



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, May 7, 2025, at 6:00 PM

A. CALL TO ORDER

1. Roll Call
2. Pledge of Allegiance
3. Approval of Agenda
4. Approval of Minutes 3.5.25
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.

B. REGULAR MEETING

1. **SAFEbuilt Scholarship Recipients**
 - Legislative
 - Staff Presentation: Nicholas Wharton, Town Manager
2. **Home Rule Charter Discussion**
 - Discussion
 - Staff Presentation: Nicholas Wharton, Town Manager

C. COMMUNICATIONS

1. Town Staff
2. Board Members

D. ADJOURN

Citizen Advisory Board MEETING
Wednesday, May 7, 2025, 6:00 PM (MDT)

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

Registration URL

https://us02web.zoom.us/webinar/register/WN_Mg9QsgE-RYa6TpihgRVuQ

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, March 5, 2025, at 6:00 PM

Present:

Chair: Josh Green

Board Members: Dale Garland
Richard Vandenberg
Chase Zajc

Absent: Brittany Vandermark, Council Liaison
Vice-Chair Karen Hessler, Member Felicia Jarrett, Member Marissa Riopelle,
Alternate Member Josephine Metoyer

Audience: Council Member Dan Meyers

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. February 5, 2025 Minutes**

MOTION WAS MADE BY Member Vandenberg, seconded by Member Zajc to approve the February 5, 2025 meeting minutes. All Members present voting Yes.

MOTION PASSED

B. REGULAR MEETING

- 1. Council Member Petition: Regulation of Permanent Residential Lighting**
 - Discussion
 - Staff Presentation: Nicholas Wharton, Town Manager

Council Member Meyers presented the item for the CAB members to discuss and provide feedback to be brought to the Town Council.

2. Community Grant Request: Severance High School DECA

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

MOTION WAS MADE BY Member Vandenberg, seconded by Member Zajc to approve the Community Grant Request from Severance High School DECA. All Members present voting Yes.

MOTION PASSED

3. Community Grant Request: Severance High School Key Club

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

MOTION WAS MADE BY Member Vandenberg, seconded by Member Zajc to approve the Community Grant Request for Severance High School Key Club. All Members present voting Yes.

MOTION PASSED

4. Community Grant Request: Severance High School Performing Arts Booster Club

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

The board discussed the application, and the board voted to give the applicant feedback and provide another opportunity for the Booster Club to re-apply with the required documents.

MOTION WAS MADE BY Member Zajc, seconded by Member Vandenberg to postpone the Community Grant Request for Severance High School Performing Arts Booster Club. All 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

TOWN OF SEVERANCE

Josh Green, Chair

ATTEST:

Sarah Jacobsen, Town Clerk



AGENDA ITEM SUMMARY

AGENDA ITEM	SUBMITTED BY	PRESENTED BY
SAFEbuilt Scholarship Recipients	Nicholas Wharton, Town Manager	Nicholas J. Wharton, MPA
ACTION REQUESTED		
Management recommends that the Citizen Advisory Board review and take action on selecting two recipients for this year's Town of Severance and SAFEbuilt scholarships.	<u>Action Requested</u>	
BRIEF SUMMARY		
For approximately the past fifteen years, the Town of Severance has partnered with SAFEbuilt to offer scholarships to two high school students. This year, there were six applicants, and Management is asking that the Citizen Advisory Board pick two of them to each receive a \$1000 scholarship.		
PUBLIC SUPPORT/CONCERN		
None at this time.		
ANALYSIS AND RECOMMENDATION		
Management recommends that the Citizen Advisory Board review and take action on selecting two recipients for this year's Town of Severance and SAFEbuilt scholarships.		
MATERIALS SUBMITTED		
The following materials were submitted and included in this packet: 1. SAFEbuilt Scholarships		



Applicant Name: Grayson Smith

Application Due: April 18, 2025

Section A: Contact Information

First Name: Grayson Last Name: Smith

Address: 1104 San Miguel Dr.

City, State, Zip: Severance, CO, 80550

Section B: Education Information

Grade Point Average: 4.531

Education Institution you plan to attend in the Fall of 2025:

- 1) Colorado Mesa University (First Choice)
- 2) Western Colorado University (Second Choice)

Intended Major(s): Mechanical engineering

Intended Career(s): Aerospace engineering or Civil engineering

Section C: Student Resume

School Involvement: List four school-related activities you participated in during high school.

Activity	Honors, Positions Held, Letters Earned	Dates of Involvement	Hours Per Month
National Honors Society	2025 Letter, Veterans Day committee chair	2023 - 2025	5
WCA Jazz Band	6x soloist, Played in Atlanta for Tenor Competition, Soloist	2021 - 2025	50
Severance HS Track & Field	Varsity pole vaulter, 3x State competitor, 3x Letter	2023 - 2025	in season 80
WCA Varsity Soccer	Team Captain (2023-2024), 7th in patriot league (2024), All conference (2023), 4x letter	2021 - 2024	in season 70



Community Involvement: List up to four community activities you have been involved in. Please provide a contact name and phone number to verify your involvement.

Activity	Organizational Contact	Position Held	Dates of Involvement	Hours Per Month
Helped fellow boy scout complete his Eagle Project	970-573-9325	Assistant	October 2023	12 hrs 1 month only
WCA Veterans Day Assembly coordinator	greg.muller@windermereacademy.org	Chair	November 2022-2024	11 hrs per year
OLV Church Funeral Fund	office@ourladyofthevalley.net	Volunteer	2021 - current	2
Linux Project	Jennifer-smith@carville.com	Volunteer	2023 - current	Seasonal 6 hours

Awards and Honors: List up to four awards or honors you received during high school and briefly describe their significance.

Award/Honor	Significance to You	Date Received
Deans list	Academics are important to me and I work very hard on them so it is meaningful to get acknowledged for that.	2021-2025
Academic All State First Team	I spent many late nights trying to balance school and sports so it means a lot to find success in them both.	2023-2024
Firebird Fighting Heart Award (soccer)	I did my best to put my best foot forward and work as hard as I can on the field. It's gratifying to see others succeed.	2023-2024
All conference 1st team (soccer)	It was very nice to end my senior year feeling appreciated and like I truly made an impact on the team. I miss it.	2024

Section D: Written Response and Two School References

Please attach a written response of no more than 300 words describing what you consider your most significant contribution to the community of Severance during your time here. Additionally, provide two (2) reference letters from a school teacher, administrator, coach, or mentor who can attest to your character, commitment to community service, and academic achievements. Reference letters should:

- Be written on official school or organizational letterhead.
- Include the reference's full name, title, and contact information.
- Provide specific examples of the applicant's contributions, leadership, and dedication.
- Be signed and dated by the reference.

Section E: Student Statement

To the best of my knowledge, I certify that the information provided in this application is true and correct. I also certify that the written responses are a product of my work and thoughts, not artificial intelligence or AI.

Signature: Hayden Smith

Date: 4 / 11 / 2025

Please submit two (2) copies of this application for consideration

to the Town of Severance at humanresource@townofseverance.org or drop off at Severance Town Hall: 3 S. Timber Ridge Parkway, Severance, CO 80550

Section D: Written Response and Two School References
(References Attached to Back of Packet)

Severance has been my hometown my whole life. I have seen it grow from a very small town into what it is today and have found every moment of it very special. I remember going to the Severance Days barbecues as a very young child and listening to the music, eating steak sandwiches, and making new friends on the playground. I still enjoy going to these events with my friends and have been to many of the summer concerts. I have been a quiet contributor to the development of Severance. I have not helped with large community projects or events but that does not mean that I have not helped the community. I like to help on a more personal scale. One way that I've contributed to the community was by selling popcorn for the boy scouts. Growing up in this town has shaped my life outlook and helped me make more personal connections with the people I meet. I frequent the new Library and am very appreciative of everything that it offers the community. It gives me a place to check out books, study, and play video games with friends. My contributions to Severance have not been large projects or donations but instead come in the form of participation, kinship, and memories. I have gone to many town events and always have an amazing time. I am so grateful to be a part of this community that has so much to offer. I have done my best to give back as much as I can. Sometimes that manifests in the form of an act of kindness like holding the door open for a stranger or giving a compliment. I hope that my small contributions have added up to make a real impact. Thank you for your time and consideration.

April 9, 2025

To Whom It May Concern:

I am pleased to write this letter of recommendation for Grayson Smith's scholarship application. I have had the pleasure of working closely with Grayson over the past eleven years as his teacher at Windsor Charter Academy, where he has been a dedicated and engaged student in a variety of my classes—including music ensemble courses, music technology, and a concurrent enrollment world music class. Based on his commitment, talent, and strong character, I am confident that Grayson would be an outstanding recipient of any scholarship for which he is eligible.

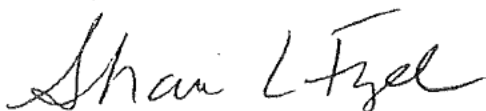
Grayson is an amazing individual. Throughout his time as a member of Windsor Charter Academy's band program, first playing flute and then guitar, he has consistently exhibited a determination and resolve that prevents him from giving up when a task or skill is difficult. In addition to being a committed member of our high school jazz combo, Grayson has always been willing to give back to other students by working with them when asked. He is a dependable, goal-oriented individual who always comes through when I need his help.

Grayson is a well-rounded person who challenges himself in and outside of the classroom. He has completed many academically challenging high school and college level courses during his time in high school while also being an active member of our school's National Honor Society and an accomplished high jumper who has competed at the state level. Grayson's involvement in a variety of activities throughout his high school career has helped mold him into a young adult who is ready for the challenges college can offer.

Grayson is an excellent communicator and interacts positively with his peers while maintaining a quiet nature that puts everyone at ease. Other students ask Grayson for help because they know he will be willing to help them in a friendly and productive way. Grayson is resourceful by nature, and he has a healthy amount of common sense that allows him to solve almost any problem on the first try, or knows where to look next for help.

Grayson is an outstanding candidate to be a scholarship recipient. I recommend him without hesitation. Please contact me to answer any additional questions or provide feedback.

Sincerely,



Shari Frazee

Director of Bands and AIMS Concurrent Instructor

3 South Timber Ridge Parkway
Severance, CO 80550

04/07/2025

Dear Severance Citizen Advisory Board:

I write to recommend Grayson Smith for the Town of Severance & SAFEbuilt Scholarship. Below I explain why I believe Grayson merits your financial support and why I am confident he would make good use of the scholarship funds as he completes his university education.

I have taught classes at the community college and university level courses for over a decade, and Grayson stands out as one of the brightest, kindest, and most thoughtful students I have worked with. He completed my course English 1021: Composition I and is currently completing English 1022: College Composition II, two crucial parts of his associate's degree through Aims Community College. He also completed ICAP 100: Senior Seminar, a college and career readiness course I co-taught last semester. In all three classes, Grayson has distinguished himself as an effective communicator, a critical thinker, and an enthusiastic collaborator and leader among his peers. He has also exhibited a clarity of vision related to his future plans.

For example, this semester Grayson is researching and writing about advances in the field of civil engineering and ways the U.S. generally and the state of Colorado specifically can make critical infrastructure safer and more sustainable. This illustrates that Grayson's core values and career goals align with your commitment to safety and service to the community. Last semester Grayson co-authored a research paper, with two other members of our jazz band, on current issues in the music industry. Grayson was very diplomatic and clearly illustrated his ability to lead others and to delegate tasks. Additionally, he exhibits applaudable humility and patience.

I am confident that Grayson will excel at university and in his career in engineering. Funding from Severance and SAFEbuilt would certainly help him achieve his goals of graduating as soon as possible and embarking on his career. Please contact me with questions or concerns.

