the inspection fees or \$30.00 (whichever is greater) - Building Permit Fees Section - pg 6		
PUBLIC SUPPORT/CONCERN		
None at this time		
ANALYSIS AND RECOMMENDATION		
Management recommends that the Town Council take action and move to approve Resolution 2024-27R		
MATERIALS SUBMITTED		
The following materials were submitted and included in this packet: 1. Resolution 2024-27R 2. 2024 Fee Schedule 7.09.24 3. Signed Severance Municipal Fine Schedule 2023		

**TOWN OF SEVERANCE
RESOLUTION NO. 2024-27R**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SEVERANCE,
COLORADO, ADOPTING THE TOWN OF SEVERANCE FEE SCHEDULE**

WHEREAS, the Town of Severance established the current Town of Severance Fee Schedule by duly-adopted Resolution No. 2023-55R; and

WHEREAS, the current the current Town of Severance Fee Schedule is based on the Severance Municipal Code, which permits the Town to impose and set fees for municipal services, development, and for other enumerated procedures authorized by the Severance Municipal Code; and

WHEREAS, Town staff has examined the administrative costs for all services that will be incurred by the Town and the capital needs and operations of the Town, and has determined that the proposed updated Fee schedule sets forth fees that are reasonably related to the Town's costs and thus necessary to defray the actual costs incurred by the Town in the furnishing of goods, programs and services provided by the Town; and

WHEREAS, the Town Council desires to adopt Town staff's determination as to the fees set forth in the updated Fee schedule attached to this resolution as Exhibit "A."

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

Section 1. The Town Council of the Town of Severance hereby adopts the Town of Severance Fee Schedule in substantially the same form as the copy attached hereto and made a part of this resolution.

Section 2. Such fees shall remain in effect until changed by the Town Council, except that fees associated with liquor licensing and renewals shall immediately and automatically increase by the amount of any increase in such fees at the state level.

Section 3. This Resolution shall take effect on July 9, 2024 and at such date Resolution No. 2023-55R shall be repealed in its entirety. Any other resolution(s) setting forth or addressing the fees set forth in the Town's Fee Schedule shall be repealed in its (their) entirety

RESOLVED AND APPROVED this 9th day of July, 2023.

TOWN OF SEVERANCE

BY: _____

Matthew Fries, Mayor

ATTEST:

Leah Vanarsdall, Town Clerk

APPROVED AS TO FORM:

Hayashi & Macsalka, LLC, Town Attorney



2024 Fee Schedule

GENERAL FEES			
RES./ORD./CODE	DESCRIPTION	FEE	INFORMATION
	WATER RATES		
	\$34.42 monthly base fee, plus \$8.01 per 1000 gallons used. Additional water surcharges and plant investment fees will be accessed for accounts that exceed usage classification. All commercial and industrial water rates will be accessed on an individual basis at the time of permit issuance.		
	Finance Charge		3% per month
	Reconnect Fee	\$50.00	
	Red Tag Fee	\$30.00	
	Late Charge Fee	\$15.00	
	Hydrant Usage	\$18.00	Per 1000 gallons
	Hydrant Meter	\$3,500.00	Refundable Deposit
	WASTEWATER RATES		
	\$34.73 monthly base fee for the first 5,000 gallons, plus \$3.86 per 1000 gallons used after 5,000 gallons. The wastewater service year is based on the average monthly water usage used during December, January, and February. Each year, starting with the March sewer bill, monthly rates will reflect and be charged the three-month average each month until the next assessment year.		
	Finance Charge		3% per month
	Reconnect Fee	\$50.00	
	Red Tag Fee	\$30.00	
	Late Charge Fee	\$15.00	
	STORMWATER FEE		
	\$6.00 monthly stormwater fee collected on the Town of Severance's Utility Bill or by separate bill collectively provides for the operation and maintenance of the stormwater service. The stormwater system is the collection of pipes, ditches, detention ponds, and other conveyances that carry outdoor water runoff untreated into local waterways.		
	Finance Charge		3% per month
	Late Charge Fee	\$15.00	
	TRANSPORTATION UTILITY FEE		
Resolution 2023-51R	\$15.50 monthly transportation utility fee collected on the Town of Severance's Utility Bill or by separate bill collectively provides for the maintenance of the transportation network system.		
	Finance Charge		3% per month
	Late Charge Fee	\$15.00	
	HOA/SERVICE GROUP/NON-PROFIT FACILITY RATES		
Resolution 2014-07R	Open & Close Fee	\$15.00	
	Meeting Room	\$25.00	Per 2 Hour Block
	Meeting Room w/Kitchen	\$75.00	
	Cleaning Deposit	\$150.00	Refundable Deposit
	RECEPTION/PARTY/EVENT FACILITY RATES		
Resolution 2014-07R	Open & Close Fee	\$15.00	Per 2 Hour Block
	Meeting Room	\$100.00	

