



CITIZEN ADVISORY BOARD MEETING
Zoom Webinar and/or Town Council Chamber
3 S. Timber Ridge Parkway, Severance, CO 80550

AGENDA
CITIZEN ADVISORY BOARD MEETING
Wednesday, March 5, 2025, at 6:00 PM

A. CALL TO ORDER

1. Roll Call
2. Pledge of Allegiance
3. February 5, 2025 Minutes

B. REGULAR MEETING

1. **Council Member Petition: Regulation of Permanent Residential Lighting**
 - Discussion
 - Staff Presentation: Nicholas Wharton, Town Manager
2. **Community Grant Request: Severance High School DECA**
 - Discussion, Legislative
 - Staff Presentation: Nicholas Wharton, Town Manager
3. **Community Grant Request: Severance High School Key Club**
 - Discussion, Legislative
 - Staff Presentation: Nicholas Wharton, Town Manager
4. **Community Grant Request: Severance High School Performing Arts Booster Club**
 - Discussion, Legislative
 - Staff Presentation: Nicholas Wharton, Town Manager

C. COMMUNICATIONS

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

1. Town Staff
2. Board Members

D. ADJOURN

Citizen Advisory Board MEETING
Wednesday, March 5, 2025, 6:00 PM (MDT)

Registration URL

https://us02web.zoom.us/webinar/register/WN_MVhoLgSURjeRmH_U15jYYg

The Board reserves the right to adjourn to a virtual-only meeting at their discretion should the need arise.

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.



CITIZEN ADVISORY BOARD MEETING
Zoom Webinar and/or Town Council Chamber
3 S. Timber Ridge Parkway, Severance, CO 80550

MEETING MINUTES

Wednesday, February 5, 2025, at 6:00 PM

Present: Chase Zajc, Karen Hessler, Dale Garland, Felicia Jarrett, Mariss Riopelle, Brittany Vandermark
Chair: Karen Hessler
Vice-Chair:
Board Members:
Absent: Josh Green, Richard Vandenberg, Josephine Metoyer
Audience: Mayor Matthew Fries
Staff:
Nicholas Wharton, Town Manager
Lindsay Radcliff-Coombes, Deputy Town Manager
Sarah Jacobsen, Town Clerk

A. CALL TO ORDER

1. Roll Call
2. Pledge of Allegiance
3. 12.04.24 Minutes

MOTION WAS MADE BY Board Member Riopelle, seconded by Board Member Garland to approve the 12.04.24 Minutes. All Board Members present voting Yes.

MOTION PASSED

B. REGULAR MEETING

1. Chair and Vice-Chair Selection

- Legislative
- Staff Presentation: Nicholas Wharton, Town Manager

MOTION WAS MADE BY Board Member Garland, seconded by Board Member Riopelle to appoint Josh Green as the Chair. All Board Members present voting Yes.

MOTION PASSED

MOTION WAS MADE BY Board Member Garland, seconded by Board Member Riopelle to appoint Karen Hessler as the Vice-Chair. All Board Members present voting Yes.

MOTION PASSED

2. Council Member Petition: Boards and Commissions Bylaws

- Discussion
- Staff Presentation: Nicholas Wharton, Town Manager
 - Discussion led by Mayor Fries regarding key updates, standardization, and the consistency of governance regarding the Citizen Advisory Board, Planning Commission, and Tree Board.
 - The Citizen Advisory Board recommended Mayor Fries move forward to a work session and present all items as discussed to the Town Council.

3. Community Grant Request: Severance High School After Prom

- Discussion, Legislative
- Staff Presentation: Nicholas Wharton, Town Manager

MOTION WAS MADE Board Member Garland, seconded by Board Member Riopelle to approve the \$1500.00 Community Grant Request: Severance High School After Prom. All Board Members present voting Yes.

MOTION PASSED

C. COMMUNICATIONS

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

1. Town Staff
2. Board Members

D. ADJOURN

MOTION WAS MADE BY Board Member Hessler, seconded by Board Member Garland to ADJOURN the meeting. All Board Members present voting Yes at 7:38 PM.

MOTION PASSED

TOWN OF SEVERANCE

ATTEST

Karen Hessler, Vice-Chair

Sarah Jacobsen, CMC, Town Clerk



AGENDA ITEM SUMMARY

AGENDA ITEM	SUBMITTED BY	PRESENTED BY
Council Member Petition: Regulation of Permanent Residential Lighting	Nicholas Wharton, Town Manager	Council Member Meyers
ACTION REQUESTED		
Management asks that the Citizen Advisory Board review and discuss the proposed information on the Regulation of Permanent Residential Lighting and provide Council Member Meyers with any comments or suggestions it deems necessary.		<u>Discussion</u> <u>Action Requested</u>
BRIEF SUMMARY		
This proposed agenda item was a council member petition by Council Member Meyers.		
PUBLIC SUPPORT/CONCERN		
None at this time.		
ANALYSIS AND RECOMMENDATION		
Management asks that the Citizen Advisory Board review and discuss the proposed information on the Regulation of Permanent Residential Lighting and provide Council Member Meyers with any comments or suggestions it deems necessary.		
MATERIALS SUBMITTED		
The following materials were submitted and included in this packet: 1. Sec._16.16.70___Exemptions.		

Sec. 16.16.70 Exemptions.

- (a) Exceptions. The standards of this Section shall not apply to the following types of exterior lighting:
- (1) Ornamental lighting. Low voltage (twelve (12) volts or less), low wattage ornamental landscape lighting fixtures, and solar operated light fixtures having self-contained rechargeable batteries.
 - (2) Strings of light. Strings of lights located on properties in all residential zoning districts or on properties that are used exclusively for residential uses shall be exempt from the requirements of this Chapter.
 - (3) Aviation lighting. Lighting used exclusively for aviation purposes. All heliport lighting, except lighting associated with emergency facilities, shall be turned off when the heliport is not in use.
 - (4) Right-of-way lighting. Public lighting that is located within the right-of-way.
 - (5) Seasonal lighting displays. Lighting commonly associated with outdoor displays celebrating holidays and seasons.
 - (6) Because of their limited hours of operation and unique requirements for nighttime visibility, ball diamonds, playing fields, tennis courts and other similar outdoor recreational uses, both public and private, shall be exempt from the general provisions of this Article unless otherwise restricted by the Town. However, exterior lighting for such uses shall be extinguished no later than 11:00 p.m.