Sincerely,



Lee Olsen, PhD, MFA
lee.olsen@windsorcharteracademy.org



Applicant Name: Joshua Abram

Application Due: April 18, 2025

Section A: Contact Information

First Name: Joshua Last Name: Abram

Address: 928 cliff rose way

City, State, Zip: Severance, Colorado, 80550



Section B: Education Information

Grade Point Average: 4.145

Education Institution you plan to attend in the Fall of 2025:

- 1) Colorado state university (First Choice)
- 2) Colorado School of mines (Second Choice)

Intended Major(s): Chemical & biological engineering + biomedical engineering

Intended Career(s): Anesthesiologist

Section C: Student Resume

School Involvement: List four school-related activities you participated in during high school.

Activity	Honors, Positions Held, Letters Earned	Dates of Involvement	Hours Per Month
Swimming	team captain & varsity letters	2021-2025	40+
wrestling	team captain & varsity letters	2021-2025	60+
tennis	team captain & varsity letters	2022-2025	50+
NHS	7 time gold honor roll & 3 time academic letter	2022-2025	10+



Community Involvement: List up to four community activities you have been involved in. Please provide a contact name and phone number to verify your involvement.

Activity	Organizational Contact	Positions Held	Dates of Involvement	Hours Per Month
Pala Jin leader	770 833 7100 Mrs. Pace 970 953 7100	Member	Aug 7th 24 - May 27th 25	12
Severance Jay's Parade trunk or treat	Same Pace 970 833 7100	Captain	Aug 23rd	1-2 2 times
	770 833 7100 Daniel Quinn @ evolution	Member	October 29th	3 one time

(helping with 8th grade family's and new freshmen)

Awards and Honors: List up to four awards or honors you received during high school and briefly describe their significance.

Award/Honor	Significance to You	Date Received
Excalibur award twice	Given to student athletes 1 per team. I was proud of it	2022 & 2024
Student of the Month	Can be earned for each silver athlete. I have all 6	2021 - 2023
Student athlete of the Year	lettering in 3 sports and maintaining a 4.145	2025
CSU honors program	excited to continue my efforts in excelling in school	2025

(don't have specific dates)

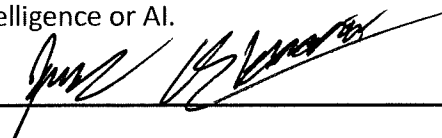
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- Be written on official school or organizational letterhead.
- Include the reference's full name, title, and contact information.
- Provide specific examples of the applicant's contributions, leadership, and dedication.
- Be signed and dated by the reference.

Section E: Student Statement

To the best of my knowledge, I certify that the information provided in this application is true and correct. I also certify that the written responses are a product of my work and thoughts, not artificial intelligence or AI.

Signature: 

Date: 4 / 10 / 2025

Please submit two (2) copies of this application for consideration to the Town of Severance at humanresource@townofseverance.org or drop off at Severance Town Hall: 3 S. Timber Ridge Parkway, Severance, CO 80550



Community Involvement: List up to four community activities you have been involved in. Please provide a contact name and phone number to verify your involvement.

Activity	Organizational Contact	Positions Held	Dates of Involvement	Hours Per Month
Pala din leader	1706446 Mrs. Paul 9709337100	Also member	Aug 7th 24 - May 27th 25	12
Severance Day Parade	Sam Dale 970 933 7100	Captain	Aug 23rd	1-2 2 Hours
Trunk or Treat	1706446 danl.yelin@welbromm	Member	October 29th	3 one hrs

(helping 8th gr family. new)

Awards and Honors: List up to four awards or honors you received during high school and briefly describe their significance.

Award/Honor	Significance to You	Date Received
Excalibur award twice	Given to student athletes 1 per team. I was proud of it	2022 & 2024
Student of the Month	Can be earned for each silver athlete. I have all 6	2021 - 2023
Student athlete of the Year	lettering in 3 sports and maintaining a 4.145	2025
CSU honors program	Excited to continue my efforts in excelling in school	2025

(done in special)

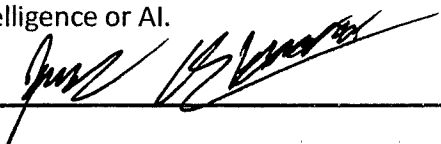
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SAFEbuilt Scholarship Essay ; Joshua Abram

One of the most impactful things I've done for the Severance community has been getting involved with programs that support the elementary schoolers. A perfect example is Trunk or Treat. I get to decorate a car with my friends from the NHS and hand out candy. It may seem like a little thing, but it gives the kids something to do and brings together the community. It's truly a fun event that I think is really important to the community, and it's amazing to see all the imaginative costumes the kids come up with.

Additionally, I've had the privilege of teaching young children to swim, something I'm quite proud of. The ability to swim is crucial and literally life-saving. Being able to assist them at such a critical age is very impactful because many children who do not learn by the third grade never learn at all.

Another thing I've been a part of is the wrestlers morning greeting at Rangeview. All members of the varsity wrestling team go to the elementary school to say good morning to the kids and give them high fives as they come in. It sounds simple, but they absolutely love it. Talking to teachers afterward, they always say how much it means to the kids when we show up.

I think we can all agree that the younger kids are the future and need the most attention from us. That's the main reason I try to be involved in things that help them have fun memories and a sense of connection within their community. Whether it's handing out candy, helping them swim, or just showing up to say hi, I'm always happy to play a small part in their lives.

Lisa Potts
School Counselor
Severance High School
1200 Hidden Valley Parkway
Severance, CO 80550

April 7, 2025

Scholarship Committee

Dear Scholarship Committee,

I am pleased to write this letter of recommendation for Josh Abram as he applies for the SAFEbuilt scholarship. I have had the privilege of knowing Josh for the past several years as his counselor at Severance High School, and I can say with confidence that he is one of the most exceptional and well-rounded students I have had the pleasure of working with.

Josh's academic achievements speak for themselves. With a cumulative GPA of 4.15 and class ranking of 9 out of 189 students, Josh has consistently demonstrated his commitment to academic excellence, earning recognition as an Academic All-State honoree. His ability to balance rigorous coursework with his athletic and extracurricular responsibilities is a testament to his strong time management skills and work ethic. Josh has also earned his Academic Lettering and has been a dedicated member of the Honor Roll throughout his high school career.

In addition to his academic success, Josh is an outstanding athlete. He is a 10-time varsity athletic letter recipient, showcasing his dedication to excellence in various sports. He has also earned prestigious honors, including being named All-State in swimming, Student Athlete of the Year in wrestling, and receiving the Excalibur Award twice. As a team captain for swimming, wrestling, and tennis, Josh has proven his leadership abilities and his commitment to supporting and motivating his teammates. His athletic accomplishments are impressive, but what stands out even more is his ability to lead by example, fostering a sense of teamwork and perseverance in all of his endeavors.

Beyond academics and athletics, Josh is deeply involved in extracurricular activities and community service. He serves as a leader in several organizations, including the National Honor Society, Fellowship of Christian Athletes (FCA), and Leadership Advisory. As a Link Leader, Josh has helped guide and mentor younger students, showing his dedication to making a positive impact in the lives of others. His leadership is not confined to the classroom or sports arena—he is a true role model for his peers.

Josh's community involvement is equally commendable. He has volunteered at the Weld County Food

Bank, assisted as a youth wrestling coach, and dedicated his time to the soup kitchen and teaching swimming lessons to younger children. These experiences demonstrate his compassionate nature and willingness to give back to his community.

In conclusion, I wholeheartedly recommend Josh for the SAFEBuilt Scholarship. He is a driven, hardworking, and compassionate individual who consistently strives for excellence in all areas of his life. His leadership, academic accomplishments, athletic prowess, and dedication to service make him an ideal candidate for this award. I am confident that Josh will continue to excel and make a positive impact in his future endeavors.

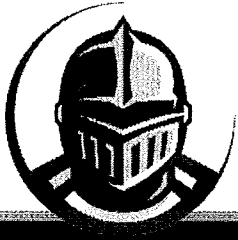
Thank you for considering his application. Please do not hesitate to contact me if you require any additional information.

Sincerely,



Lisa Potts
Counselor
Severance High School

....
....



1200 Hidden Valley Parkway • Severance, Colorado 80550 • Phone (970) 833-7100 • Fax (970) 833-7101

April 16, 2025

To Whom It May Concern:

Josh Abram is a student who always has on his critical thinking cap. Josh first became a student of mine during his junior year while taking concurrent enrollment College Algebra and Trigonometry. He then continued to be a student of mine during his senior year in AP Statistics.

Josh has filled his plate with almost everything that he can get while attending high school. He has taken multiple AP and concurrent courses while also earning ten varsity letters in athletics. He has served as the varsity captain for three different sports, can be found as a Link Leader helping the freshman class transition into high school and is part of our student leadership program. I have been able to observe Josh in my classes as well as through the building and he is an individual who is engaged, is eager to learn as well as challenge thoughts and has demonstrated strong performances at these advanced levels. And that, alone, is impressive. But that isn't just who Josh is.

Josh Abram is a busy guy. But yet, he always has the time to say hello. He has respect for his teachers and is patient with his peers. Josh's perseverance and hard work in high school is setting him on a path that will lead him to great success as he pursues post-secondary education.

Please do not hesitate to reach out for further information on Josh Abram. He is definitely an individual that will serve as a great asset to any program he becomes a member of.

Sincerely,

Melissa Santo
Severance High School
Math Teacher
melissa.santo@weldre4.org

Stephanie Coe
Counseling Secretary and Personal Reference
Severance High School
[REDACTED]

Dear Scholarship Committee,

I am honored to write this letter of recommendation for Joshua Abram. I have had the privilege of knowing Joshua for the past 6 years, and I can confidently say that he exemplifies the qualities of a truly exceptional student—one who excels academically, athletically, and as a leader within the school community.

Academically, Joshua has distinguished himself through a rigorous course load of Honors and AP classes while maintaining consistent academic excellence. He has earned Academic All-State honors, three academic letters, and is a dedicated member of the National Honor Society, where he actively contributes to both service and scholarship initiatives. Joshua brings a genuine curiosity and drive to every subject, along with a strong sense of discipline and responsibility.

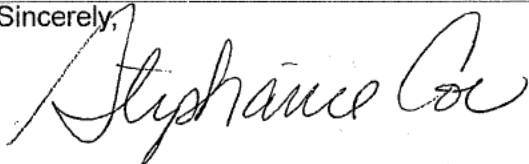
As an athlete, Joshua has achieved remarkable success, earning 10 varsity letters across swimming, wrestling, and tennis. He received All-State Honorable Mention in swimming and is a two-time recipient of the prestigious Excalibur Award, which recognizes students who demonstrate excellence in academics, athletics, and character. Equally impressive is his leadership in athletics—Joshua has served as Varsity Team Captain in all three sports, a rare accomplishment that speaks to his character, reliability, and the deep respect he has earned from coaches and teammates alike.

Beyond the classroom and athletics, Joshua is a standout leader and role model. As a Link Leader, he helps mentor and guide freshmen as they transition into high school, offering support, encouragement, and a welcoming presence. He is also an active participant in the Fellowship of Christian Athletes, where he leads with integrity, compassion, and faith, positively influencing those around him.

Joshua Abram is the kind of student who elevates every community he's part of. He leads by example, holds himself to high standards, and demonstrates a commitment to excellence that is truly inspiring. He is more than deserving of this opportunity and will no doubt continue to make meaningful contributions in his academic, athletic, and personal pursuits.

Please feel free to contact me if you would like any additional information about Joshua's accomplishments, leadership, or character.

Sincerely,





SAFEbuilt.

Applicant Name: Julie Abbott

Application Due: April 18, 2025

Section A: Contact Information

First Name: Julie Last Name: Abbott

Address: 815 Forest Caynon Road

City, State, Zip: Severance, CO 80550



Section B: Education Information

Grade Point Average: 4.14

Education Institution you plan to attend in the Fall of 2025:

- 1) University of Colorado Denver (First Choice)
- 2) _____ (Second Choice)

Intended Major(s): Visual Arts emphasis in 3D Graphics and animation

Intended Career(s): 3D or 2D animator

Section C: Student Resume

School Involvement: List four school-related activities you participated in during high school.