Resolution 2014-07R	Meeting Room w/Kitchen	\$200.00	Per 2 Hour Block
	Cleaning Deposit	\$150.00	Refundable Deposit
	ADDITIONAL EQUIPMENT FOR FACILITY RATES		
Resolution 2014-07R	Audio/Video Staff Services	\$50.00	Per Hour
	Laptop Use for Presentations		\$500.00 Refundable Deposit
	Tables & Chairs	Included	Fee assessed if damaged
	LICENSES AND PERMITS		
	Sales Tax License Administrative Fee	\$0.00	Annual fee (January 1st)
	Business License Administrative Fee	\$25.00	
Ordinance 2022-06	Contractor License	\$75.00	Every 3 Years (January 1st)
	Solicitors/Salespersons Registration	\$500 + \$10 for in-state & \$20 for out-of-state	Annual fee (January 1st)
	Special Event Permit (Full Street Closure)	\$50.00	Safety Signage & Barricades Provided
	STREET CUT/ROW CONSTRUCTION/ACCESS PERMIT		
	General Excavation	\$250.00	Additional deposit may be required
	Major Excavation	\$350.00	Additional deposit may be required
	SINGLE TRIP & ANNUAL TRANSPORT PERMITS		
Resolution 2022-21R	Single Oversize Trip	\$15.00	Only Permitted Between Sunrise & Sunset
	Single Overweight Trip	\$15.00	Plus \$5.00 Per Axel
	Annual Oversize Permit	\$400.00	Per Vehicle
	Annual Overweight Permit	\$250.00	Per Vehicle
	Annual Oversize & Overweight Permit	\$400.00	Per Vehicle
	Annual Fleet Permit	\$1,500.00	
	Oil & Gas Rig	\$1,000.00	Per Move
	OIL & GAS ROAD ACCESS & ROW PERMIT		
	Drilling Road Access (Horizontal Well)	\$10,000.00	Per Well
	Drilling Road Access (Vertical Well)	\$3,500.00	Per Well
	Oil/Gas ROW Permit	\$1,000.00	Additional deposit may be required
	ANIMAL LICENSE		
	Altered Dog or Cat (Spayed or Neutered)	\$15.00	20 Year License
	Un-Altered Dog or Cat	\$20.00	20 Year License
	Tag Replacement	\$4.00	
	Postage Fee for Mailing Tags	\$2.00	
	Impound Fee		Actual Cost
	Quarantine Fee		Actual Cost
	BACKYARD CHICKEN PERMIT		
Ordinance 2014-02	Six (6) Hens	\$0.00	
	MISCELLANEOUS FEES		
	Mowing/Trimming	Current Market Price +20%	
	Trash Cleaning		
	Street Sweeping		
	Road Grading		
	Town Reinspection Fee	\$100.00	Per Additional Inspection
	ADMINISTRATIVE SERVICES FEES		
RES./ORD./CODE	DESCRIPTION	FEE	INFORMATION
	COPIER CHARGES		

