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, January 14, 2025, at 5:00 PM

Present:
Mayor: Matthew Fries
Mayor Pro-tem: Brittany Vandermark
Council Members: Dan Meyers
David Bruen
Stephen Gagliardi
Tad Borrett
Absent: Craig Joseph
Audience:
Staff:
Nicholas Wharton, Town Manager
Lindsay Radcliff-Coombes, Deputy Town Manager
Sarah Jacobsen, Town Clerk
Shani Porter, Planning Director
Efrain Lemas, Finance Director
Mary Lynn Macsalka, Town Attorney
Ken Chavez, Police Chief

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. Pg 4 - Town Resident Ordinance Proposal

- Discussion
- Staff Presentation: Nicholas Wharton, Town Manager

2. Pg 6 - Enclaves and Safe Passageways

- Discussion
- Staff Presentation: Nicholas Wharton, Town Manager

B. CALL TO ORDER REGULAR MEETING

1. **Pledge of Allegiance**

2. **Roll Call**

3. **Agenda Review by Town Manager**

   Town Manager Wharton made a verbal correction to item c., Resolution 2025-02R, the Economic Development account should be 10-70-4987.

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 Meyers to Approve the Consent Calendar with the amendment to item c. All Council Members present voting Yes.

   MOTION PASSED

   a. **Pg 7 - 12.10.24 Minutes**

   b. **Pg 12 - Resolution 2025-01R: A Resolution of the Town Council of the Town of Severance, Colorado, Approving the Professional Services Agreement for 2024 Audit Services Agreement for 2024 Audit Services with the Adams Group, LLC**
      - Legislative
      - Staff Presentation: Efrain Lemus, Finance Director

   c. **Pg 23 - Resolution 2025-02R: A Resolution for the Town Council of the Town of Severance, Colorado, to appropriate and reappropriate funds for 2024 projects that were budgeted but not completed by December 31, 2024**
      - Legislative
      - Staff Presentation: Efrain Lemus, Finance Director

   d. **Pg 28 - November 2024 Payables**

   e. **Pg 31 - November 2024 Financial Statements**

5. **Approval of Agenda**

   MOTION WAS MADE BY Mayor Pro-tem Vandermark, seconded by Council Member Meyers 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 6:03 p.m. No members of the public were present and public comment closed at 6:03 p.m. At 6:21 p.m. a citizen arrived and asked to speak. The Mayor re-opened public comment and resident Christine McDaniel spoke in opposition of the utility increase. The Council responded to Ms. McDaniel comments saying it was a hard decision to increase rates and of the surrounding communities Severance was amongst the lowest. The Council thanked Ms. McDaniel for showing up and appreciated her comments and attending in person.

7. **Council Member Comments**

8. **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 95 - Resolution 2025-03R: A Resolution of the Town Council of the Town of Severance, Colorado, Approving the Twenty-First Interim Agreement between the Northern Integrated Supply Project Water Activity Enterprise and the Town of Severance, Colorado Acting with and on behalf of the Severance Water Utility Enterprise for participation in the Northern Integrated Supply Project**

- Legislative
- Staff Presentation: Nicholas Wharton, Town Manager

MOTION WAS MADE BY Council Member Bruen, seconded by Mayor Pro-tem Vandermark to Approve Resolution 2025-03R: A Resolution of the Town Council of the Town of Severance, Colorado, Approving the Twenty-First Interim Agreement between the Northern Integrated Supply Project Water Activity Enterprise and the Town of Severance, Colorado Acting with and on behalf of the Severance Water Utility Enterprise for

participation in the Northern Integrated Supply Project. All Council Members present voting Yes.

MOTION PASSED

2. **Pg 108 - Resolution 2025-04: A Resolution of the Town Council of the Town of Severance, Colorado, approving 401 and 457 retirement plan participation agreements with the Colorado Retirement Association for town employee retirement plan administration services**

   - Legislative
   - Staff Presentation: Nicholas Wharton, Town Manager

   MOTION WAS MADE BY Mayor Pro-tem Vandermark, seconded by Council Member Borrett to Approve Resolution 2025-04: A Resolution of the Town Council of the Town of Severance, Colorado, approving 401 and 457 retirement plan participation agreements with the Colorado Retirement Association for town employee retirement plan administration services. All Council Members present voting Yes.