Activity	Honors, Positions Held, Letters Earned	Dates of Involvement	Hours Per Month
WHS Girls Swim & Dive	Team Captain(1yr), Earned Varisty Letter	Nov. 2021 - Feb 2025	50
Top Orchestra & Top Choir	Section leader(4yrs), Earned 3 Letters	Aug 2021 - May 2025	17
Link Leader/Paladin	Link Leader, Tutor and Tour Guide	Aug 2025 - May 2025	8
National Honor Society	Fundraising Committee member	Feb 2024 - May 2025	1.5



Community Involvement: List up to four community activities you have been involved in. Please provide a contact name and phone number to verify your involvement.

Activity	Organizational Contact	Positions Held	Dates of Involvement	Hours Per Month
Rangeview Trunk or Treat	daniel.quinn@weldre4.org	Volunteer	Oct 25 2024, Oct 27 2023	2.5
Windsor Rec Swimming	erin.eccleston@weldre4.org	Volunteer Instructor	Feb/Mar 2022 - Feb/Mar 2025	4.5
Prairie Heights Middle School	cgonzales5@greeleyschools.org	Volunteer Instructor	June 3 - 27, 2024	64

Awards and Honors: List up to four awards or honors you received during high school and briefly describe their significance.

Award/Honor	Significance to You	Date Received
AP Scholar Award	I have taken 3+ AP courses and passed with a 3 or higher.	2024
Certificate of National Recognition	I have been recognized for my academic achievements by CollegeBoard	2023-2024
Student of the Year	I was nominated/selected by my teachers for my positive impact in school	2023-2024
Academic Letter and Honor Roll Pin	I received 3 academic letters and an honor roll pin maintaining a 4.0+ GPA.	2022-2025

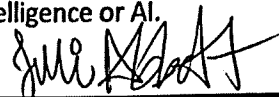
Section D: Written Response and Two School References

Please attach a written response of no more than 300 words describing what you consider your most significant contribution to the community of Severance during your time here. Additionally, provide two (2) reference letters from a school teacher, administrator, coach, or mentor who can attest to your character, commitment to community service, and academic achievements. Reference letters should:

- Be written on official school or organizational letterhead.
- Include the reference's full name, title, and contact information.
- Provide specific examples of the applicant's contributions, leadership, and dedication.
- Be signed and dated by the reference.

Section E: Student Statement

To the best of my knowledge, I certify that the information provided in this application is true and correct. I also certify that the written responses are a product of my work and thoughts, not artificial intelligence or AI.

Signature: 

Date: 4/11/2025

Please submit two (2) copies of this application for consideration

to the Town of Severance at humanresource@townofseverance.org or drop off at Severance Town Hall: 3 S. Timber Ridge Parkway, Severance, CO 80550

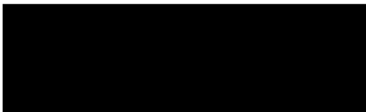
Julie Abbott

Future 3D Graphics Animator

Creative, enthusiastic high school senior with a passion for all things artistic. Accepted to CU Denver College of Arts and Media for the 2025-2026 school year. Seeking the 2025 SafeBuilt Scholarship to pursue a Bachelor of Fine Arts in Visual Arts with emphasis in 3D Graphics and Animation.



CONTACT



815 Forest Canyon Road
Severance, CO 80550

EDUCATION

2021-2025

Severance High School

High School Diploma

ACTIVITIES

WHS Girls Swim & Dive

- Awarded Varsity Letter
- Competed in Conference Finals 24/25
- Elected to be a Team Captain this season by my teammates

Top Orchestra and Choir

- Section leader Orchestra (4 years) Earned 2 letters
- Section Leader Choir (1 year) Earned a letter

National Honor Society

- Volunteered at Range View Elementary school's Trunk or Treat last 2 years
- Participated in Bake Sales for school
- Helped tutor students at Severance Middle School

Link Leader/Paladin

- Leads weekly social emotional lessons
- Tutoring sessions for freshman
- Help give tours of the school for freshman
- Participates in School Spirit Days

Literary Magazine

- Assistant Chief Editor
- Creating/organizing and reviewing submissions to make a magazine to showcase visual, written and performance arts of the students at Severance High School

CERTIFICATIONS

- ❖ PCEP- Entry-Level Python Programmer
May 16, 2024

REFERENCES

Upon Request

VOLUNTEER EXPERIENCE

Prairie Heights Middle School

- Volunteered 64 hours during the summer program
- Lead lessons/instruction in how to paint, sketch, trace and breakdown shapes/bring awareness to observing what students see
- Created google slides presentation with instructions in both Spanish and English
- Taught students 6-8th grade

Windsor Recreation Center

- I have volunteered to teach 3rd graders swimming lessons at the Windsor Rec Center every year since I was a freshman in high school.

AWARDS

College Board:

AP Scholar Award

Certificate of National Recognition

**National Rural and Small Town
Recognition Program**

**National Hispanic Recognition
Program**

Severance High School:

Student of the Year 2023-2024

Student of the Month

Julie Abbott
April 11, 2025

Severance Safebuilt Scholarship

Community service has taught me how to be a collaborator, leader, and cheerleader for those I serve. I am committed to working with my peers and have strived to bring a positive and compassionate personality to the Severance community.

The Severance community has shown up for me in the following ways; parents of my peers have driven me to practice, school, and supported me in my various school endeavors. My teachers have encouraged me to use skills from their classrooms in the real world with academics, social interactions. My coaches have taught me to keep pushing past what I thought was impossible physically and mentally. Neighbors attended and cheered me on when I had an ensemble role in the Severance High musical.

When the opportunity arose to become a Link Leader at my school, I volunteered because upperclassmen had helped me when I was a freshman at Severance High. As a Link leader, I help lead weekly social emotional lessons and provide tutoring opportunities while collaborating with other link leaders, to come up with games and ideas to keep the freshman engaged.

To help earn volunteer hours for Severance High National Honor Society, this past summer I volunteered at Prairie Heights Middle School as the Summer School Enrichment Art Instructor. I led painting and drawing lessons. At the end of the program, we held a gallery walk to show parents and the school's administration all the work that the students created throughout the summer.

The Severance community has helped me in so many different ways and I would not have my successes without the help I have received from this community. Because of the love and support the Severance Community has shown me, it is extremely important to me that I do my part to help others.



SEVERANCE HIGH SCHOOL

1200 Hidden Valley Parkway • Severance, Colorado 80550 • Phone (970) 833-7100 • Fax (970) 833-7101
<https://shs.weldre4.org/>

To Whom It May Concern:

I am beyond thrilled to recommend Julie Abbott for your scholarship. I have known Julie for nearly four years in my capacity as a Social Studies teacher at Severance High School. In this time, I have been able to see Julie's positive attitude, work ethic, and character up close. I believe she is a superb candidate for your institution.

In all my years of teaching, I have never seen a student as dedicated as Julie. She is always willing to ask questions, try new approaches, and persevere through challenges to reach her successes. She always comes into our building willing to learn, and brings a curious and optimistic mindset that is contagious. She has maintained a 4.14 GPA throughout high school, and has already earned college credit for AP Human Geography, AP World History, AP Language and Composition, Spanish, and Algebra. She is frequently nominated by her teachers and peers for Student of the Month/Year, and has received academic recognition from our school and the College Board.

Julie's positive impact doesn't just stop in the classroom. She is a part of numerous clubs and organizations that positively contribute to our school culture (Choir, Orchestra, Swim, Theatre, and Literary Magazine just to name a few). On top of that, she volunteers her time to help mentor new students through the Link Leader program and the National Honor Society, and has volunteered in teaching art and swim classes to local elementary school students. In my role as the class sponsor for the Class of 2025, I have seen her service-oriented personality up close. She has frequently volunteered to help raise funds for prom and graduation. This year, when we had volunteers unfortunately not show up to help construct a float for our homecoming parade, Julie graciously volunteered and even recruited her friends to help put the float together as well, without even being asked to do so.

Overall, Julie demonstrates a level of empathy, integrity, and tenacity on a daily basis that is far beyond the norm of others her age. She is the kind of student that makes teachers love their job, and the kind of student that inspires others to strive for excellence and always keep a positive attitude. I could not think of another human being more deserving of your scholarship. If you have any questions or need further information, please do not hesitate to contact me.

Best Regards,



Tim Nichols

Social Studies Teacher



SEVERANCE HIGH SCHOOL

To whom it may concern,

I am honored to recommend Julie Abbott for the Safebuilt Severance Scholarship. Having worked closely with Julie as her AP Studio Art teacher, her mentor in the LINK Freshman Mentoring Program, and as the staff sponsor of our school's Literary Magazine, I can confidently say that Julie exemplifies the values of integrity, excellence, and leadership.

Julie's integrity is one of her defining traits and guides all aspects of her life, from her relationships with peers and teachers, to her academic and extracurricular commitments. In AP Studio Art, she approaches each project with authenticity, choosing subjects that resonate with her personally and that reflect her values. So far in the class, she has created paintings of small, simple moments that have had a lasting impact on her. The first was a memory of watching fireworks, and another was a memory of walking home in the rain. I love that she is able to appreciate the little things in life, and wants to share that joy with others. She is known among her peers for her endless positivity, honesty, empathy, and respect toward others' perspectives. In the LINK program, where she mentors freshmen, Julie's sincere approach creates a foundation of trust that allows younger students to feel comfortable seeking her guidance and seeking her out just to say hi. She is truly a role model of character, exemplifying humility and kindness in every interaction.

Julie's commitment to excellence shines in everything she does. In her classes, Julie consistently submits quality work on time. Her incredibly high GPA of 4.15 reflects this quality and commitment to excellence in her academics. In Lit Mag, she works hard to ensure the quality and success of our magazine publication by working hard in reviewing submissions, marketing, and promoting the magazine. Her peers and I know we can rely on her to meet each commitment with diligence and responsibility. In LINK, Julie embodies our program's values of being inclusive and a positive role model. She brings a commitment to excellence in every facet of her life.

As a true leader, Julie has a natural ability to jump in and inspire those around her. She is consistently the first to volunteer her time, talents, and thoughts, whether it's participating in critiques during AP Studio Art, helping her Freshmen in LINK, supporting the Lit Mag publication as assistant editor, serving as swim captain, or as section leader in both choir and orchestra. I personally go to her for many tasks because I know that she will do the job, and do it well. For example, I have asked her in LINK to be a small group leader in a circle activities, because I knew that she would be able to steer her group in a positive direction, and that she would also have the courage to tell her peers to kindly stop talking over each other so that every voice in the circle was heard. She is exceptional at this—Julie's leadership style is marked by humility and inclusivity, which fosters a welcoming and collaborative environment. She understands the importance of listening to others' ideas and perspectives, and she leads by example, demonstrating the same integrity and respect she encourages in others.

Julie Abbott is truly a remarkable individual. With her integrity, commitment to excellence, and strong leadership skills, I am confident that she will be a valuable asset to any college community she joins. Please feel free to contact me at katherine.pace@weldre4.org if you would like to discuss Julie further.

Sincerely, Katie Pace



Applicant Name: Kylie Speer

Application Due: April 18, 2025

Section A: Contact Information

First Name: Kylie Last Name: Speer

Address: 190 Haymaker Lane

City, State, Zip: Severance, CO 80550



Section B: Education Information

Grade Point Average: 4.133

Education Institution you plan to attend in the Fall of 2025:

- 1) Colorado State University (First Choice)
- 2) University of Northern Colorado (Second Choice)

Intended Major(s): Business & Marketing

Intended Career(s): Marketing Director

Section C: Student Resume

School Involvement: List four school-related activities you participated in during high school.