	8 1/2 x 11	\$0.50	Per Page
	11 x 14	\$0.75	Per Page
	11 x 17	\$1.00	Per Page
	Plat		Cost + 20% Administrative Fee
	Municipal Code	\$100.00	
	Land Use Code	\$15.00	
	Budget	\$25.00	
	Comprehensive Plan	\$15.00	
	CREDIT CARD PROCESSING FEES		
	Utility Bills		No Additional Charge
	Dog & Cat Tags		
	Court Fines		
	Development Deposit		3% Service Fee
	Building Permit Fees		
	Water Dedication (Cash in Lieu)		
	EFT Return	\$30.00	Plus Credit Card Service Fees
	Returned Check	\$30.00	Plus Bank Fees
	CORA REQUEST		
	CORA Request/Research Fee	\$41.00	\$41.00 per hour (After the first hour)
	Paper Copies		See Copier Charges
	Digital Copies	\$5.00 Per every 100 MB	Cost + USB Drive Cost
	MISCELANEOUS FEES		
	Property Liens	Actual Cost or \$250.00 min.	For collection on water, sewer or any other miscellaneous unpaid bills
	COURT FEES		
RES./ORD./CODE	DESCRIPTION	FEE	INFORMATION
	COURT FEES		
	Fee Schedule Set by Court		See Attached
	POLICE DEPARTMENT FEES		
RES./ORD./CODE	DESCRIPTION	FEE	INFORMATION
	COPIER CHARGES		
	8 1/2 x 11	\$0.50	Per Page
	11 x 14	\$0.75	Per Page
	11 x 17	\$1.00	Per Page
	RECORDS REQUEST		
	Police Research Fee	\$45.00 p/hr.	\$45.00/hour plus \$5.00 for Reports & \$0.25 per page
	Report Fee	\$5.00	\$5.00 for Reports plus \$0.25 per page
	Certification Letter	\$5.00	\$5.00 plus cost of report
	Digital & Video Copies	\$5.00 Per every 100 MB	Cost + USB Drive Cost
	MISCELANEOUS FEES		
	VIN Verification	No Charge	Resident
	Sex Offender Registration	\$75.00	Re-Register \$25.00

	Sex Offender Registration	\$75.00	Re-Register \$25.00
	Sign Removal from Public ROW	\$25.00	Per sign-disposal in 30 days
PLANNING FEE			
RES./ORD./CODE	DESCRIPTION	FEE	INFORMATION
	DEVELOPMENTS		
	Major Development Deposit	\$10,000.00	Annex, subdivide, develop, or site plan review of residential, commercial or industrial tracts of 5 acres or more.
	Minor Development Deposit	\$5,000.00	Subdivide, develop, or site plan review of residential, commercial or industrial tracts of 5 acres or less.
	Administrative/Staff Review	\$1,000.00	Lot mergers, Lot adjustments, etc.. not requiring Planning Commission review or Public Hearings
	Applicant must sign Agreement for Payment of Land Use Application Fees. Applicant shall be billed at cost for all legal, engineering and planning fees. Upon depletion of funds below 10% of deposit the Applicant shall put forth another deposit.		
	APPLICATION FEES		
	Annexation	\$2,000.00	
	Site Plan		
	Master Plan		
	Preliminary Plat		
	Final Plat		
	Review for Oil and Gas	\$1,000.00	
	Temporary Sign Permit	\$100.00	
	Request to Vacate	\$350.00	Vacation of easement, ROW, or other portion of public property.
	Board of Adjustments	\$500.00	Per Application
	Zoning/Rezoning Application	\$500.00	
	Home Based Business Permit Type I	\$250.00	
	Use by Special Review Application	\$500.00	
	Recording or Publication		Cost + 20% Administrative Fee
	Special Council Meeting	\$125.00	\$600 Mayor/\$400 per Council Member; \$125.00 Administrative Fee
TRANSPORTATION IMPACT FEES			
RES./ORD./CODE	DESCRIPTION	FEE	INFORMATION
	RESIDENTIAL FEE		
Ordinance 2024-01	Single Family (Per Unit)	\$6,075.00	
	Multifamily (Per Unit)	\$2,757.00	
	NONRESIDENTIAL FEE		
Ordinance 2024-01	Industrial	\$1,670.00	Per 1000 sq./ft.
	Commercial	\$12,105.00	
	Office & Other Service	\$5,372.00	
	Institutional	\$11,195.00	
	Solar Arrays	\$10.00	Per String