(Ord. No. 2022-30 §1)



AGENDA ITEM SUMMARY

AGENDA ITEM	SUBMITTED BY	PRESENTED BY
Community Grant Request: Severance High School DECA	Nicholas Wharton, Town Manager	Nicholas J. Wharton
ACTION REQUESTED		
Management recommends that the Citizen Advisory Board consider the Severance High School DECA grant request.		<u>Discussion</u> <u>Action Requested</u>
BRIEF SUMMARY		
Severance High School Deca is a local chapter of the Distributive Education Clubs of America. The DECA mission is to prepare emerging leaders and entrepreneurs for careers in finance, hospitality, business management, and marketing. In the Severance DECA chapter, we strive to uphold those values as well as offer a unique opportunity to our students to participate in a student led organization, work on fundraising and community service projects, participate in challenging competition on the district, state, and international level, and use an emerging school-based enterprise to gain work-based learning experience. This year we have worked to give our members the opportunity to attend three different practice competitions, leadership conferences both in state and nationally, and utilize advanced resources like DECA+ to succeed in competition. It has paid off as we will be taking a record 10 qualifiers to state this year. We hope to use this grant to pay for a portion of our fees for the competition to allow all of our qualified members to participate at no cost. Last year after receiving this grant, we were able to send our first two qualifiers to internationals, and we hope to increase that number this year.		
PUBLIC SUPPORT/CONCERN		
None at this time		
ANALYSIS AND RECOMMENDATION		
Management recommends that the Citizen Advisory Board consider the Severance High School DECA request.		
MATERIALS SUBMITTED		
The following materials were submitted and included in this packet: DECA Grant		



COMMUNITY GRANT REQUEST FORM

Requesting Organization: Severance High School DECA

Contact Name: Lee Oldenburg Phone: (970) 232-5020

Mailing Address: 1200 Hidden Valley pkwy

City: Severance State: CO Zip: 80550

Please describe how the grant, if awarded, would be used and how this use relates to any of the Award Criteria in the Town's Grants to Community Organizations Policy:

this grant would be used to fund the competitive development of our DECA chapter through sending our 10 state qualifiers to the state comp. in Feb, where they would gain crucial knowledge in helping to further our development and qualify more in upcoming years.

Amount Requested: \$2000

Has the Town of Severance contributed to the Requesting Organization in the past? ☐ No ☒ Yes

If yes, what amount(s) and when? \$2000 December 2023

Please attach a detailed accounting of how the funds were used and describe how the funds benefitted the community:

last years grant allowed our state qualifiers to compete at state where we placed our first ever international qualifiers and the experiences at both conferences led us to achieving our record number of state qualifiers this year.



Please list your organization's top five funding sources (corporate, government, and individual contributions) and the amounts received from these sources in each of the last two complete fiscal years for your organization:

Organization	Amount Received
Vertical Rise Fundraiser Sep.	\$5000
Vertical Rise Fundraiser May	\$2000
Dean Contracting	\$1000
Individual Contribution	\$356
Yard Signs Fundraiser	\$100

Does the IRS classify the Requesting Organization as a 501(c)3 organization? ☐ No ☒ Yes ☐ n/a

Please attach the following information:

1. Most recent year's actual income and expenses for the organization and for the specific event or project for which the funds will be used.
2. Most recent budget for the organization and for the specific event or project for which the funds will be used.
3. Names and addresses of all board members, including designated officers.
4. Any other documents that will support the application.

The undersigned hereby certifies that a) the information in this application and supporting documents are correct to the best of his/her knowledge, and b) the Internal Revenue Service 501(c)3 determination, if applicable, has not been revoked, canceled, or modified; and c) funds will be used for the projects outlined in this Donation Request Form.

Signature

Date

2.19.25

Along with this application, please include a brief description of the Requesting Organization (including its mission & leadership) and any other information relevant to this request.

For Management Use Only

Amount Requested: _____

☐ 1st Time Request ☐ Annual Request

Date Filed: _____

☐ Approved ☐ Denied

Weld County School District RE-4

SHS DETAIL **

Fiscal Year: 2024-2025

From Date: 7/1/2024 To Date: 1/15/2025

☐ Include pre encumbrance ☐ Print accounts with zero balance ☒ Filter Encumbrance Detail by Date Range
☐ Exclude inactive accounts with zero balance

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal % Rem
23.305.14.1938.0580.000.0000	DECA TRAVEL AND REGISTRATION	\$0.00	\$0.00	\$0.00	\$5,227.80	\$5,227.80	(\$5,227.80)	\$1,800.00	(\$7,027.80) 0.00%

Transaction Detail (Standard)									
Reference Number	Requisition Number	PO/Ship Number	Description	Name	Journal	Amount			
01112020 13.1 171031M 171032M 48605264-0926	8976	2025001933	AP POSTING	Colorado DECA	Accounts Payable	\$780.00			
	8525	2025001494	AP POSTING	Rocky Mountain High School	Accounts Payable	\$800.00			
	8650	2025001614	AP POSTING	DECA Inc	Accounts Payable	\$1,090.00			
	8652	2025001613	AP POSTING	DECA Inc	Accounts Payable	\$675.00			
	7732	2025000755	AP POSTING	Colorado Rockies Baseball Club	Accounts Payable	\$540.00			
612 672 CF# LWEJIL	0	0	SHS DEPOSIT - MISC 1/10/25		Deposits	-\$353.00			
	0	0	P-Card 9.2024	michelle.carr	Adjusting	\$600.00			
	8586	2025001548	AP POSTING	Travel Leaders	Accounts Payable	\$1,095.80			
Detail Total:						\$5,227.80			