Activity	Honors, Positions Held, Letters Earned	Dates of Involvement	Hours Per Month
Volleyball	Captain, Varsity Letter x3, All-conference, All-state Honorable mention, Academic All-state	2020-2024	90 (20 per week)
Gymnastics	Co-Captain, Varsity Letter, State finalist - 9th place vault, 8th place floor	2020-2021	45 per week



Community Involvement: List up to four community activities you have been involved in. Please provide a contact name and phone number to verify your involvement.

Activity	Organizational Contact	Positions Held	Dates of Involvement	Hours Per Month
SPECIAL OLYMPICS	970-405-1730	COACH	2021-CURRENT	8-15
MIM TO HELP-CHILD ABUSE	970-420-0606	VOLUNTEER	2024-CURRENT	one-time event
FCA All-Abilities Volleyball		VOLUNTEER	2023-2024	one-time event

(8 hour day)
(2 hours)

Awards and Honors: List up to four awards or honors you received during high school and briefly describe their significance.

Award/Honor	Significance to You	Date Received
AP SCHOLAR	AWARDED FOR GOOD SCORES ON AP TESTS.	2023
EXCALIBUR AWARD-VOLLEYBALL	AWARDED TO THE MOST COMMUNITY-CENTERED PLAYER	2024
COLLEGE BOARD NATIONAL RECOGNITION	AWARDED FOR HIGH AP SCORES / GPA.	2024
All-conference	AWARDED FOR VOLLEYBALL RECOGNITION.	2024

Section D: Written Response and Two School References

Please attach a written response of no more than 300 words describing what you consider your most significant contribution to the community of Severance during your time here. Additionally, provide two (2) reference letters from a school teacher, administrator, coach, or mentor who can attest to your character, commitment to community service, and academic achievements. Reference letters should:

- Be written on official school or organizational letterhead.
- Include the reference's full name, title, and contact information.
- Provide specific examples of the applicant's contributions, leadership, and dedication.
- Be signed and dated by the reference.

Section E: Student Statement

To the best of my knowledge, I certify that the information provided in this application is true and correct. I also certify that the written responses are a product of my work and thoughts, not artificial intelligence or AI.

Signature: Kylie Jean

Date: 4 / 17 / 2025

Please submit two (2) copies of this application for consideration

to the Town of Severance at humanresource@townofseverance.org or drop off at Severance Town Hall: 3 S. Timber Ridge Parkway, Severance, CO 80550

Kylie Speer

2025 Severance SafeBuilt Scholarship

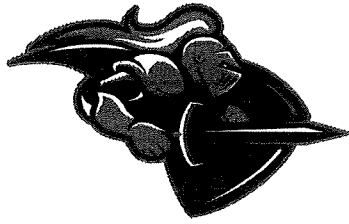
I live a fortunate life, filled with safety, comfort, and love. Unfortunately, for many children, that's not the case. One in 10 are a victim of child abuse before age 18. I learnt this while supporting The Crawford Child Advocacy Center at Aim to Help's annual fundraising event, which my mom and stepdad founded seven years ago to raise money for the CCAC.

In the last year, the center helped more than 6,200 abused children in northern Colorado, which includes Severance. Every child who visits the center is invited to decorate a paper person. Taped throughout the facility, the custom adornments cover the walls. For the visiting children, the paper people are a comforting sight — a reminder they're not alone with heartfelt messages. *"You got this!" "You are not alone." "You are loved."* Each paper person hangs until it curls with age and falls to the floor. Even then, they are saved in a basket to be remembered. Additionally, the CCAC has an important education prevention component.

In hopes of raising money to support the CCAC, my mom and step dad's fundraising event raises roughly \$100,000 each year. This year marked the first time I was able to support the event, and it truly opened my eyes. More than 130 people attended, and it was inspiring to see this combined impact. During the event, a law officer spoke, and while it's difficult to shake the speaker's stories — a man who hid candy on his body to trick his grandchild into disturbing games, and a 17-year-old, 70-pound teenage girl who was locked away in her room for years — I heard this important message: Thanks to the CCAC, those children will never be abused again.

So, when my mom and stepdad begin preparing for next year's event, I will be there to help even more. I plan to save these paper children.

October 31, 2024



To Whom It May Concern:

It is my honor and privilege to write this letter of recommendation on the behalf of Kylie Speer. I have known Kylie for approximately one and a half years, during which time I have been phenomenally impressed. Kylie is an incredibly self-motivated, driven, and balanced student who excels in all that she undertakes. As a person, she is compassionate, caring, empathetic, and genuine. Furthermore, as I have witnessed Kylie mature, she has developed the characteristics of a well-spoken and confident individual, who readily and respectfully shares her insights and perspectives.

I first became acquainted with Kylie in the fall of 2023, as she was one of over 30 students in one of the sections of US History that I was teaching. From the onset, Kylie demonstrated critical thinking skills and a level of determination that surpassed the vast majority of her classmates. When others made excuses, Kylie pushed herself to be better. Additionally, she possessed a level of inquiry and reflection that enabled her to truly understand and appreciate the complexities associated with history.

As a senior, Kylie elected to enroll in Sociology, knowing that I taught the class. Given the dynamics and structure of Sociology, as I teach it, many students find it to be more academically demanding than anticipated, having yet to fully develop the critical thinking skills and open-mindedness necessary to understand and appreciate the content. Additionally, as a class that is largely discussion based, students taking Sociology are challenged to articulately express and share their own thoughts regarding the content. Immediately, Kylie demonstrated all of the requisite skills to excel. Her critical thinking and application of content to meaningful and real-world situations has surpassed nearly all of her classmates. Moreover, her willingness to share her own understanding and perspectives, and the honesty with which she has done so, has contributed to the growth and understanding of her classmates and the overall success of the class.

Kylie, however, is much more than an academically gifted student. In the time I have known Kylie, she has been a constant and prominent member of Severance High School's volleyball team and, in the years before I met her, was a varsity gymnast. Taking her experiences and expertise in athletics, Kylie has volunteered with Special Olympics over the last four years, instructing and inspiring gymnasts with special needs. Lastly, in addition to her school related and volunteer endeavors, Kylie has amassed a variety of work experiences since entering high school, including coaching, web design, managing social media platforms, and working as a barista at Starbucks.

It is without hesitation that I highly recommend Kylie Speer. She is without question an exceptional student, and is an individual who will embrace every opportunity life presents her. Additionally, I firmly believe that Kylie will continue to better those in her company and that her membership within any university, program, activity, club, etc. would be to its ultimate benefit.

Respectfully,

Mr. Ross Wilbur

Severance High School
Social Studies Instructor
ross.wilbur@weldre4.org



Caleb Howard
Dean of Students/Head Volleyball Coach
Severance High School
1200 Hidden Valley Parkway
Severance, CO 80550
970-833-7117

To Whom It May Concern:

I am writing on behalf of Kylie Speer. I have known Kylie for almost 3 years, and have watched her as a student, an athlete, and a leader in our high school. Kylie continually demonstrates integrity in all of these areas. Specifically, I have coached Kylie as a volleyball player on my team the last couple seasons. It has been my joy to watch Kylie grow over this time into the leader she is now. Along with athletics, she has also been involved in numerous activities and leadership roles in and out of school: Special Olympics coaching, Child Advocacy, and extensive work in graphic and web design.

When meeting Kylie, what is immediately evident is her genuine and mature personality. She has the ability to converse with both peers and adults around her with poise, confidence, and thoughtful dialogue. Even though that is a skill that often does not show up on a report card, it will be extremely beneficial as she pursues work after high school and builds her network.

Another impressive trait that Kylie has shown is her work ethic. Both as a student and as a volleyball player, Kylie has consistently pushed herself to be her best, being named SHS Math Student of the Month in November 2023. This internal drive has certainly brought success for her on the volleyball court and in the classroom. She is the type of person who is not content to simply "get by" with her talents; instead it is clear that she wants to further and deepen them to grow as a learner. As a long time high school teacher, I have watched a lot of students graduate and move on to higher education. I can say with great confidence that I know Kylie will be successful, both in college and in the workforce. She possesses a rare combination of maturity, diligence, and drive.

Even though all of these positive qualities listed above are important, they pale in comparison to Kylie's highest quality: her character. Kylie is trustworthy, honest, and kind. Essentially, Kylie is a young woman who will improve and enhance any organization of which she is a part. In any setting, she will inspire others to be their best, raise the bar for integrity, and give all of herself. I know that with her impressive abilities coupled with her high character, success will follow her in life. Therefore, it is with full confidence and great pleasure that I recommend Kylie Speer to you. Please feel free to contact me with any follow up questions.

Sincerely,

Caleb Howard



Applicant Name: Keira Walter

Application Due: April 18, 2025

Section A: Contact Information

First Name: Keira Last Name: Walter

Address: 4405 Indigo Dr

City, State, Zip: Severance, Colorado 80550



Section B: Education Information

Grade Point Average: 3.8

Education Institution you plan to attend in the Fall of 2025:

1) University of Wyoming (First Choice)

2) _____ (Second Choice)

Intended Major(s): Criminal Justice

Intended Career(s): Intelligence Analyst

Section C: Student Resume

School Involvement: List four school-related activities you participated in during high school.

Activity	Honors, Positions Held, Letters Earned	Dates of Involvement	Hours Per Month
Student Council	Letter	August 24 - May 25	10-15
Girls Soccer	Two Varsity letters	3/22-5/22 + 3/23-5/23	20-30
Track and Field	Varsity letter	3/25 - 5/25	15-20
National Honor Society		3/22 - 5/25	10-15



Community Involvement: List up to four community activities you have been involved in. Please provide a contact name and phone number to verify your involvement.

Activity	Organizational Contact	Positions Held	Dates of Involvement	Hours Per Month
Library Volunteer	Amy McFadden	Volunteer	11/18 - Ongoing	Varies 970-518-3995
Veterans Day Assembly	Daniel Quinn	Welcomer	November 11, 2024	1 hour
National Honor Society Projects	Daniel Quinn	Volunteer	2/23 - 5/25	Varies daniel.quinn@weldnet.org

Awards and Honors: List up to four awards or honors you received during high school and briefly describe their significance.

Award/Honor	Significance to You	Date Received
A Student of the year (2x)	Being recognized for my hard work	9 th + 10 th grade
Service Award	Having something to show for my dedication	10 th grade
Academic letter (3x)	Being rewarded for my academic achievement	10 th , 11 th , + 12 th grade

Section D: Written Response and Two School References

Please attach a written response of no more than 300 words describing what you consider your most significant contribution to the community of Severance during your time here. Additionally, provide two (2) reference letters from a school teacher, administrator, coach, or mentor who can attest to your character, commitment to community service, and academic achievements. Reference letters should:

- Be written on official school or organizational letterhead.
- Include the reference's full name, title, and contact information.
- Provide specific examples of the applicant's contributions, leadership, and dedication.
- Be signed and dated by the reference.

Section E: Student Statement

To the best of my knowledge, I certify that the information provided in this application is true and correct. I also certify that the written responses are a product of my work and thoughts, not artificial intelligence or AI.

Signature: Keira Watter

Date: 4/10/2025

Please submit two (2) copies of this application for consideration

to the Town of Severance at humanresource@townofseverance.org or drop off at Severance Town Hall: 3 S. Timber Ridge Parkway, Severance, CO 80550

Keira Walter
Safebuilt Scholarship

During my 18 years living in Severance, I have had the opportunity to engage with my community in various ways. I began doing service projects when I was in elementary school, my first was raising money to get my school more and better quality art supplies, I like to believe it was pretty successful.

However, my most significant contribution would be my volunteer work during my later years here. I began volunteering at my local library when I was 12. From there, I volunteered with the National Junior Honor Society, which is now the National Honor Society. Through each of these, we've helped with the food drive, done trunk-or-treat for the elementary school, and been a Paladin (mentor) for incoming freshmen. I got to interact with and get to know so many people in the community that I wouldn't have otherwise. Learning to become a leader, building relationships with not only students, but teachers, and others in the community, and challenging myself were some of the things I got from these experiences.