PARK IMPACT FEES			
RES./ORD./CODE	DESCRIPTION	FEE	INFORMATION
	RESIDENTIAL FEE		
Ordinance 2024-01	Single Family (Per Unit)	\$1,645.00	
	Multifamily (Per Unit)	\$932.00	
	Tailholt Subdivision	70% Fee	Based on Single Family (Per Unit)
	NONRESIDENTIAL FEE		
Ordinance 2024-01	Industrial	\$0.00	Per 1000 sq./ft.
	Commercial	\$0.00	
	Office & Other Service	\$0.00	
	Institutional	\$0.00	
	Solar Arrays	\$0.00	Per String
GENERAL GOVERNMENT IMPACT FEES			
RES./ORD./CODE	DESCRIPTION	FEE	INFORMATION
	RESIDENTIAL FEE		
Ordinance 2024-01	Single Family (Per Unit)	\$2,611.00	
	Multifamily (Per Unit)	\$1,526.00	
	NONRESIDENTIAL FEE		
Ordinance 2024-01	Industrial	\$3,992.00	Per 1000 sq./ft.
	Commercial	\$7,323.00	
	Office & Other Service	\$11,220.00	
	Institutional	\$9,847.00	
	Solar Arrays	\$10.00	Per String
POLICE IMPACT FEES			
RES./ORD./CODE	DESCRIPTION	FEE	INFORMATION
	RESIDENTIAL FEE		
Ordinance 2024-01	Single Family (Per Unit)	\$749.00	
	Multifamily (Per Unit)	\$438.00	
	NONRESIDENTIAL FEE		
Ordinance 2024-01	Industrial	\$784.00	Per 1000 sq./ft.
	Commercial	\$5,680.00	Per 1000 sq./ft.
	Office & Other Service	\$2,520.00	Per 1000 sq./ft.
	Institutional	\$5,253.00	Per 1000 sq./ft.
	Solar Arrays	\$10.00	Per String
UTILITIES IMPACT FEES			
RES./ORD./CODE	DESCRIPTION	FEE	INFORMATION
	WASTEWATER		
Ordinance 2024-01	Wastewater (3/4" Meter)	\$14,796.00	
	Wastewater (1" Meter)	\$24,710.00	
	Wastewater (1 1/2" Meter)	\$49,272.00	
	Wastewater (2" Meter)	\$78,865.00	
	Wastewater (3" Meter and Above)	Varies	Please See Ordinance

	WATER		
Ordinance 2024-01	Water (3/4" Meter)	\$16,975.00	
	Water (1" Meter)	\$28,348.00	
	Water (1 1/2" Meter)	\$56,527.00	
	Water (2" Meter)	\$90,476.00	
	Water (3" Meter and Above)	Varies	Please See Ordinance
	Meter Set (Residential)	Cost + 20%	
	Raw Water Acquisition Fee	Market Price	Cash in lieu of Water (Call for Price)
BUILDING PERMIT FEES			
RES./ORD./CODE	DESCRIPTION	FEE	INFORMATION
	Use Tax		60% of total value of improvement as determined by SafeBuilt times 3%
	Administration Fee		30% of the total of the inspection fees or \$30.00 (whichever is greater)
	Planning Review Fee		15% of the total of the inspection fees or \$30.00 (whichever is greater)
SCHOOL FEES			
RES./ORD./CODE	DESCRIPTION	FEE	INFORMATION
	WELD RE-4		
	Single Family Unit (Detached)	\$2,916.00	
	Single Family Unit (Attached)	\$1,213.00	
	Multi-Family Unit	\$1,304.00	
	Soaring Eagle Subdivision Unit	\$607.00	
	WELD RE-2		
	Single Family Detached Unit	\$2,253.00	
	Single Family Attached Unit	\$1,149.00	
	Multi-Family Unit	\$612.00	
	WELD RE-9		
	Single Family Unit	\$1,099.00	
LOCAL LIQUOR LICENSE FEES			
RES./ORD./CODE	DESCRIPTION	LOCAL FEE	STATE FEE
	NEW/TRANSFER LICENSE FEES		
	New License	\$1,000.00	Please refer to Colorado Department of Revenue Liquor Enforcement Division Fee Schedule
	New License with Concurrent Review	\$1,000.00	
	Transfer of Ownership	\$750.00	
	Transfer of Location	\$750.00	
	Art License	\$41.25	
	Beer & Wine	\$48.75	
	Brew Pub	\$75.00	
	Club	\$41.25	
	Hotel & Restaurant	\$75.00	
	Liquor Licensed Drug Store	\$22.50	
	Retail Liquor Store	\$22.50	