Encumbrance Detail (Standard)						
Reference Number	Requisition Number	PO/Ship Number	Description	Name	Journal	Amount
0	7732	2025000755		Colorado Rockies Baseball Club		\$0.00
0	8525	2025001494		Rocky Mountain High School		\$0.00
0	8586	2025001548		Travel Leaders		\$0.00
0	8650	2025001614		DECA Inc		\$0.00
0	8652	2025001613		DECA Inc		\$0.00
0	8976	2025001933		Colorado DECA		\$0.00
0	9892	2025002806		Colorado DECA		\$0.00
Detail Total:						\$1,800.00
						\$1,800.00
23.305.14.1938.0581.000.0000	DECA ENTRY FEES		\$0.00	\$0.00	\$715.00	(\$715.00) 0.00%

Transaction Detail (Standard)		Requisition Number	PO/Ship Number	Description	Name	Journal	Amount
SHS-DECA-Invitati	8763	2025001726	AP POSTING		Monarch High School	Accounts Payable	\$715.00
						Detail Total:	\$715.00

Encumbrance Detail (Standard)		Requisition Number	PO/Ship Number	Description	Name	Journal	Amount
0	8763	2025001726			Monarch High School		\$0.00
						Detail Total:	\$0.00

Weld County School District RE-4

SHS DETAIL **

Fiscal Year: 2024-2025

To Date: 1/15/2025

From Date: 7/1/2024

☐ Include pre encumbrance

☐ Exclude inactive accounts with zero balance

☒ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
23.305.14.1938.0810.000.0000	DECA DUES AND FEES	\$0.00	\$0.00	\$0.00	\$960.00	\$960.00	(\$960.00)	\$0.00	(\$960.00)	0.00%

Transaction Detail (Standard)		Requisition Number	PO/Ship Number	Description	Name	Journal	Amount
170685M	8654	2025001611	AP POSTING	DECA Inc	Accounts Payable		\$750.00
171364M	8653	2025001612	AP POSTING	DECA Inc	Accounts Payable		\$120.00
172402M	8720	2025001682	AP POSTING	DECA Inc	Accounts Payable		\$60.00
172403M	8720	2025001682	AP POSTING	DECA Inc	Accounts Payable		\$30.00
Detail Total:							\$960.00

Encumbrance Detail (Standard)		Requisition Number	PO/Ship Number	Description	Name	Journal	Amount
0	8653	2025001612		DECA Inc			\$0.00
0	8654	2025001611		DECA Inc			\$0.00
0	8720	2025001682		DECA Inc			\$0.00
Detail Total:							\$0.00

23.305.14.1938.0851.000.0000 DECA TRANSPORTATION \$0.00 \$0.00 \$1,524.75 (\$1,524.75) \$0.00 (\$1,524.75) 0.00%

Transaction Detail (Standard)		Requisition Number	PO/Ship Number	Description	Name	Journal	Amount
1005	0	0	Transportation Chargeback - Oct Nov 2024	michelle.carr	Adjusting		\$421.50
900	0	0	Transportation Chargeback Sept Oct 2024	michelle.carr	Adjusting		\$1,103.25
Detail Total:							\$1,524.75

23.305.14.1938.1741.000.0000 DECA PARTICIPATION FEES \$0.00 \$0.00 (\$1,795.00) (\$1,795.00) \$0.00 \$1,795.00 0.00%

Transaction Detail (Standard)		Requisition Number	PO/Ship Number	Description	Name	Journal	Amount
146	0	0	IC Deposits 09.01 - 09.09		Deposits		-\$120.00
147	0	0	IC Deposits 09.10 - 09.16		Deposits		-\$120.00
148	0	0	IC Deposits 09.17 - 09.23		Deposits		-\$120.00
151	0	0	IC Deposits 10.08 - 10.14		Deposits		-\$240.00
152	0	0	IC Deposits 10.15 - 10.21		Deposits		-\$60.00
161	0	0	IC Deposits 12.17 - 12.31		Deposits		-\$55.00
446	0	0	SHS DEPOSIT - FEES 8/29-9/11/24		Deposits		-\$120.00
448	0	0	SHS DEPOSIT - IC ONLINE - AUG 2024		Deposits		-\$420.00
450	0	0	SHS DEPOSIT - IC ONLINE - SEP 2024		Deposits		-\$300.00
467	0	0	SHS DEPOSIT - FEES 9/12-9/26/24		Deposits		-\$240.00
Detail Total:							-\$1,795.00

23.305.14.1938.1750.000.0000 DECA FUNDRAISERS \$0.00 \$0.00 (\$5,109.09) (\$5,109.09) \$0.00 \$5,109.09 0.00%

Transaction Detail (Standard)		Requisition Number	PO/Ship Number	Description	Name	Journal	Amount
424	0	0	SHS DEPOSIT - MISC 8/23/24		Deposits		-\$252.18
492	0	0	SHS DEPOSIT - MISC 10/15/24		Deposits		-\$4,628.25
537	0	0	SHS DEPOSIT - MISC 11/7/24		Deposits		-\$228.66
Detail Total:							-\$5,109.09

23.305.14.1938.6760.000.0000 DECA BEG BALANCE \$0.00 \$0.00 (\$3,964.78) (\$3,964.78) \$0.00 \$3,964.78 0.00%

Weld County School District RE-4

SHS DETAIL **
Fiscal Year: 2024-2025

From Date: 7/1/2024 To Date: 1/15/2025
☐ Print accounts with zero balance ☒ Filter Encumbrance Detail by Date Range

☐ Include pre encumbrance
☐ Exclude inactive accounts with zero balance

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal % Rem
PROGRAM: DECA - 1938		\$0.00	\$0.00	\$0.00	\$1,523.46	(\$2,441.32)	\$2,441.32	\$1,800.00	\$641.32 0.00%

Severance High School Deca is a local chapter of the Distributive Education Clubs of America. The DECA mission is to prepare emerging leaders and entrepreneurs for careers in finance, hospitality, business management, and marketing. In the Severance DECA chapter, we strive to uphold those values as well as offer a unique opportunity to our students to participate in a student led organization, work on fundraising and community service projects, participate in challenging competition on the district, state, and international level, and use an emerging school-based enterprise to gain work-based learning experience. This year we have worked to give our members the opportunity to attend three different practice competitions, leadership conferences both in state and nationally, and utilize advanced resources like DECA+ to succeed in competition. It has paid off as we will be taking a record 10 qualifiers to state this year. We hope to use this grant to pay for a portion of our fees for the competition to allow all of our qualified members to participate at no cost. Last year after receiving this grant, we were able to send our first two qualifiers to internationals, and we hope to increase that number this year.