The true benefit from this was just getting to help others, I love helping people and always have. This encouraged me to help sell concessions to raise money for my class' prom. I had so much fun doing this during my freshman, sophomore, and junior years because it allowed me to flourish and see just a glimpse of the leader I hope to be later on after high school. My contributions may not have been huge, but they mattered to me and I know it possibly made other people's days better when I was getting their change and asked them how their day was.

District Name: Weld RE-4 (Windsor - Severance)

District Number: 3100

Severance High School Official Transcript

School CEEB Code: 060549 School Code: 8066 Tel: (970)833-7100
1200 Hidden Valley Parkway, Severance, CO 80550

Walter, Keira Rae

Student Number: 84484 Grade: 12
4405 INDIGO DR, Severance, CO 80550

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Student Information			#8066 Severance High School			
Student Number:	Grade:		Course	Mark	Weight	Credit
84484	12		2022-2023 Grade 10 Term 2			
Birthdate: 11/07/2006	Gender: F		Credit: 4.062 GPA: 3.750 U/W GPA: 3.750			
State ID: 2398218715			2023-2024 Grade 11 Term 1			
Counselor: Mullison, Shallane			MAT322 Advanced Algebra II A	B	0.5000	0.5
GPA Summary			ADV11A Advisory A	PS	0.0000	0.063
Cumulative GPA (Weighted)	3.920		ENG304 American Lit and Comp A	A	0.5000	0.5
Class Rank	34 of 189		SCI432 AP Chemistry A	B-	0.5000	0.5
Cumulative GPA (Unweighted)	3.800		SST422 AP Psychology A	B	0.5000	0.5
Class Rank	28 of 189		SCI312 Forensic Science A	A+	0.5000	0.5
			AIDE100 Student Aide A	PS	0.0000	0.25
			SST310 United States History A	A	0.5000	0.5
			Credit: 3.313 GPA: 3.833 U/W GPA: 3.500			
			2023-2024 Grade 11 Term 2			
			MAT323 Advanced Algebra II B	B+	0.5000	0.5
			ADV11B Advisory B	PS	0.0000	0.062
			ENG306 American Lit and Comp B	A+	0.5000	0.5
			SCI433 AP Chemistry B	C	0.5000	0.5
			SST423 AP Psychology B	A-	0.5000	0.5
			SCI313 Forensic Science B	A	0.5000	0.5
			SST311 United States History B	A	0.5000	0.5
			PED345 Yolates	A+	0.5000	0.5
			Credit: 3.562 GPA: 3.857 U/W GPA: 3.571			
			2024-2025 Grade 12 Term 1			
			ADV12A Advisory A	PS	0.0000	0.063
			FCS250 Career Pathways	A+	0.5000	0.5
			AIMSCRJ1010 Introduction to Criminal Justi	A	0.5000	0.5
			LDR500 Leadership A	A+	0.5000	0.5
			AIMSCRJ1025 Policing Systems	A	0.5000	0.5
			PED275 Team Sports	A+	0.5000	0.5
			Credit: 2.563 GPA: 4.400 U/W GPA: 4.000			
			Credit Summary			
			High School 2013+	Attempted	Earned	
			ADV - Advisory	0.438	0.438	
			ELS - Career Tech	1.000	1.000	
			ELS - Fine Arts	3.000	3.000	
			ELS - Other Electives	1.750	1.750	
			ENG - English	4.000	4.000	
			HLT - Health	0.500	0.500	
			MAT - Math	3.000	3.000	
			PED - Physical Education	2.500	2.500	
			SCI - Science	4.000	4.000	
			SST - Social Studies	3.500	3.500	
			WLA - World Languages	2.000	2.000	
			Total	25.688	25.688	
			Total Credits	25.688	25.688	
			Comments			
			The following courses are weighted on SHS transcripts: Advanced Placement (AP) Program courses; College Comp, College Lit, College Alg (semester long course), College Trig, and Calculus. These courses are weighted on a 5.0 scale. All other courses are on a 4.0 scale.			
			Total credits of 26 or more indicate postsecondary workforce readiness.			



Official's Signature



SEVERANCE HIGH SCHOOL

1200 Hidden Valley Parkway • Severance, Colorado 80550 • Phone (970) 833-7100 • Fax (970) 833-7101
<https://shs.weldre4.org/>

To Whom it May Concern:

I am beyond pleased to recommend Keira Walter for your scholarship. I have known Keira for nearly four years in my capacity as a Social Studies teacher and the Class of 2025 Sponsor at Severance High School. In this time, I have been able to see Keira's character, work ethic, and personality up close, and I believe she would be the perfect candidate for your scholarship.

In class, Keira has been an exemplary student. She always works-hard in class, and does her work in a timely manner. When she encounters problems, she is not afraid to search for solutions, and adapt to any obstacles that are thrown her way. For example, in my history classes, we often tackle challenging texts from the past and apply them to the present. Keira was always the first student to ask clarifying questions to gain a better understanding, and uses her natural curiosity to her benefit.

Outside of the classroom, Keira is a pillar to our school and local community. She volunteers at the Clearview Library District, with various NHS service projects, and at our school concessions. As a sponsor for her class, I have witnessed the latter up close. As a volunteer, she is always willing to step up and help when it is needed. She was my go-to volunteer for concessions, and proved herself to be trustworthy, dependable, and dedicated.

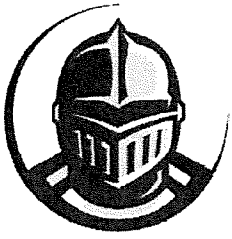
Overall, Keira has proven she is fully capable of being a leader, a stellar student, and a overall caring and friendly individual. I've known for a long time that because of these skills, she will be wildly successful in her journey through life. I hope you will consider her for your scholarship, I cannot think of another student more deserving. If you have any questions or need further information, please do not hesitate to contact me.

Best Regards,

Tim Nichols

Social Studies Teacher

April 10th, 2025



SEVERANCE HIGH SCHOOL

1200 Hidden Valley Parkway • Severance, Colorado 80550 • Phone (970) 833-7100 • Fax (970) 833-7101
<https://shs.weldre4.org/>

My name is Daniel Quinn and I am currently a science teacher at Severance High School in Severance, Colorado and I am writing this letter on behalf of Keira Walter. I have had the extreme pleasure and honor of having Keira as a student in AP Chemistry as well as a member of our National Honor Society Chapter. When she asked me to write a recommendation for her I could not have been more excited to have the opportunity to express what an exceptional student and person Keira has become.

While it is usual practice to talk about a student's academic achievements in these types of letters, it will be obvious from her transcripts that she is a truly exceptional student. Her joy of learning will be recognizable by the types of classes she has taken and the focus of how those classes match to her future goals. But, to really appreciate Keira, and how she will represent your institution, you need to know her as a person.


The trait I have been most impressed with in Keira is her desire to do what she can to improve the lives of others and grow herself into a well rounded person through community service and involvement in school clubs and organizations. A few examples that demonstrate Keira's compassion for others include participating in service opportunities as a member of our National Honor Society, tutoring students at the local middle school, and being part of our school leadership team and as a manager for several of our sports teams. Seeing how caring and motivated Keira is as a person helps inspire others to meet those same expectations. .

Amongst these activities, and maintaining a 4.0+ GPA while taking the highest level courses our school offers (including earning many college credits already), Keira has also took classes through the local community college to help meet her graduation requirements and to have head start in learning the material needed to pursue her goal of a career in criminal justice. While that in itself is impressive, this also speaks highly of her organizational skills and dedication to meet the goals and high standards she set for herself.

It is without a doubt that Keira is an exceptional student and am honored to have had the opportunity to teach her. It is with great enthusiasm that I recommend Keira be strongly considered for an award from your organization--you will not regret it and she will represent you and your organization well!

Sincerely,

Daniel Quinn

 4/18

Science Teacher and Department Head
Severance High School
daniel.quinn@weldre4.org



Applicant Name: Reece Yahn

Application Due: April 18, 2025

Section A: Contact Information

First Name: Reece Last Name: Yahn

Address: 1443 Red Fox Circle

City, State, Zip: Severance, CO 80550



Section B: Education Information

Grade Point Average: 3.717

Education Institution you plan to attend in the Fall of 2025:

1) North Platte Community College (First Choice)

2) _____ (Second Choice)

Intended Major(s): Interior Design

Intended Career(s): Interior Designer

Section C: Student Resume

School Involvement: List four school-related activities you participated in during high school.

Activity	Honors, Positions Held, Letters Earned	Dates of Involvement	Hours Per Month
Volleyball, Basketball, Track	12 Varsity Letters Earned	8/2021-5/2025	50 Hours
National Honors Society	Inducted in Spring of 2023	3/2023-5/2025	4 Hours
Future Farmers of America	4 Year Member- Earned American State Degree	8/2021-5/2025	2 hours
Severance HS Student Council/Leadership Group		8/2022-5/2024	20 Hours



Community Involvement: List up to four community activities you have been involved in. Please provide a contact name and phone number to verify your involvement.

Activity	Organizational Contact	Positions Held	Dates of Involvement	Hours Per Month
4-H Member	Kara Rudnick 970-219-2119	Vice President	11 Year Member - 2014-2025	6 hours/month
Spring Clean Up at SMS	Andrea Rolf 970-213-1077	Worker	Spring 2024 and Spring 2025	12 hours/year
Reader at Rangeview	Caleb Howard 970-733-7100	Volunteer	Fall 2023-Spring 2025	2 hours
Helped Run SMS Track	Meets Lee Oldenburg 970-232-5020	Volunteer	Spring 2022-2025	4 hours per track meet

Awards and Honors: List up to four awards or honors you received during high school and briefly describe their significance.

Award/Honor	Significance to You	Date Received
SHS Student of the year	Being honored by my teachers was unbelievably rewarding	5/2022
SHS Female Athlete of the year	Being picked by all SHS Coaches as the top female athlete was quite the honor.	5/2024
Future Farmers of America State Degree	This proved to myself I can achieve anything I set my mind to.	3/2025
Longs Peak Girls Basketball All Conference	This capped off my High School Basketball Career with a very special honor. Only 10 girls were picked so it was a huge honor.	3/2025

Section D: Written Response and Two School References

Please attach a written response of no more than 300 words describing what you consider your most significant contribution to the community of Severance during your time here. Additionally, provide two (2) reference letters from a school teacher, administrator, coach, or mentor who can attest to your character, commitment to community service, and academic achievements. Reference letters should:

- Be written on official school or organizational letterhead.
- Include the reference’s full name, title, and contact information.
- Provide specific examples of the applicant’s contributions, leadership, and dedication.
- Be signed and dated by the reference.

Section E: Student Statement

To the best of my knowledge, I certify that the information provided in this application is true and correct. I also certify that the written responses are a product of my work and thoughts, not artificial intelligence or AI.

Signature: *Dava York*

Date: 4/18/2025

Please submit two (2) copies of this application for consideration to the Town of Severance at humanresource@townofseverance.org or drop off at Severance Town Hall: 3 S. Timber Ridge Parkway, Severance, CO 80550

Giving Back to My Community

By Reece Yahn

I've always believed that strong communities are built around their schools and the pride of a community is reflected through them. Supporting my community has always mattered to me, and I've found one of the best ways to do that is by helping improve our schools in Severance.

As a student at Severance High School, I've made it a personal mission to build and carry on our school traditions. Since our school is still relatively new, I've taken pride in helping shape a lasting culture, especially through my role on the Student Council.

I'm also a dedicated multi-sport athlete, competing in Varsity Volleyball, Basketball, and Track. Beyond sports and student council, I'm a member of National Honor Society and Future Farmers of America, and I helped start our Fan Club, which organizes halftime events to boost energy and bring fans together. I've always believed that being actively involved only strengthens school spirit and in return, a strong community.