	RELATED FEES AND PERMITS		
	Annual Renewal	\$100.00	Please refer to Colorado Department of Revenue Liquor Enforcement Division Fee Schedule
	Annual Late Renewal	\$500.00	
	Annual Late Renewal (After 90 Days)	\$500 + \$25.00 p/day	
	Bed & Breakfast	\$103.75	
	Change of Location	\$750.00	
	Change of Trade Name	\$0.00	
	Corp/LLC Change (Per Person)	\$100.00	Please refer to Colorado Department of Revenue Liquor Enforcement Division Fee Schedule
	Duplicate License	\$0.00	
	Expansion to Hotel/Restaurant	\$0.00	
	Hotel/Tavern Manager's Registration	\$75.00	
	Mini Bar Permit	\$325.00	
	Modification of Premises	\$0.00	
	Retail Warehouse Storage	\$0.00	
	Special Events Permit (Liquor)	\$100.00	
	Special Events Permit (3.2%)	\$100.00	
	Tasting Permit	\$125.00	
	Temporary Permit	\$100.00	
	3.2% BEER LICENSE FEES		
	Retail 3.2% On Premises	\$3.75	Please refer to Colorado Department of Revenue Liquor Enforcement Division Fee Schedule
	Retail 3.2% Off Premises	\$3.75	
	Retail 3.2% On/Off Premises	\$3.75	

MUNICIPAL COURT, TOWN OF SEVERANCE, STATE OF COLORADO

ORDER ESTABLISHING AND CONTINUING VIOLATIONS BUREAU AND SCHEDULE OF FINES, COSTS, SURCHARGES, FEES, AND BONDS

This Schedule of Fines, Costs, Surcharges, Fees and Bonds is authorized and published by this Court Order pursuant to Colorado Municipal Court Rule 210(b)(1)-(5) and shall be prominently posted in the Severance Town Hall as required by said Rule. Pursuant to C.R.S. §13-10-113(1), the Severance Municipal Court is a court of record and for general offenses the maximum penalty that could be imposed by the Court upon conviction is a fine of \$2,650 on each charge.

Unless prohibited by this order, the Severance Police Department is authorized to issue penalty assessment tickets for violations of the Model Traffic Code and ordinances contained in the Severance Municipal Code adopted and as amended time to time by the Town Board and the Court Clerk, or other such persons designated by the court, are authorized to accept payment for such assessments according to this schedule of fines in lieu of court appearance. Except when a mandatory court appearance is required, any person charged with a violation listed in this schedule may pay the designated fine and surcharge for the charged violation prior to the date set for the first appearance.

A. Penalty assessments: A person may pay the fine and surcharge for specific violations as shown below in Section D and E prior to the date of their scheduled first court appearance. Notwithstanding the foregoing, the following violations may NOT be paid early without court appearance:

- a. A violation that results in personal injury, death or appreciable property damage;
- b. The violator is charged with a criminal offense AND is under 18 years of age;
- c. The provisions of the Model Traffic code prohibit the issuance of a penalty assessment notice; or
- d. In the officer's discretion, if the violation is aggravated or habitual.

B. Costs, surcharges, and fees: In addition to fines set forth in this schedule for any violation, the Court may assess the following costs, surcharges and fees:

Court costs upon guilty verdict or plea of guilty or no contest (other than timely early pay of penalty assessment prior to court)	\$30
Surcharge as established by Town	\$20
Deferred Judgment and Sentence and Deferred Prosecution fee	\$25
Stay of Execution Fee	\$25
Active Condition fee for cases with classes, UPS, and other conditions of any sentence that has not been deferred.	\$25
Penalty Assessment Default fee	\$30
Bench/Arrest Warrant fee	\$50
Fail to Appear/Comply fee	\$25
Jury Request fee	\$25
Sealing Records of Conviction fee	\$65

Certified Copy of any Municipal Court Criminal Justice Records (police reports and criminal history/DL information excluded)	\$15
Municipal Court Criminal Justice Records request under CRS § 24-72-301 et seq. (police reports and criminal history/DL information excluded).	\$10 includes search, retrieval and copy or download of up to 10 pages of records, .10 per page thereafter.
Municipal Court Criminal Justice Records requests- Special Searches or redacted records	Any search and retrieval requiring more than 15 minutes-\$45 dollars an hour with deposit for estimated amount to be paid prior to search

C. Bonding instructions: If an arresting officer, pursuant to CRS § 42-4-1701 (5) and (6), has reasonable grounds to believe that a Defendant will disregard a written promise to pay or appear, the officer may require the posting of a personal recognizance bond in the amount of the fine listed on this schedule.