Lee Oldenburg
Emi Dean
Isis Pribble
Carly Zentveld
Kacie Laub

1200 Hidden Valley Pkwy, Severance, CO 80550

DECA State Career Development Conference Budget

Dates: February 23rd- 25th

Location: Broadmoor Hotel

Severance High School DECA Members Attending: 10

Item	Cost Per Unit	Total Cost
Registration	\$180/member	\$1800.00
Lodging	\$215/night x3 \$255/night	\$1800.00
Transportation		\$279.00
		\$3879.00

2023 Town of Severance Grant Use

Last year, DECA used our grant to fund our participation in the 2024 state conference.

Severance High School DECA Members Attended: 8

Item	Cost Per Unit	Total Cost
Registration	\$160/member	\$1600.00
Lodging	\$159/night x5	\$1590.00
Transportation		\$79.00
		\$3269.00

The grant covered \$2000 of the total cost. The rest was raised through an email campaign fundraiser.



AGENDA ITEM SUMMARY

AGENDA ITEM	SUBMITTED BY	PRESENTED BY
Community Grant Request: Severance High School Key Club	Nicholas Wharton, Town Manager	Nicholas J. Wharton
ACTION REQUESTED		
Management recommends that the Citizen Advisory Board consider the Severance High School Key Club grant request.		<u>Discussion</u> <u>Action Requested</u>
BRIEF SUMMARY		
Severance High School Key Club is a local chapter of the international Key Club. The mission of Key Club is to provide a means to develop friendships, render unselfish service, and build better communities. At SHS Key Club, we specifically focus on showing appreciation not only to our school but the larger Windsor-Severance community. In our two years as a chartered club we have put on babysitting nights, participated in community service events like food packaging and fishing competitions, and worked with the town to put on events like the food drive this past fall. We also put on smaller monthly service projects which include trail pickup at the Windsor Lake and various projects at our meetings like making blankets, dog toys, soap sacks, etc. which are donated. We provide our 30+ members with a way to show love to their community and make an impact while developing their leadership and relationship skills. We attend conferences like our local fall and spring rally with our division, Key Leader with our district, and in April, the District Convention, which will bring together clubs from across the larger Rockies region to hold elections, workshops, and networking. Our 12 attending members will learn about service and leadership on a larger scale and bring it back to better our club and community. We want to provide the opportunity for any member interested in coming to attend at a lower cost to build the best foundation for our club as possible.		
PUBLIC SUPPORT/CONCERN		
None at this time		
ANALYSIS AND RECOMMENDATION		
Management recommends that the Citizen Advisory Board consider the Severance High School Key Club grant request.		
MATERIALS SUBMITTED		
The following materials were submitted and included in this packet: 1. Key Club Grant		



COMMUNITY GRANT REQUEST FORM

Requesting Organization: Severance High School Key Club

Contact Name: Anne Sutton Phone: (97/0) 833-7100

Mailing Address: 1200 Hidden Valley Pkwy

City: Severance State: CO Zip: 80550

Please describe how the grant, if awarded, would be used and how this use relates to any of the Award Criteria in the Town's Grants to Community Organizations Policy:

This grant would be used to send interested members to our district conference at the YMCA in April. They would
network with other key clubs from across the rockies, learn leadership skills, participate in elections for our larger
district board, and gain info on how to improve our chapter. We will learn how to develop better outreach to our
community, efficiently plan and run service events, and creatively impact our community.

Amount Requested: \$2000

Has the Town of Severance contributed to the Requesting Organization in the past? ☒ No ☐ Yes

If yes, what amount(s) and when? n/a

Please attach a detailed accounting of how the funds were used and describe how the funds benefitted the community:

n/a



Please list your organization's top five funding sources (corporate, government, and individual contributions) and the amounts received from these sources in each of the last two complete fiscal years for your organization:

Organization	Amount Received
Cookie Fundraiser 2023	\$400
Cookie Fundraiser 2024	\$150
Sweatpants Fundraiser	\$1000
Member Dues 2024	\$99.00
Member Dues 2023	\$118.00

Does the IRS classify the Requesting Organization as a 501(c)3 organization? ☐ No ☒ Yes ☐ n/a

Please attach the following information:

1. Most recent year's actual income and expenses for the organization and for the specific event or project for which the funds will be used.
2. Most recent budget for the organization and for the specific event or project for which the funds will be used.
3. Names and addresses of all board members, including designated officers.
4. Any other documents that will support the application.

The undersigned hereby certifies that a) the information in this application and supporting documents are correct to the best of his/her knowledge, and b) the Internal Revenue Service 501(c)3 determination, if applicable, has not been revoked, canceled, or modified; and c) funds will be used for the projects outlined in this Donation Request Form.

Emi Dean
Signature

01/31/2025
Date

Along with this application, please include a brief description of the Requesting Organization (including its mission & leadership) and any other information relevant to this request.

