



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, December 10, 2024, at 6:00 PM

Present:

Mayor:

Mayor Pro-tem:

Council Members:

Matthew Fries
Brittany Vandermark
Dan Meyers
David Bruen
Craig Joseph - Virtually
Stephen Gagliardi
Tad Borrett

Absent:

Audience:

James West
Mark White
Chase Zajc
Pat Ryan
Felicia Jarrett
Marissa Riopelle

Staff:

Nicholas Wharton, Town Manager
Lindsay Radcliff-Coombes, Deputy Town Manager
Sarah Jacobsen, Assistant to Town Management
Efrain Lemas, Finance Director
Chris Messersmith, Town Engineer
Mary Lynn Macsalka, Town Attorney
Ken Chavez, Police Chief

A. CALL TO ORDER REGULAR MEETING

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Agenda Review by Town Manager**

4. Consent Calendar

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

MOTION WAS MADE BY Mayor Pro-tem Vandermark, seconded by Council Member Gagliardi to Approve Consent Calendar. All Council Members present voting Yes.

MOTION PASSED

a. Pg 4 - 11.12.24 Minutes

b. Pg 8 - October 2024 Payables

c. Pg 12 - October 2024 Financial Statements

d. Pg 63 - Resolution 2024-42R: A Resolution of the Town Council of the Town of Severance, Colorado, Authorizing an Addendum to the Tower Lease Agreement between the Town of Severance and Ascent Broadband, LLC

e. Pg 67 - Resolution 2024-43R: A Resolution of the Town Council of the Town of Severance, Colorado, Designating the Public Posting Place for Posting of Notices of Meetings for the Town Council and other Local Bodies of the Town

5. Approval of Agenda

MOTION WAS MADE BY Mayor Pro-tem Vandermark, seconded by Council Member Bruen to Approve the agenda as presented. All Council Members present voting Yes.

MOTION PASSED

6. Public Comment

The purpose of the Public Comment is for members of the public to speak to the Town Council on any subject not scheduled on the agenda. To accomplish scheduled agenda items, comments should be limited to three minutes for those attending in person or an appropriate time as deemed by the Mayor. The Town Council is not obligated to make decisions or take action on comments but may choose to schedule the matter for a later discussion. Those addressing the Town Council, please state your name and address and sign-in.

Public comment opened at 6:02 p.m.; no one in attendance wished to speak.

7. Council Member Comments

Mayor Pro Tem Vandermark spoke about community engagement and new ideas for the mailed quarterly newsletter, in which residents can earn rewards for participating.

Council Member Meyers thanked the Citizen Advisory Board for supporting the Windsor Severance Historical Society (WSHS) grant approval. Meyers is the liaison for the WSHS and explained what the grant will help fund. Meyers thanked Town Staff and Council for volunteering at the Weld County Food Bank.

8. Reports

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

- a. Town Attorney
- b. Pg 68 - Town Staff
- c. Town Management
- d. Council Members Liaisons
- e. Mayor

B. TOWN COUNCIL

1. Pg 93 - Citizen Advisory Board Appointments

- Legislative
- Staff Presentation: Nicholas Wharton, Town Manager
Town Council voted to re-appoint Felicia Jarrett and Marissa Riopelle and appoint new member Chase Zajc.

2. Pg 124 - Tree Board Appointments

- Legislative
- Staff Presentation: Nicholas Wharton, Town Manager
MOTION WAS MADE BY Council Member Meyers, seconded by Council Member Bruen to Approve Tree Board Appointments for Mr. Hill, Mr. Ryan, and Mr. White as Tree Board Members and Mr. West as the alternate Tree Board member. All Council Members present voting Yes.

MOTION PASSED

3. Pg 141 - Resolution 2024-44R: A Resolution of the Town Council of the town of Severance, Colorado, prescribing the Town of Severance's water and wastewater rates, fees, tolls and charges, and infrastructure investment fees

- Legislative
- Staff Presentation: Nicholas Wharton, Town Manager, Efrain Lemus, Finance Director
MOTION WAS MADE BY Mayor Pro-tem Vandermark, seconded by Council Member Gagliardi to Approve **Resolution 2024-44R**: A Resolution of the Town Council of the town of Severance, Colorado, prescribing the Town of Severance's water and wastewater rates, fees, tolls and charges, and infrastructure investment fees with the correction to the per KGal at \$8.41. All Council Members present voting Yes.

MOTION PASSED

4. Pg 149 - Resolution 2024-45R: A Resolution of the Town Council of the Town of Severance, Colorado, adopting the Town of Severance Fee Schedule

- Legislative
- Staff Presentation: Nicholas Wharton, Town Manager, Efrain Lemus, Finance Director
MOTION WAS MADE BY Council Member Bruen, seconded by Council Member Meyers to Approve **Resolution 2024-45R**: A Resolution of the Town Council of the Town of

Severance, Colorado, adopting the Town of Severance Fee Schedule with the correction to the per KGal at \$8.41. All Council Members present voting Yes.