My community involvement extends beyond our high school. At Rangeview Elementary, I've tutored students and helped welcome them into school, showing them older students care. At Severance Middle School, I've assisted with after-school tutoring, completed over 12 hours of community service helping clean and organize the school, and coached young track athletes, offering the kind of support and advice I wish I'd had at their age.

I believe giving back to your community is incredibly important. Supporting others through our school system is just one of the ways I choose to do that. I truly believe that knowledge and good intentions are useless unless you use it to help better the community around you.



SEVERANCE HIGH SCHOOL

1200 Hidden Valley Parkway • Severance, Colorado 80550 • Phone (970) 833-7100 • Fax (970) 833-7101

To whom it may concern,

I would like to submit an enthusiastic letter of recommendation for Reece Yahn. For the last 2 years, I've gotten to know Reece as a student and an athlete and there are similarities in her two worlds that contribute to her success. When it comes to determination, preparation, and execution, nobody is better than Reece Yahn.

In terms of determination, Reece consistently demonstrates the ability to overcome obstacles due to her determination. Although academics don't come easy to Reece, she puts in more work than her peers into her work and achieves higher results. This ability to overcome obstacles by perseverance will serve her well in life. This ability shows up on the basketball court as Reece is an undersized player who consistently outworks players on the court to achieve impressive statistical achievements.

With consideration to her preparation, Reece is a student who prepares for the big moments to ensure her success. Last year, students were tasked with putting together a mock trial and Reece went above and beyond. She made sure her team was organized and ready to go and her leadership preparation allowed more than just herself to succeed on that day. Lastly, going out and executing is an important trait as well. All the good mindset preparation and determination is great, but the ability to show up and do a good job when it matters is the most important part and Reece is an expert at that skill. All in all, these three qualities allow me to send my recommendation of Reece wherever it is requested because I know she will deliver.

Sincerely,

4/18/25

Robert Spani

SHS English Language Arts Teacher

SHS Girls Assistant Basketball Coach



SEVERANCE HIGH SCHOOL

1200 Hidden Valley Parkway • Severance, Colorado 80550 • Phone (970) 833-7100 • Fax (970) 833-7101

To Whom it May Concern:

I am beyond pleased to recommend Reece Yahn for your scholarship. I have known Reece for nearly four years in my capacity as a Social Studies teacher and the Class of 2025 Sponsor at Severance High School. In this time, I have been able to see Reece's character, work ethic, and personality up close, and I believe she would be the perfect candidate for your scholarship.

In class, Reece has been a dedicated student. She strives for perfection and will climb just about any mountain to get there. She might not always get things correct on the first try, but when she encounters problems she is resilient and always searches for new solutions to her obstacles. Her tenacity and wit are admirable qualities that I know will take her far in life.

Reece also shows the same dedication to her schoolwork as she does to her community. She is a pillar to our Leadership class at SHS, and has been a proven leader in her roles as captain of the volleyball and basketball teams. She is a part of various school and community organizations as well, including FFA and 4-H, the latter of which she just competed at a national competition for. Throughout her time in these groups, she has made blankets for the homeless, made care bags for foster kids, and helped middle school students, showcasing her servant leadership mindset.

Overall, Reece has proven she is a strong-willed, caring, and kind leader. I hope you will consider her for your scholarship, she is more than deserving. If you have any questions or need further information, please do not hesitate to contact me.

Best Regards,

April 18th, 2025

Tim Nichols

Social Studies Teacher





AGENDA ITEM SUMMARY

AGENDA ITEM	SUBMITTED BY	PRESENTED BY
Home Rule Charter Discussion	Nicholas Wharton, Town Manager	Nicholas J. Wharton
ACTION REQUESTED		
Management asks that the Citizen Advisory Board review the Home Rule Charter over the next month and be prepared to discuss any comments or suggestions they deem necessary at the June CAB Meeting.	<u>Discussion</u>	
BRIEF SUMMARY		
This proposed agenda item was from the April 22nd Council Meeting Work Session.		
PUBLIC SUPPORT/CONCERN		
None at this time.		
ANALYSIS AND RECOMMENDATION		
Management asks that the Citizen Advisory Board review the Home Rule Charter over the next month and be prepared to discuss any comments or suggestions they deem necessary at the June CAB Meeting.		
MATERIALS SUBMITTED		
The following materials were submitted and included in this packet: 1. Home Rule Charter		

HOME RULE CHARTER



Preamble

We, the people of the Town of Severance, Colorado, under the authority of the Colorado Constitution and in order to exercise the rights, privileges, and responsibilities of self-government granted to us by said Constitution, ordain and establish this Home Rule Charter ("this Charter") for the Town of Severance, Colorado. Through this Charter and the local government that it defines, the people of Severance reserve their right to address matters of local concern at the local level. These rights request that the residents of Severance participate in the government process.

This Charter enables and encourages the people of Severance to fully enjoy the benefits of self-governance and to provide for a successful future for the community by establishing a municipal government that is accessible, responsive, accountable, responsible, and professional to the residents of Severance.

Any question about the meaning of any portion of this Charter shall be interpreted consistently with this Charter's purpose to reserve for the Town and its citizens the broadest possible powers of home rule and self-government available under the Colorado Constitution, as limited only by the specific language of this Charter and said Constitution. The Town shall have all powers now or hereafter granted to home rule and statutory cities that are not specifically in conflict herewith.

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ARTICLE I
GENERAL PROVISIONS

- 1.01 Name and Boundaries. The municipal corporation heretofore existing as the Town of Severance, Weld County, state of Colorado, shall remain and continue as a body politic and corporate, and under this Charter it shall be known as the Town of Severance, with boundaries the same as presently established until changed in a manner authorized by law.
- 1.02 Form of Government. The municipal government established by this Charter shall be a Council/Manager form of government.
- 1.03 Authority.
- (1) The Town shall have all the authority of local self-government and home rule and all authority possible for a municipality to have under the Constitution and laws of Colorado.
 - (2) The enumeration of any particular authority in this Charter shall in no way be deemed to limit or exclude the exercise of any authority.
 - (3) All authority shall be exercised in the manner set forth in this Charter or, if not provided for in this Charter, in such manner as provided for by ordinance, resolution, or state statute.
- 1.04 Rights and Liabilities. By the name of the Town of Severance, a municipal corporation, the Town shall have the following rights and liabilities:
- (1) The right to perpetual succession.
 - (2) The right to own, possess, and hold all property, real and personal, heretofore owned, possessed, and held by the Town and to manage and dispose of all trusts in any way connected therewith.
 - (3) The right to purchase, lease, receive, hold, and enjoy, or sell and dispose of, real and personal property, with the sale or disposal of real or personal property to be approved by ordinance and to require the affirmative vote of six (6) council members.
 - (4) The right to succeed to all rights and liabilities of the Town.
 - (5) The right to acquire all benefits of the Town and to assume and pay all bonds, obligations, and indebtedness of the Town.
 - (6) The right to sue and defend, plead, and be impleaded in all courts and places and in all matters and proceedings.

(7) The right to establish municipal water works, wastewater treatment works, water and sewer systems, internet services, and any other utility systems.

(8) The right to adopt, have, and use a common seal and alter the same.

(9) The right to adopt ordinances and resolutions on all matters unless otherwise prohibited by this Charter or by laws applicable to home rule municipal corporations in the state of Colorado.

(10) The right to have all rights, powers, and liabilities applicable to Colorado home rule municipal corporations as set forth in Article XX of the Colorado Constitution, Title 31 of the Colorado Revised Statutes and other applicable statutes, as amended.

**ARTICLE II
ELECTIONS**

- 2.01 Election Laws. Town elections shall be governed by the Colorado Municipal Election Laws, C.R.S. §31-10-101 *et seq.*, as amended, except as otherwise provided in this Charter or by ordinance hereafter enacted.
- 2.02 Types of Elections.
- (1) Regular municipal elections shall be held on the Tuesday following the first Monday in November 2023 and in each odd-numbered year thereafter.
 - (2) The Mayor and each Council Member shall take office at the first regular meeting in January following an election and shall continue in office until their successors have been elected and take office.
 - (3) Special Town elections shall be held in accordance with the provisions of this Charter and the Colorado Municipal Election Laws, C.R.S. § 31-10-101 *et seq.*, as amended, except as otherwise provided in this Charter or by ordinance hereafter enacted. Any special Town election may be called by resolution of the Council not less than sixty (60) days in advance of such election or when required by this Charter or by statute. The resolution calling a special Town election shall set forth the purposes of such election.
- 2.03 Nonpartisan Elections. All municipal elections shall be nonpartisan.
- 2.04 Recall. Any elected official of the Town may be recalled at any time after the completion of six (6) months in office by the electors entitled to vote for a successor of such official, as set forth in the Colorado Constitution, C.R.S. §31-4- 501, *et seq.*, as amended, and Section 11.12 of this Charter.

**ARTICLE III
TOWN COUNCIL**

3.01 Town Council.

- (1) The Council shall include a Mayor and six (6) Council Members. The positions of Mayor and Council Member are separate offices.
- (2) The Mayor and all Council Members shall be elected at large by the registered electors of the Town.
- (3) The Mayor and all Council Members shall be elected to serve four-year terms unless a two-year term is required to restore staggered positions on the Council. In such case, the four-year term(s) shall go to the candidate(s) with the highest number of votes, and the two-year term(s) shall go to the candidate(s) with the next highest number of votes.
- (4) No elected Mayor or Council Member shall serve more than two (2) consecutive terms in one office.
- (5) Terms shall not be considered consecutive if they are at least two (2) years apart or are for separate offices. For the purposes of this limitation, terms to which an individual is either appointed or elected by special election to fill a vacancy on the Council shall not count as a term.

3.02 Authority of the Council.

- (1) The Council shall have the authority to:
 - (a) Enact and enforce all ordinances necessary to protect life, health, safety, welfare, and property.
 - (b) Declare, prevent, and summarily abate and remove nuisances in accordance with due process.
 - (c) Preserve and enforce good government, general welfare, and the order and security of the Town and its inhabitants.
 - (d) Enforce ordinances and regulations by fines or imprisonment as permitted by state law or by both fines and imprisonment for every offense.
 - (e) Delegate to boards and commissions, within the limitations of the Colorado Constitution and this Charter, such functions and authority of the Town as the Council deems proper and advisable.
- (2) The Council shall deal with the administrative service solely and directly through the Town Manager. Neither the Mayor nor any Council Member shall dictate the appointment of or direct or interfere with the work of any employee under the Town Manager

(3) Except as otherwise provided in this Charter, the Council shall be the legislative and governing body of the Town and shall exercise all powers conferred upon or possessed by the Town.

(4) In the case of a vacancy on the Council, the Council shall declare a vacancy according to standards set forth by ordinance or by C.R.S. § 31-4-303, as amended. Council may appoint an individual to the vacancy or fill the vacancy by special election. An individual appointed or elected to fill a vacancy shall serve until the next regular election and until their successor takes office in accordance with this Charter.

3.03 Qualifications to Serve on Elected Council and Appointed Boards or Commissions.

(1) No person shall be eligible to be elected or appointed to the Council or to remain seated on the Council unless they are:

(a) A citizen of the United States of America.

(b) A registered elector of the Town and eligible to vote.

(c) A resident of the Town for a period of no less than twelve (12) consecutive months preceding the election.

(2) No person who is an employee of the Town may serve on the Council. Any Town employee elected to the Council shall be deemed to have resigned as an employee on the date of taking office on the Council.

(3) No person may be a candidate for both Mayor and Council Member at the same election.

(4) A person may be a candidate for the office of Mayor while serving as a Council Member and, if not elected Mayor, may serve out their term as a Council Member.