   MOTION PASSED

3. **PUBLIC HEARING**
   Pg 128 - Ordinance 2025-01: An Ordinance of the Town Council of the Town of Severance, Colorado, amending Chapter 16 (land use code) of the Severance Municipal Code regarding accessory dwellings

   - Legislative
   - Staff Presentation: Shani Porter, Planning Director

   The public hearing opened at 7:24 p.m. No members of the public were present and the public hearing closed at 7:46 p.m.

   MOTION WAS MADE BY Mayor Pro-tem Vandermark, seconded by Council Member Borrett to Adopt Ordinance 2025-01: An Ordinance of the Town Council of the Town of Severance, Colorado, amending Chapter 16 (land use code) of the Severance Municipal Code regarding accessory dwellings. All Council Members present voting Yes.

   MOTION PASSED

4. **PUBLIC HEARING**
   Pg 140 - Ordinance 2025-02: An Ordinance of the Town Council of the Town of Severance, Colorado, amending Chapter 16 (land use code) of the Severance Municipal Code regarding Home-Based Business Regulations

   - Legislative
   - Staff Presentation: Shani Porter, Planning Director

   The public hearing opened at 7:50 p.m. No members of the public were present and the public hearing closed at 7:58 p.m.

   MOTION WAS MADE BY Council Member Bruen, seconded by Mayor Pro-tem Vandermark to Adopt Ordinance 2025-02: An Ordinance of the Town Council of the Town of Severance, Colorado, amending Chapter 16 (land use code) of the Severance Municipal Code regarding Home-Based Business Regulations. All Council Members present voting Yes.

   MOTION PASSED

5. **Pg 153 - Mayor Pro-Tem Appointment**

   - Legislative
   - Staff Presentation: Nicholas Wharton, Town Manager

MOTION WAS MADE BY Council Member Gagliardi, seconded by Council Member Borrett to Approving the appointment of Mayor Pro-Tem as Brittany Vandermark . All Council Members present voting Yes.

MOTION PASSED

6. **Pg 154 - Town Council Liaison Appointments**
   - Legislative
   - Staff Presentation: Nicholas Wharton, Town Manager

   Town Council agreed to the proposed liaison list with the exception of one switch. Mayor Pro-Tem Vandermark will be the Citizen Advisory Board liaison and Council Member Borrett will be the Windsor-Severance Fire District liaison.

D. COUNCIL MEMBER PETITIONS

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

Council Member Gagliardi petition to bring the topic of legalizing marijuana and psychedelic mushrooms to a Work Session and discuss partnering the Great Western Trail (GWT) and the Tree Board to plant more trees along the GWT.

E. EXECUTIVE SESSION

1. **ADJOURN TO EXECUTIVE SESSION**
   Pursuant to subsections (4)(b) and (4)(e)(I) of C.R.S. § 24-6-402 for purposes of conferring with the Town Attorney to receive legal advice on specific legal questions, and determining positions relative to matters that may be subject to negotiations and instructing negotiators with respect to the Northern Integrated Supply Project.

MOTION WAS MADE BY Mayor Pro-tem Vandermark, seconded by Council Member Bruen to Approve to ADJOURN into EXECUTIVE SESSION Pursuant to subsections (4)(b) and (4)(e)(I) of C.R.S. § 24-6-402 for purposes of conferring with the Town Attorney to receive legal advice on specific legal questions, and determining positions relative to matters that may be subject to negotiations and instructing negotiators with respect to the Northern Integrated Supply Project. All Council Members present voting Yes.

MOTION PASSED

F. ADJOURN

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

TOWN OF SEVERANCE, COLORADO

Matthew Fries, Mayor

ATTEST:

Sarah Jacobsen, Town Clerk