For Management Use Only

Amount Requested: _____

☐ 1st Time Request

☐ Annual Request

Date Filed: _____

☐ Approved

☐ Denied

Severance High School Key Club is a local chapter of the international Key Club. The mission of Key Club is to provide a means to develop friendships, render unselfish service, and build better communities. At SHS Key Club, we specifically focus on showing appreciation not only to our school but the larger Windsor-Severance community. In our two years as a chartered club we have put on babysitting nights, participated in community service events like food packaging and fishing competitions, and worked with the town to put on events like the food drive this past fall. We also put on smaller monthly service projects which include trail pickup at the Windsor Lake and various projects at our meetings like making blankets, dog toys, soap sacks, etc. which are donated. We provide our 30+ members with a way to show love to their community and make an impact while developing their leadership and relationship skills. We attend conferences like our local fall and spring rally with our division, Key Leader with our district, and in April, the District Convention, which will bring together clubs from across the larger Rockies region to hold elections, workshops, and networking. Our 12 attending members will learn about service and leadership on a larger scale and bring it back to better our club and community. We want to provide the opportunity for any member interested in coming to attend at a lower cost to build the best foundation for our club as possible.

Anne Sutton
Ruby Beals
Arianna Wischer
Nicole Gallego-Armendariz
Emi Dean
Myla Moore
Lauren Uphaus

1200 Hidden Valley Pkwy
Severance, CO 80550

Key Club District Convention Budget

Dates: April 4th- 6th

Location: YMCA of The Rockies

Severance High School Key Club Members Attending: 12

Item	Cost Per Unit	Total Cost
Registration	\$160/member	\$1920.00
Transportation	\$1/ mile + \$42	\$100.00
		\$2020.00

Weld County School District RE-4

SHS ACTIVITY FUND - DETAIL

Fiscal Year: 2023-2024

From Date: 7/1/2023

To Date: 6/30/2024

☐ Include pre encumbrance ☐ Print accounts with zero balance ☒ Filter Encumbrance Detail by Date Range
☐ Exclude inactive accounts with zero balance

Account Number

Description

Budget Adjustments

GL Budget

Current

YTD

Balance

Encumbrance

Budget Bal % Rem

23,305,14,1958,06,10,000,0000

KEY CLUB SUPPLIES

\$0.00

\$0.00

\$0.00

\$1,981.99

\$1,981.99

(\$1,981.99)

\$0.00

(\$1,981.99) 0.00%

Transaction Detail (Standard)

Reference Number	Requisition Number	PO/Ship Number	Description	Name	Journal	Amount
12/23 PIZZA	41028	3051024	AP POSTING	Domino's	Accounts Payable	\$80.29
1409	0	0	NOV PCARD ACTIVITY FUNDS	Michelle.schumacher	Adjusting	\$133.14
1784	0	0	DEC PCARD ACTIVITY FUNDS	Michelle.carr	Adjusting	\$107.72
2/17/24 PIZZA	41132	3051125	AP POSTING	Domino's	Accounts Payable	\$161.52
2/6/24 DONATION	41105	3051096	AP POSTING	Slammin Famine	Accounts Payable	\$250.00
240231	41162	3051154	AP POSTING	K and W Printing Inc	Accounts Payable	\$540.00
240346	41259	3051245	AP POSTING	K and W Printing Inc	Accounts Payable	\$540.00
2943	0	0	SHS AF P Card 4,2024	Michelle.carr	Adjusting	\$45.94
625	0	0	SHS AF PCARD - AUG	Michelle.schumacher	Adjusting	\$123.38
Detail Total:						\$1,981.99

Encumbrance Detail (Standard)

Reference Number	Requisition Number	PO/Ship Number	Description	Name	Journal	Amount
0	41028	3051024		Domino's		\$0.00
0	41105	3051096		Slammin Famine		\$0.00
0	41132	3051125		Domino's		\$0.00
0	41162	3051154		K and W Printing Inc		\$0.00
0	41259	3051245		K and W Printing Inc		\$0.00
Detail Total:						\$0.00

23,305,14,1958,08,51,000,0000

KEY CLUB TRANSPORTATION

\$0.00

\$0.00

\$0.00

\$34.00

\$34.00

(\$34.00)

\$0.00

(\$34.00) 0.00%

Transaction Detail (Standard)

Reference Number	Requisition Number	PO/Ship Number	Description	Name	Journal	Amount
2246	0	0	Transportation Invoice Jan Feb 2024	Michelle.carr	Adjusting	\$34.00
Detail Total:						\$34.00

23,305,14,1958,17,40,000,0000

KEY CLUB STUDENT FEES

\$0.00

\$0.00

\$0.00

(\$395.00)

(\$395.00)

\$395.00

\$0.00

\$395.00 0.00%

Transaction Detail (Standard)

Reference Number	Requisition Number	PO/Ship Number	Description	Name	Journal	Amount
1579	0	0	12/13/23 JE's	Michelle.schumacher	Adjusting	\$20.00
378	0	0	DEPOSIT - IC ONLINE OCTOBER 2023		Deposits	-\$160.00
386	0	0	DEPOSIT - FEES 10/11/23-11/28/23		Deposits	-\$40.00
390	0	0	DEPOSIT - IC ONLINE - NOVEMBER 2023		Deposits	-\$60.00
404	0	0	DEPOSIT - IC ONLINE - JANUARY 2024		Deposits	-\$20.00
414	0	0	DEPOSIT - IC ONLINE - FEB 24		Deposits	-\$20.00
415	0	0	DEPOSIT - MISC 3/20/24		Deposits	-\$75.00
Detail Total:						-\$395.00

Weld County School District RE-4

SHS ACTIVITY FUND - DETAIL

Fiscal Year: 2023-2024

From Date: 7/1/2023 To Date: 6/30/2024

☐ Include pre encumbrance ☐ Print accounts with zero balance ☒ Filter Encumbrance Detail by Date Range
☐ Exclude inactive accounts with zero balance

Account Number Description Budget Adjustments GL Budget Current YTD Balance Encumbrance Budget Bal % Rem