(5) The Town Clerk shall be the judge of all qualifications for candidates for Council, except as otherwise provided by ordinance.

3.04 Council Meetings.

(1) The Council shall meet regularly at least once each month, unless increased by ordinance, at a day and hour and place fixed by the Council.

(2) Four (4) members of the Council shall constitute a quorum, but in the absence of a quorum, a lesser number may continue any meeting or hearing to a later time or date, and in the absence of all members, the Town Clerk may adjourn any meeting.

(2) In the event of absence of both the Mayor and the Mayor Pro Tem, the Council shall designate another Council Member by majority vote to serve as Acting Mayor during such absence.

(3) Any Mayor Pro Tem or Acting Mayor, while serving as such, shall retain all authority granted herein to Council Members. Conclusion of the service of Council Member as Mayor Pro Tem or Acting Mayor shall have no effect on the current term of that Council Member.

3.9 Special Meetings.

(1) Special meetings of the Council shall be called by the Town Clerk on the verbal request of a majority of the Council or the Mayor, with at least twenty-four (24) hours' notice to each Council Member and the Mayor.

(2) Written notices of any special meeting and the topic of any special meeting shall be posted shall be consistent with the posting of notice for regular Council meetings. No business shall be transacted at any special meeting of the Council unless such business has been stated in the notice of such meeting.

3.10 Executive Sessions.

(1) Any Council meeting may be recessed into an executive session by majority vote of the council present and may be closed to the public for the purpose of considering any matter authorized under the Colorado Open Meeting Law, C.R.S. § 24-6-401, *et seq.*

(2) The general subject matter of every executive session shall be stated in the motion calling for the session unless doing so would compromise the purpose of the executive session. Council shall not take formal action, or adopt of any proposed policy, rule, regulation, resolution during any executive session.

(3) Only the Mayor and members of the Town Council shall attend executive sessions, provided; however, that other persons may be invited to attend executive sessions by the Mayor and Council.

(4) The provisions of this Section are specifically intended to supersede any conflicting provisions of Colorado statutes governing open meetings and executive sessions.

ARTICLE IV

TOWN ADMINISTRATION, APPOINTED OFFICIALS, AND TOWN DEPARTMENTS

4.01 Mayor. The Mayor shall be the presiding officer of the Council and the recognized head of the Town government for all legal and ceremonial purposes. The Mayor, or anyone acting as Mayor, as provided for in Section 3.09 of this Charter, shall have the duty, authority, and responsibility to:

(1) Vote in the same manner as a Council Member without veto power upon any question.

(2) Sign all contracts binding the Town, all conveyances of interests in land by the Town, all ordinances and resolutions, and any other documents requiring their signature, except as may be delegated by ordinance to the Town Manager or as otherwise provided by ordinance and attested by the Town Clerk under the seal of the Town.

(3) Have such other authority as may be conferred upon the Mayor by the Council as long as that grant of authority is not in conflict with the provisions of this Charter.

(4) In case of emergency, the Mayor shall assume the authority to execute any action necessary for the protection of life and property.

(a) Such authority shall include, without limitation, establishing regulations governing conduct and activities related to the cause of the emergency, and if the emergency situation continues, the Mayor shall convene the Council, which may take such action as it deems necessary.

(b) Any unilateral action taken by the Mayor during an emergency shall be temporary in nature and duration and shall be effective only until the Council is convened to ratify the action.

(5) In the event it becomes necessary, the line of succession provided in this Charter shall be followed. The Council shall have the authority to provide for the continuity of government of the Town in the event of disaster. Such authority shall be employed in a manner that will preserve representative government to the Town and that will provide an orderly line of succession of officers, notwithstanding the provisions of this Charter. Such succession shall commence with the Mayor and the Mayor Pro Tem, and then to Council Members, then an orderly line of succession of administration, and then administrative department heads.

4.02 Town Manager. The Town Manager shall be the chief executive officer of the Town and shall serve at the will of the Council.

(1) The Council, by a majority vote of those then in office, shall appoint a Town

Manager.

(2) The Town Manager shall be accountable to the Council and shall perform such duties as provided by ordinance or resolution or at the direction of the Council, as long as such direction is not contrary to this Charter, state or federal law, or the ordinances of the Town.

(3) The Town Manager may only delegate to others the authority and duties prescribed to their position to the extent allowed by ordinance or resolution.

(4) The Town Manager may appoint an employee to function in their capacity during short absences.

(5) The Town Manager may hire staff as such are provided for in the Town's budget.

(6) The Town Manager shall prepare an annual budget and submit it to the Council.

4.03 Town Attorney. The Town Attorney shall be an attorney licensed to practice law in the State of Colorado and shall be appointed to the position by a majority vote of the Council then in office.

(1) The Town Attorney shall serve at the will of the Council.

(2) The Town Attorney shall be accountable to the Council and shall perform such duties as provided by ordinance or resolution.

4.04 Municipal Judge. The Municipal Judge shall be an attorney licensed to practice law in the state of Colorado and shall be appointed to the position by a majority vote of the Council then in office.

(1) The Municipal Judge shall serve at the will of the Council.

(2) The Municipal Judge shall be accountable to the Council and shall perform such duties as provided by ordinance or resolution.

4.05 Town Clerk. The Town Clerk shall be hired by the Town Manager as an employee of the Town. The Town Clerk or designee shall attend all meetings of the Council, shall keep a permanent record of its proceedings, and shall have the duty and responsibility to:

(1) Serve as custodian of the Town seal, affix it to all documents and instruments requiring the seal, and attest to the same.

(2) Serve as custodian of all papers, documents, and records pertaining to the

Town, the custody of which is not otherwise provided for.

(3) Certify by their signature all ordinances and resolutions enacted or passed by the Council.

(4) Provide and maintain in the Town Clerk's office a supply of forms for all petitions required to be filed for any purpose by the provisions of this Charter or by ordinances enacted hereunder.

(5) Review the sufficiency of all petitions required to be filed for any purpose by the provisions of this Charter or by ordinances enacted hereunder; however, nothing contained herein shall require the Town Clerk to advise any petitioner as to how petitions shall be completed prior to their submittal.

(6) Administer oaths of office.

(7) Perform such other duties as may be prescribed by this Charter or the Town Manager.

4.06 Town Departments.

(1) The Council may by ordinance create, consolidate, or dissolve any Town department.

(2) All departments and department heads of the Town, except as otherwise provided in this Charter, shall be under the supervision and control of the Town Manager.

(3) All department heads hired after the effective date of this Charter shall be hired by the Town Manager and shall be considered, at all times, at-will employees of the Town. The provisions of this Section are specifically intended to supersede conflicting state law on this matter, including C.R.S. § 31-4-307.

ARTICLE V
BOARDS AND COMMISSIONS

5.01 Existing Boards and Commissions. All boards and commissions existing at the time this Charter is adopted shall continue as established by ordinance, except as otherwise provided by this Charter or subsequent ordinance.

5.02 Right to Establish, Amend, and Abolish.

(1) The Council may create any boards or commissions, including advisory and appeal boards, provided that no such board or commission shall have authority to perform functions or duties otherwise assigned in this Charter or to interfere with any function or duty otherwise assigned in this Charter. Unless otherwise required by law or this Charter, all boards and commissions shall be created by ordinance, which shall prescribe the duties delegated by the Council and the qualification of members.

(2) Each board and commission shall elect its own chair and vice-chair from among its members. Each board and commission shall operate in accordance with its own rules of procedures, except as otherwise directed by the Council. All board and commission meetings shall be open to the public, and copies of all records and minutes of all meetings shall be kept and placed in the office of the Town Clerk for public inspection. Reports shall be made to the Council as required.

(3) The Council may increase, reduce, or change by ordinance any or all of the duties and procedures of any board or commission that exist at the time of the adoption of this Charter or as created by ordinance thereafter.

(4) Any board or commission that is not required by statute or this Charter may be abolished by the Council at any time.

(5) Terms and conditions of appointment and composition of all boards and commissions shall be determined by ordinance or resolution.

**ARTICLE VI
ORDINANCES**

6.01 Action by Ordinance Required. In addition to such acts of the Council that are required by other provisions of this Charter to be by ordinance, every such act below shall be by ordinance:

- (1) Creating indebtedness.
- (2) Authorizing the borrowing of money except approval of a bond offering, which is otherwise authorized by resolution.
- (3) Levying a tax.
- (4) Establishing any rule or regulation for the violation of which a penalty is imposed.
- (5) Placing any burden upon or limiting the use of private property shall be by ordinance.

This section shall not apply to the budget adoption or other appropriations as provided for in Section 8.05 of this Charter.

6.02 Form of Ordinance. Every ordinance shall be introduced in written or printed form. The enacting clause of all ordinances shall be: NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF SEVERANCE, COLORADO. Every ordinance introduced shall be deemed to contain a severability clause, whether stated therein or not.

6.03 Adoption Procedure for Ordinances. With the exception of emergency ordinances, the following procedure shall be followed when adopting any ordinance:

- (1) The ordinance shall be introduced at a regular or special meeting of the Council and read by title.
- (2) If required by law, the Council shall conduct a public hearing on the ordinance.
- (3) After the public hearing, if applicable, and any discussion or deliberation, the Council shall vote to amend, adopt, or reject the ordinance or take other action as it deems appropriate.
- (4) Any Council Member or the Mayor may require one additional reading of any introduced ordinance at the next regular or special meeting of the Council. Once the option of one additional reading has been exercised by a Council Member or the Mayor, it may not be exercised by any other Council Member or the Mayor.

Nothing in this subsection 4 may be deemed to limit the Council's authority to continue an ordinance by a majority vote.

(5) If the ordinance is adopted by the Council, either as presented or as amended, it shall be published and made available for public inspection.

(6) Each ordinance shall be effective thirty (30) days after publication or at such later date as specified in the ordinance, except as stated in Section 6.04 of this Charter.

(7) The method of official Town publication of ordinances shall be set by ordinance.

(8) Each ordinance shall be signed by the Mayor and attested to by the Town Clerk, and affidavits of publication shall be retained with the ordinance in the Town's records.

6.04 Emergency Ordinances.

(1) The Council may adopt an emergency ordinance if necessary for the immediate preservation of public property, health, welfare, peace, or safety. Determination by the Council as to the existence of an emergency shall be final and conclusive.

(2) Emergency ordinances shall also meet the following criteria:

(a) The facts determining the emergency shall be specifically stated in the ordinance; and

(b) No ordinance granting, renewing, or amending any franchise or imposing any new tax, tax rate increase, mill levy above that for the prior year, valuation for assessment ratio increase for a property class, extension of an expiring tax, or tax policy change directly causing a net tax revenue gain to the Town shall be adopted as an emergency ordinance.

(3) An emergency ordinance may be introduced and adopted at any regular or special meeting. An emergency ordinance shall take effect upon adoption and shall be published in full following adoption.

6.05 Codification.

(1) The Council shall cause the ordinances of a general and permanent character to be codified and thereafter maintained in current form.

(2) Any ordinance that is not of a general and permanent nature shall not be codified.

- 6.06 Adoption of Codes by Reference. The Council by ordinance may adopt by reference any code published by the federal government, the state of Colorado, any agency of either of them, any municipality, recognized trade or professional organizations, or amendments or revisions thereof. The procedure for adoption of a code by reference shall be as provided in the applicable Colorado Revised Statutes.
- 6.07 Public Records. All public records of the Town shall be open for inspection by any person at reasonable times in accordance with applicable law.
- 6.08 Fines and Penalties for Ordinance Violations. Penalties for the violation of Town ordinances shall be established by ordinance. No fine or sentence for such violation shall exceed the maximum established by Colorado Revised Statutes for municipal ordinance violations.

**ARTICLE VII
MUNICIPAL COURT**

7.01 Created.

(1) There shall be a Municipal Court that shall have jurisdiction to hear and determine all cases arising under this Charter or the ordinances of the Town. The municipal court shall be vested with exclusive original jurisdiction over all matters arising under this Charter, the ordinances, and other enactments of the Town.