MOTION PASSED

5. PUBLIC HEARING

Pg 160 - Resolution 2024-46R: A Resolution of the Town Council of the Town of Severance, Colorado, adopting a budget for the Fiscal Year of 2025 and appropriating sums for and defraying the expenses and liabilities for the fiscal Beginning January 1, 2025 and ending December 31, 2025

- Legislative
- Staff Presentation: Nicholas Wharton, Town Manager, Efrain Lemus, Finance Director
The public hearing opened at 7:27 p.m., and no one in attendance wished to comment. The hearing closed at 7:28 p.m.

MOTION WAS MADE BY Mayor Pro-tem Vandermark, seconded by Council Member Borrett to Approve **Resolution 2024-46R**: A Resolution of the Town Council of the Town of Severance, Colorado, adopting a budget for the Fiscal Year of 2025 and appropriating sums for and defraying the expenses and liabilities for the fiscal Beginning January 1, 2025 and ending December 31, 2025. All Council Members present voting Yes.

MOTION PASSED

6. Pg 473 - Resolution 2024-47R: A Resolution of the Town Council of the Town of Severance, Colorado, Appropriating sums of money for the various funds in the amounts and for the purposes as set forth below for the 2025 Budget

- Legislative
- Staff Presentation: Nicholas Wharton, Town Manager, Efrain Lemus, Finance Director
MOTION WAS MADE BY Mayor Pro-tem Vandermark, seconded by Council Member Meyers to Approve **Resolution 2024-47R**: A Resolution of the Town Council of the Town of Severance, Colorado, Appropriating sums of money for the various funds in the amounts and for the purposes as set forth below for the 2025 Budget. All Council Members present voting Yes.

MOTION PASSED

7. Pg 476 - Resolution 2024-48R: A Resolution of the Town Council of the Town of Severance, Colorado, levying general property taxes for the year 2025 to help defray the costs of government for the 2025 budget year.

- Legislative
- Staff Presentation: Nicholas Wharton, Town Manager, Efrain Lemus, Finance Director
MOTION WAS MADE BY Mayor Pro-tem Vandermark, seconded by Council Member Bruen to Approve **Resolution 2024-48R**: A Resolution of the Town Council of the Town of Severance, Colorado, levying general property taxes for the year 2025 to help defray the costs of government for the 2025 budget year. All Council Members present voting Yes.

MOTION PASSED

8. Pg 478 - Resolution 2024-49R: A Resolution of the Town Council of the Town of Severance, Colorado, Adopting a Schedule of Regular and Work Session Meetings for the Town

MOTION WAS MADE BY Council Member Bruen, seconded by Mayor Pro-tem Vandermark to Approve **Resolution 2024-49R**: A Resolution of the Town Council of the Town of Severance, Colorado, Adopting a Schedule of Regular and Work Session Meetings for the Town. Six Council Members voting yes and Council Member Joseph voting no.

MOTION PASSED 6-1

C. COUNCIL MEMBER PETITIONS

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

D. ADJOURN

The Mayor adjourned the meeting into Executive Session at 8:12 p.m.

E. EXECUTIVE SESSION

1. **Executive Session Pursuant to C.R.S. § 24-6-402(4)(b) to confer with the Town Attorney for the purposes of receiving legal advice on specific legal questions pertaining to drainage facilities related to the Timber Ridge Fourth Filing Subdivision in the Town of Severance.**

MOTION WAS MADE BY Mayor Pro-tem Vandermark, seconded by Council Member Bruen to ADJOURN INTO an **Executive Session** Pursuant to C.R.S. § 24-6-402(4)(b) to confer with the Town Attorney for the purposes of receiving legal advice on specific legal questions pertaining to drainage facilities related to the Timber Ridge Fourth Filing Subdivision in the Town of Severance. All Council Members present voting Yes.

MOTION PASSED

2. **Executive Session Pursuant to C.R.S. § 24-6-402(4)(a) and (4)(e)(I) for purposes of discussing the potential lease, transfer, or sale of real property located at 312 and 336 First Street in the Town of Severance, and to determine positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and instructing negotiators pertaining thereto.**

MOTION WAS MADE BY Mayor Pro-Tem Gagliardi, seconded by Council Member Meyers to ADJOURN INTO an **Executive Session** Pursuant to C.R.S. § 24-6-402(4)(a) and (4)(e)(I) for purposes of discussing the potential lease, transfer, or sale of real property located at 312 and 336 First Street in the Town of Severance, and to determine positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and instructing negotiators pertaining thereto. All Council Members present voting Yes.

MOTION PASSED

TOWN OF SEVERANCE, COLORADO

Matthew Fries, Mayor



ATTEST:

Sarah Jacobsen, Town Clerk