23.905.14.1958.1750.000.0000 KEY CLUB FUNDRAISERS \$0.00 \$0.00 \$0.00 (\$2,255.78) (\$2,255.78) \$2,255.78 \$0.00 0.00%

Transaction Detail (Standard)		Requisition Number	PO/Ship Number	Description	Name	Journal		Amount
Reference Number						Deposits	Deposits	
365	0	0	0	DEPOSIT - FRIDAY NIGHT LIGHTS 8/21/23		Deposits	Deposits	-\$66.00
363	0	0	0	DEPOSIT - GATE/CONCESSIONS 9/7-9/22/23		Deposits	Deposits	-\$14.00
365	0	0	0	DEPOSIT - SQUARE - SEPT 2023		Deposits	Deposits	-\$69.69
368	0	0	0	DEPOSIT - GATE/CONCESSION 9/25-10/10/23		Deposits	Deposits	-\$8.00
368	0	0	0	DEPOSIT - REVTRAK - NOVEMBER 2023		Deposits	Deposits	-\$124.99
364	0	0	0	DEPOSIT - MISC 12/21/23		Deposits	Deposits	-\$349.00
365	0	0	0	DEPOSIT - SQUARE - DECEMBER 2023		Deposits	Deposits	-\$174.16
366	0	0	0	DEPOSIT - REVTRAK - DECEMBER 2023		Deposits	Deposits	-\$349.99
412	0	0	0	DEPOSIT - REVTRAK - FEB 24		Deposits	Deposits	-\$23.95
421	0	0	0	DEPOSIT - MISC 4/8/24		Deposits	Deposits	-\$75.00
423	0	0	0	DEPOSIT - MISC 4/26/24		Deposits	Deposits	-\$120.00
427	0	0	0	DEPOSIT - REVTRAK DEPOSITS - APRIL 2024		Deposits	Deposits	-\$560.00
433	0	0	0	DEPOSIT - MISC 5/20/24		Deposits	Deposits	-\$40.00
437	0	0	0	DEPOSIT - REVTRAK DEPOSITS - MAY 2024		Deposits	Deposits	-\$160.00
657	0	0	0	RCLS 9/15/23 VARIOUS	michelle.schumacher	Adjusting	Deposits	-\$121.00
PROGRAM: KEY CLUB - 1958								
\$0.00 \$0.00 \$0.00 (\$634.79) (\$634.79) \$634.79 \$0.00 \$634.79 0.00%								
Detail Total:								-\$2,255.78

Weld County School District RE-4

SHS DETAIL **

Fiscal Year: 2024-2025

From Date: 7/1/2024

To Date: 1/15/2025

- ☐ Include pre encumbrance ☐ Print accounts with zero balance ☒ Filter Encumbrance Detail by Date Range
- ☐ Exclude inactive accounts with zero balance

Account Number

Description

Budget Adjustments

GL Budget

Current

YTD

Balance

Encumbrance

Budget Bal % Rem

23.305.14.1958.0610.000.0000

KEY CLUB SUPPLIES

\$0.00

\$0.00

\$0.00

\$397.69

\$397.69

(\$397.69)

\$0.00

(\$397.69)

0.00%

Transaction Detail (Standard)								Journal			
Reference Number	Requisition Number	PO/Ship Number	Description	Name	Journal	Amount		Accounts Payable	Amount		
11-08-2024	9153	2025002096	AP POSTING	Domino's		\$62.10					
11-16-2024	9273	2025002209	AP POSTING	Domino's		\$151.17					
1121	0	0	P-Card 11.2024	Michelle car	Adjusting	\$119.80					
1WMY-GWKK-1G4	9249	2025002180	AP POSTING	Amazon Capital Services Inc	Accounts Payable	\$64.62					
Detail Total:						\$397.69					

Encumbrance Detail (Standard)								Journal			
Reference Number	Requisition Number	PO/Ship Number	Description	Name	Journal	Amount		Accounts Payable	Amount		
0	9153	2025002096		Domino's		\$0.00					
0	9249	2025002180		Amazon Capital Services Inc		\$0.00					
0	9273	2025002209		Domino's		\$0.00					
Detail Total:						\$0.00					

23.305.14.1958.0810.000.0000

KEY CLUB DUES AND FEES

\$0.00

\$0.00

\$0.00

\$561.00

\$561.00

(\$561.00)

\$0.00

(\$561.00)

0.00%

Transaction Detail (Standard)								Journal			
Reference Number	Requisition Number	PO/Ship Number	Description	Name	Journal	Amount		Accounts Payable	Amount		
H95093	8983	2025001922	AP POSTING	Kiwanis International		\$561.00					
Detail Total:						\$561.00					

Encumbrance Detail (Standard)								Journal			
Reference Number	Requisition Number	PO/Ship Number	Description	Name	Journal	Amount		Accounts Payable	Amount		
0	8983	2025001922		Kiwanis International		\$0.00					
Detail Total:						\$0.00					

23.305.14.1958.1741.000.0000

KEY CLUB PARTICIPATION FEES

\$0.00

\$0.00

\$0.00

(\$660.00)

(\$660.00)

\$660.00

\$0.00

\$660.00

0.00%

Transaction Detail (Standard)								Journal			
Reference Number	Requisition Number	PO/Ship Number	Description	Name	Journal	Amount		Accounts Payable	Amount		
121875	0	0	Square Deposits 09.16 - 09.30		Deposits	-\$40.00					
121875	0	0	Wrong Deposit Upload		Deposits	\$40.00					
147	0	0	IC Deposits 09.10 - 09.16		Deposits	-\$80.00					
148	0	0	IC Deposits 09.17 - 09.23		Deposits	-\$80.00					
149	0	0	IC Deposits 9.24 - 9.30		Deposits	-\$40.00					
150	0	0	IC Deposits 10.01 - 10.07		Deposits	-\$200.00					
151	0	0	IC Deposits 10.08 - 10.14		Deposits	-\$120.00					
152	0	0	IC Deposits 10.15 - 10.21		Deposits	-\$40.00					
156	0	0	IC Deposits 11.09 - 11.18		Deposits	-\$20.00					
491	0	0	SHS DEPOSIT - FEES 9/27-10/13/24		Deposits	-\$60.00					
586	0	0	SHS DEPOSIT - FEES 11/12-12/11/24		Deposits	-\$20.00					
Detail Total:						-\$660.00					