D. Schedule of Fines - Ordinance violations: *The fine schedule below is presumptive and has no impact on the sentencing discretion of the Court within the limits of the Severance Municipal Code to consider mitigating and aggravating circumstances in individual cases when offenders appear in court on their case.*

SMC §	Description	Fine amount
7-6-20	Control of Animals 1 st offense	\$50 + \$20 surcharge
	2 nd offense	\$100 + \$20 surcharge
7-6-30	Dog License Required 1 st offense	\$40 + \$20 surcharge
7-6-70	License Tag Required	\$25 + \$20 surcharge
7-6-90	Animal Defecation	\$50 + \$20 surcharge
7-6-110	Noisy Animals 1 st offense	\$50 + \$20 surcharge
	2 nd offense	\$100 + \$20 surcharge
7-6-160	Limit on Number of Animals 1 st offense	\$75 + \$20 surcharge
	2 nd offense	\$150 + \$20 surcharge
8-2-30	Parking Restrictions trailers, semi-trailers etc.	\$30 + \$20 surcharge
7-1-230	Littering	\$150 + \$20 surcharge
10-9-20(a)	Open Container 1 st offense	\$50 + \$20 surcharge
10-5-60	Throwing Missiles	\$100 + \$20 surcharge
10-5-10(a)(2)	Unreasonable Noise	\$100 + \$20 surcharge
10-4-110	Fireworks 1 st offense	\$100 + \$20 surcharge
	2 nd offense	\$500 + \$20 surcharge

E. Schedule of Fines - Model Traffic Code violations: *The fine schedule below is presumptive and has no impact on the sentencing discretion of the Court within the limits of the Severance Municipal Code to consider mitigating and aggravating circumstances of individual cases.*

a. Except as otherwise indicated in section b. below, the fines for point violations issued as a penalty assessment shall be as follows:

0 point - \$50 + \$20 surcharge	4 point - \$150 + \$20 surcharge
1 point - \$80 + \$20 surcharge	5 point - \$250 + \$20 surcharge
2 point - \$100 + \$20 surcharge	6 point - \$300 + \$20 surcharge (20-24 mph over)
3 point - \$120 + \$20 surcharge	

b. Fine Schedule for exceptions to above:

MTC §	Description	Fine
107	Obedience to police officer	\$150 + \$20 surcharge
236	Child restraints	\$100 + \$20 surcharge
225(1)	Inadequate muffler (non-CMV)	\$100 + \$20 surcharge
225(1.5)	Inadequate brake muffler	\$500 + \$20 surcharge
235	Minimum safety standards	\$100 + \$20 surcharge
239	Misuse of wireless devices-1 st offense only	\$100 + \$20 surcharge
507 and 508	Overweight vehicles 1-2500 pounds overweight 2501-5000 pounds overweight 5001 – 7500 pounds overweight 7501-10,000 pounds overweight Over 10,000 pounds overweight	\$100 + \$20 surcharge \$200 + \$20 surcharge \$400 + \$20 surcharge \$800 + \$20 surcharge \$800 plus \$300 for each 1000 pounds overweight up to a maximum of \$2650 + \$20 surcharge
509(3)	Failure to stop and weigh	\$300 + \$20 surcharge
607(1)	Interference with official devices	\$100 + \$20 surcharge
607(2)	Sell/possess electronic device to change traffic control device	\$500 + \$20 surcharge
1101	Speed Limits (25-39 m.p.h.) over posted limit [6 point]	Mandatory Court
1101	Speeding in school, safety, or construction zone	Fine 2x + \$20 surcharge
1204 and 1205	Parking violations	\$30 + \$20 surcharge
1208	Handicap parking -1 st offense	\$350 + \$20 surcharge
1404	Crossing fire hose	\$300 + \$20 surcharge
1406	Throwing matter on highway	\$300 + \$20 surcharge
1407(2)	Uncovered loads	100 + \$20 surcharge
1407(3)	Spilling loads	\$300 + \$20 surcharge
1409	Compulsory insurance	Mandatory Court
1903	Passing school bus	Mandatory Court

AMENDED and ORDERED effective this 25th day of May, 2023.



Teresa Ablao, Municipal Court Judge