SHS DETAIL **

Weld County School District RE-4

Fiscal Year: 2024-2025

From Date: 7/1/2024

To Date: 1/15/2025

Account Number

Description

☐ Include pre encumbrance
☐ Exclude inactive accounts with zero balance
☐ Print accounts with zero balance
☒ Filter Encumbrance Detail by Date Range

Budget Adjustments

GL Budget

Current

YTD

Balance

Encumbrance

Budget Bal % Rem

23,305,14,1958,6760,000,0000

KEY CLUB FUNDRAISERS

\$0.00

\$0.00

\$0.00

(\$1,317.45)

(\$1,317.45)

\$1,317.45

\$0.00

\$1,317.45

0.00%

Transaction Detail (Standard)				Journal		Amount	
Reference Number	Requisition Number	PO/Ship Number	Description	Name			
121817	0	0	RevTrak 08,16-08,31		Deposits	-\$80.00	
121837	0	0	RevTrak 09,01-09,15		Deposits	-\$83.11	
121929	0	0	RevTrak Deposits 10,16 - 10,31		Deposits	-\$80.00	
121974	0	0	RevTrak 11,16 - 11,30		Deposits	-\$225.35	
121990	0	0	RevTrak 12,01 - 12,15		Deposits	-\$89.99	
439	0	0	SHS DEPOSIT - MSC 9/5/24		Deposits	-\$66.00	
465	0	0	SHS DEPOSIT - MSC 9/27/24		Deposits	-\$303.00	
492	0	0	SHS DEPOSIT - MSC 10/15/24		Deposits	-\$80.00	
587	0	0	SHS DEPOSIT - MSC 12/16/24		Deposits	-\$120.00	
599	0	0	SHS DEPOSIT - MSC 12/20/24		Deposits	-\$190.00	
Detail Total:						-\$1,317.45	

23,305,14,1958,6760,000,0000	KEY CLUB BEG BALANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$128.91	\$0.00	\$128.91	0.00%
	PROGRAM: KEY CLUB - 1958	\$0.00	\$0.00	\$0.00	(\$1,018.76)	(\$1,147.67)	\$1,147.67	\$0.00	\$1,147.67 0.00%



AGENDA ITEM SUMMARY

AGENDA ITEM	SUBMITTED BY	PRESENTED BY
Community Grant Request: Severance High School Performing Arts Booster Club	Nicholas Wharton, Town Manager	Nicholas J. Wharton
ACTION REQUESTED		
Management recommends the Citizen Advisory Board consider the Severance High School Performing Arts Booster Club grant request.		<u>Discussion</u> <u>Action Requested</u>
BRIEF SUMMARY		
The performing arts booster (PAB) for Severance High School is a non-profit (501c3), non-school/county entity that raises money to support ALL of the performing arts: band, choir, theater, etc. Money raised by the PAB goes back to the students in support of their programs and in the form of, but not limited to: uniforms, shirts for special performing arts events, field trips for competitions and learning experiences, meals before large events and performances, and equipment such as risers, chairs, music stands, and more. Should the PAB be granted the grant, the PAB would use the money to assist the school in acquiring new uniforms, additional instruments for students who cannot afford their own, and additional equipment needed to excel the performing arts into the future with a promising and successful outcome. Currently, the number of uniforms the school has is not enough to dress the full complement of the band; as a result, the band appears at marching events in shirts, purchased by the booster or the students themselves and leaves the band looking less than professional and serious even though the talents of the kids are absolutely amazing.		
PUBLIC SUPPORT/CONCERN		
None at this time		
ANALYSIS AND RECOMMENDATION		
Management recommends the Citizen Advisory Board consider the Severance High School Performing Arts Booster Club grant request.		
MATERIALS SUBMITTED		
The following materials were submitted and included in this packet: 1. TOS Grant Application (1) 2. 2024 Support payment breakdown 3. Board Member Addresses 4. SHS Performing Arts Wish List		



COMMUNITY GRANT REQUEST FORM

Requesting Organization: Severance High School Performing Arts Booster Club

Contact Name: Kristina Stice Phone: (208) 329-1831

Mailing Address: 1817 Timberridge Parkwa

City: Severance State: Zip: 80550

Please describe how the grant, if awarded, would be used and how this use relates to any of the Award Criteria in the Town's Grants to Community Organizations Policy:

The performing arts booster (PAB) for Severance High School is a non-profit (501c3), non-school/ county entity that raises money to support ALL of the performing arts: band, choir, theater, etc. Money raised by the PAB goes back to the students in support of their programs and in the form of, but not limited to: uniforms, shirts for special performing arts events, field trips for competitions and learning experiences, meals before large events and performances, and equipment such as risers, chairs, music stands, and more. Should the PAB be granted the grant, the PAB would use the money to assist the school in acquiring new uniforms, additional instruments for students who cannot afford their own, and additional equipment needed to excel the performing arts into the future with a promising and successful outcome. Currently, the number of uniforms the school has is not enough to dress the full complement of the band; as a result, the band appears at marching events in shirts, purchased by the booster or the students themselves and leaves the band looking less than professional and serious even though the talents of the kids are absolutely amazing.

Should the PAB be awarded this grant, the money would be used to take the performing arts at Severance High School into the future. As of today, the school's situation with uniforms, risers, instruments, and equipment is falling short in the needs of the student body. The school is expanding and a huge addition is

being built to help with the additional student body and the residential growth within Severance. The performing arts is no exception to this growth. Not only is the performing arts expanding because of the student body increase but it is expanding because of the successes of the arts themselves. The band and choirs have performed and competed in several competitions resulting in top scores. The theater at Severance High School has exploded with Broadway level performances of “You’re a Good Man Charlie Brown,” “The Wizard of Oz,” “The Single Man,” and “The Beauty and the Beast” coming this fall. Because of these performances, proven leadership, and commitment from the students, the performing arts at Severance High School will only continue to grow and have needs that are beyond the budget of Weld RE4.

Amount Requested: \$50,000

Has the Town of Severance contributed to the Requesting Organization in the past? ☒ No ☐ Yes If yes, what amount(s) and when? _____

Please attach a detailed accounting of how the funds were used and describe how the funds benefited the community:

1 Revised 05/16/2023



Please list your organization’s top five funding sources (corporate, government, and individual contributions) and the amounts received from these sources in each of the last two complete fiscal years for your organization:

Organization	Amount Received
Self fundraising (concessions and local events)	\$30,599.77

Personal contributions (board members, parents, observers, etc)	
Donna Hull	\$250
Ryan Hull	\$1000

Does the IRS classify the Requesting Organization as a 501(c)3 organization? ☐ No ☒ Yes ☐ n/a

Please attach the following information:

1. Most recent year's actual income and expenses for the organization and for the specific event or project for which the funds will be used.
2. Most recent budget for the organization and for the specific event or project for which the funds will be used.
3. Names and addresses of all board members, including designated officers.
4. Any other documents that will support the application.

The undersigned hereby certifies that a) the information in this application and supporting documents are correct to the best of his/her knowledge, and b) the Internal Revenue Service 501(c)3 determination, if applicable, has not been revoked, canceled, or modified; and c) funds will be used for the projects outlined in this Donation Request Form.

_____ Signature Date

Along with this application, please include a brief description of the Requesting Organization (including its mission & leadership) and any other information relevant to this request.

For Management Use Only

Amount Requested: \$50,000 ☒ 1st Time Request ☐ Annual Request Date Filed:

☐ Approved ☐ Denied

2 Revised 05/16/2023



SHS

PERFORMING ARTS BOOSTER

2024 Support Payment Breakdown

Funds raised in 2023 that were allocated to the performing arts was in the amount of \$6,568.29.

Funds raised in 2024 totaled \$30,599.77.

Expenses for operations in 2024 (goods purchased for concessions and PAB booster business needs) were \$10,972.09

The funds allocated and used to support the 2024 performing arts totaled \$18,565.11. The donations went to a variety of needs for the performing arts and are detailed below:

- Canyon City music trip in spring 2024- funds provided by the booster club significantly offset the price for students and families by several hundred dollars each. By lowering the cost the students and families had to pay, more families were able to afford to send their students on the trip where they attended a three-day event and performed in competitions and receive learning critiques from judges and top musicians in the state. The choir earned the highest ratings in their categories and the band earned top scores and marched in the community parade.
- Spring play support 2024- The theater students performed a play called "The Single Man." Funding from the PAB fed the cast and crew members for several nights during dress rehearsals that ran late into the evening and ensured the students were nourished and able to perform at their best without additional stress to them or their families needing to figure out food after school. Funding also helped with costuming, makeup, and shirts for the cast and crew to keep as memorabilia.

- Jazz Band music stands- The booster club donated music stands for the Jazz band that included unique branding decals which helped set the stage and ambiance for the Jazz music.
- Spring 2024 performing arts awards- The booster club donated the awards for the performing arts. These awards consisted of Letters and Pins for Letterman's jackets, patches for accomplishments, certificates of achievement, and memorabilia posters for keepsakes
- Fall Musical support- In the fall of 2024, the theater students performed "Beauty And The Beast" Broadway musical. Funding from the PAB fed the cast and crew members for several nights during dress rehearsals that ran late into the evening and ensured the students were nourished and able to perform at their best without additional stress to them or their families needing to figure out food after school. Funding also helped with costuming, makeup, and shirts for the cast and crew to keep as memorabilia.
- Fall concerts- funding from the booster club aided in purchasing uniform apparel for the top choir at the school. These outfits helped the students feel the pride and unity of the level they perform and in turn, performed even better showing pride, love, and passion for the music.

Kristina Stice (President) - 1817 Timber Ridge Parkway, Severance, CO 80550

Matt Bruehl (Vice President) - 1121 103rd Ave, Greeley, CO 80634

Ryan Hull (Treasurer) - 2644 Cutter DriveSeverance, CO 80524

Clare Lacy (Secretary) - 115 Bayside Circle, Windsor, CO 80550

Jason Johnson (Member) - 344 Whitney Bay, Windsor, CO 80550

Wish List

- **Colorado West Invitational at Grand Junction**
 - 66 students, 6 adults = 23 rooms @ ~\$200 = \$4600
 - Busses for 3 days = \$7500\\
 - Food = ~\$6600
 - Activities = \$1000-\$2500
 - **Total Estimate = \$21,200**
- **Overnight CHSAA Festival for Band/Orchestra**
 - Band - Colorado Springs
 - Overnight trip - hotel, food, buses and activities
 - **@ \$6500**
 - Orchestra - Denver
 - Overnight trip - hotel, food, buses and activities
 - **@ \$6000**
- **New drum heads for all marching percussion**
 - 3 snares, 2 sets of tenors (quints) and 4 bass drums w/ screened logos on the bass heads of the school logo.
 - **TOTAL - \$5600**
- **Electric Mallet Station**
 - **Pearl MalletStation EM1 - \$999**
- **Staff ipad/case/keyboard**
 - **Total - \$500-600(x2)**
- **Concert attire for top choir**
 - **Total Cost \$13000**
- **Recording hardware for Band/Orchestra Room**
 - Mics and all install
 - **Total - \$3000**
- **New Marching Band Uniforms**
 - **Total - \$8655.00**
- **4 King KSP411S Performance Sousaphones with Cases -**
 - Demo Mint - Silver

- **Cost - \$7,595.25 ea. x 4 = \$30,381**
- **Electric Keyboard for Choir**
 - **Total - \$800**
- **iPAD's for each teacher with case**
 - **Total - \$2000**
- **Choir Software**
 - **Total - \$650**
- **Risers for Choir**
 - **Total - \$5000**

TOTAL OF ALL ITEMS: \$101,486