(2) The Council shall provide a suitable place and all supplies and personnel necessary for the proper functioning of the Court.

(3) The Council shall provide by ordinance for the enforcement of its ordinances by fine or imprisonment.

(4) The Municipal Judge, who shall be appointed by the Council as provided by Section 4.04 of this Charter, shall preside over by the Municipal court.

7.02 Powers.

(1) The Municipal Court shall be a qualified Municipal Court of record and all proceedings therein and evidence at trials shall be kept by verbatim record.

(2) The Municipal Court may grant probation and the conditional suspension of sentences.

(3) The Municipal Court may order restitution as it deems appropriate.

**ARTICLE VIII
TOWN FINANCES AND BORROWING**

8.01 Fiscal Year. The fiscal year of the Town and all of its agencies shall begin on the first (1st) day of January and end on the thirty-first (31st) day of December each year.

8.02 Annual Budget. A proposed budget for the ensuing fiscal year shall be delivered to the Council by the Town Manager on or before the fifteenth (15th) day of October each year.

8.03 Budget Hearing.

(1) The Council shall hold a public hearing on the proposed budget in accordance with applicable law.

(2) Notice of the time and place of such hearing shall be published at least once seven (7) days prior to such hearing, and copies of the proposed budget shall be made available to the public in the office of the Town Clerk.

(3) At any time before final adoption, the Council may increase, decrease, add, or strike out any item in the budget.

8.04 Scope of Annual Budget.

The budget shall provide a complete financial plan of all Town funds and activities for the ensuing fiscal year and, except as required by law or this Charter, shall be in such form as the Town Manager deems desirable, or the Council may require. The budget shall lay out a plan for all the operations, programs, capital acquisitions, projects, and debt service payments of the Town.

8.05 Adoption of Budget and Appropriation.

(1) The Council shall adopt a resolution adopting the budget and a resolution adopting the annual appropriations no later than the fifteenth (15th) day of December each calendar year. All such annual appropriations shall lapse at the end of each fiscal year.

(2) Budget records shall be available to the public in the office of the Town Clerk.

(3) If the Council fails to adopt a budget by the fifteenth (15th) day of December, the amounts appropriated for the operation of the various departments and areas of the Town during the prior fiscal year shall be deemed adopted for the current fiscal year on a month-to-month basis, with all items prorated accordingly until such time as the Council adopts the budget for the current fiscal year.

- 8.06 General Fund. The general fund is the Town’s primary operating fund. All revenues not specifically allocated to any other fund shall be placed in the general fund.
- 8.07 Other Funds. In addition to funds provided for in this Charter, the Council may by ordinance establish other funds, including enterprise and special purpose funds as it deems necessary and appropriate in accordance with generally accepted accounting principles. The ordinance establishing such funds shall clearly state the purpose of the fund.
- 8.08 Capital Program. The Town Manager shall prepare and submit a long-range capital program simultaneously with the recommended budget.
- 8.09 Transfer of Funds. Except as may be restricted by law, the Council may by resolution transfer any unencumbered appropriation, balance, or portion thereof from one fund to another.
- 8.10 Increase or Reduction of Appropriations.
- (1) The Council may modify appropriations by resolution during the fiscal year for unanticipated budgetary issues. Such modified appropriations shall not cause total expenditures within a fund to exceed the beginning fund balance or the funds available plus anticipated revenues and other sources of funds within the fund as estimated in the budget.
- (2) If it appears probable to the Town Manager or their designee, at any time during the fiscal year, that the funds available plus anticipated revenues and other sources of funds within any fund will be insufficient to meet the amount appropriated, the Town Manager shall promptly provide a report to the Council recommending steps to correct the deficiency. The Council shall then take such further action as it deems necessary to correct the deficiency.
- 8.11 Independent Audit. An independent audit shall be made of all Town accounts for each fiscal year and more frequently if deemed necessary by the Council. Such audit shall be made by certified public accountants selected by the Council, who shall complete the audit in accordance with state regulations. Copies of such audits shall be made available for public inspection at the office of the Town Clerk.
- 8.12 Forms of Borrowing.
- (1) Subject to any applicable limitations in the Colorado Constitution, including any requirements for voter approval, the Town may borrow money and issue securities or enter into other obligations to evidence such borrowing in any form and in any manner determined by the Council to be in the best interests of the Town by ordinance or resolution after a public hearing. All prior Town borrowing, securities, or

financial obligations, including, without limitation, those that are voter-approved, remain in full force and effect.

(2) In addition to being authorized by this article to issue bonds for any municipal purpose as authorized by law, the Town is specifically authorized by ordinance, with or without an election as determined by the Council, to issue revenue bonds or otherwise extend its credit for the purpose of purchasing, equipping, constructing, or otherwise acquiring, extending, or improving a water, sewer, or other public utility, facility or project, provided that the bonds or other obligation shall be made payable from the net revenues derived from the operation of such system, utility, or project or from the proceeds of any tax other than the general ad valorem tax imposed by the Town.

(a) Such bonds shall not be issued until a public hearing on the question of issuance of the same shall have been held.

(b) Notice of such hearing shall be published at least seven (7) days in advance.

8.13 Long-Term Rentals and Leaseholds.

(1) In order to provide necessary land, buildings, equipment, and other property for governmental or proprietary purposes, the Town may enter into long-term installment purchase contracts and rental or leasehold agreements, either as lessor or as lessee. Such agreements may include an option or options to purchase and acquire title to such property within a period not exceeding the useful life of such property. Each such agreement and the terms thereof shall be approved by ordinance.

(2) The Council may provide for payment of installments thereof out of the general ad valorem tax levy by the imposition of rates, tolls, or service charges for the use of such property or any part thereof, out of any other available municipal revenues, or by any combination of the foregoing methods.

8.14 Short-Term Notes. The Town by ordinance may borrow money without an election in anticipation of the collection of taxes and issue short-term notes to evidence the amount borrowed. Any such short-term notes shall mature within twelve (12) months.

8.15 Municipal Investments. The Council may adopt guidelines for municipal investments as long as those guidelines comply with the following conditions:

(1) Such guidelines are subject to any applicable limitations in the Colorado Constitution, including any requirements for voter approval.

(2) Such guidelines are determined by the Council to be in the best interest of the Town.

8.16 Special Districts. The Council may by ordinance limit the maximum mill levy authorized to be imposed by any special district formed under Title 32, C.R.S. by a developer to finance development in the Town.

ARTICLE IX
PUBLIC UTILITIES, FRANCHISES, AND USE OF PUBLIC PROPERTY

9.01 Town Authority.

(1) The Town shall have and exercise with regard to all utilities, public services, and franchises, including water and water rights and acquisition thereof and bonded indebtedness in connection therewith, all municipal authority and functions now existing and that may be hereafter provided by the Colorado Constitution and Colorado Revised Statutes.

(2) The Town shall have authority, within or without the territorial limits of the Town, to construct, condemn, purchase, acquire, lease, and operate public works, utilities and assets, equipment, and everything in relation to or in connection therewith, in whole or in part, for the use of the Town, its inhabitants, and those it serves.

(3) Except as otherwise provided by the Colorado Constitution or this Charter, all authority concerning the granting, amending, revoking, or otherwise dealing in franchises shall be exercised by the Council.

9.02 Grant of Public Utility Franchise. Grants of public utility franchises and all extensions and amendments shall be granted only by ordinance. The granting of franchises by the Town shall be limited only by the provisions of the Colorado Constitution and statutes that are applicable to home rule municipalities as now in effect or as hereafter amended.

9.03 Water Rights. The Town shall have the authority to buy, exchange, lease, sell, own, control, and otherwise deal in water rights.

9.04 Utility Rates. The Council shall by resolution establish rates, rules, and regulations for services provided by municipally owned utilities.

9.05 Extraterritorial Utility Service. If the Council desires to extend the municipal utilities beyond Town boundaries, it shall do so by ordinance.

9.06 Term, Compensation, and Restriction.

(1) No franchise, lease, or right to use the streets or the public places or property of the Town shall be granted for a term that exceeds fifteen (15) years. Every grant of a franchise shall fix the amount and manner of payment of compensation to be paid by the grantee for the use of the same. Such compensation shall be paid as provided and be subject to mutual periodic renegotiation, and failure to pay shall result in forfeiture of the franchise at the option of the Council. This provision shall not except the grantee from any lawful

taxation upon grantee's property nor from any license, charges, or other impositions levied by the Council or not levied on account of the use granted by the franchise.

(2) Every public utility not owned by the Town, whether it has a franchise or not, shall pay such part of the cost of improvement or maintenance of streets, alleys, bridges, and other public places as shall arise from their use thereof and shall protect and hold the Town harmless from all damages arising from said use.

(3) Every such public utility may be required by the Town to permit joint use of its property and appurtenances located in the streets, alleys, or other public places of the Town by the Town and by other utilities insofar as such joint use may be reasonably practicable.

9.07 Assignment of Franchise. Any assignment or leasing of a franchise shall be considered forfeiture unless consent is given by the Council by ordinance.

9.08 Existing Franchises. All franchise ordinances of the Town in effect at the time that this Charter is adopted shall remain in full force and effect according to their provisions and terms until the expiration date provided in such ordinance or until modified by another franchise.

9.09 Revocable License. The Council may grant a license at any time for the temporary use, control, or operation of any Town-controlled property, provided such licenses shall be revocable at the will of the Council regardless of whether or not such right to revoke is expressly reserved in such license.

**ARTICLE X
TAXATION**

10.01 Power to Tax. The Town shall have all powers of taxation available to municipalities in the Colorado Constitution or any other enabling law.

10.02 Certification of Tax Levy.

(1) As required by law, the Council shall fix the amount of tax levy that shall be assessed, if any, upon each dollar of assessed valuation of all taxable property within the incorporated limits of the Town, and the Council shall cause the same to be certified to Weld County as required by law.

(2) If the Council fails in any year to make such levy, the rate last fixed shall be the rate for the ensuing fiscal year and shall be levied as provided by law.

10.03 Expenditure of Revenues.

(1) The Town shall be authorized to collect, retain, and expend all of the sales and use tax revenues and all revenues generated by the Town, subject only to those limitations previously approved by the voters, notwithstanding any limitation contained in Article X, Section 20 of the Colorado Constitution or any other law.

**ARTICLE XI
INITIATIVE, REFERENDUM, AND RECALL**

11.01 Initiative.

(1) The initiative power, reserved by Article V, Section 1(9) of the Colorado Constitution, is hereby extended to the registered electors of the Town as to that Town legislation that is subject to the initiative power reserved in said Constitution.

(2) Procedures for initiative shall be governed by the Colorado Constitution and the Colorado Revised Statutes, except as otherwise provided in this Charter and in ordinances not inconsistent with this Charter.

(3) An initiative petition shall be signed by registered electors of the Town equal in number to at least ten percent (10%) of the total number of registered electors of the Town as of the date of filing the petition.

(4) The Town Clerk shall not count as valid any signature on an initiative petition if the date of the signature is prior to the date that the form of the petition was approved by the Town Clerk.

(5) A complete initiative petition shall be filed within one hundred eighty (180) days of the Town Clerk's approval of the form of petition.

11.02 Referendum.

(1) The referendum power, reserved by Article V, Section 1(9) of the Colorado Constitution, is hereby extended to the registered electors of the Town as to those ordinances that are subject to the referendum power reserved in said Constitution. Such ordinances shall be referred pursuant to the Colorado Revised Statutes that establish procedures for a municipal referendum, except as otherwise provided in this Charter and in ordinances not inconsistent with this Charter.

(2) Procedures for referendum shall be governed by the Colorado Revised Statutes, except as otherwise provided in this Charter and in ordinances not inconsistent with this Charter.

(3) A referendum petition shall be signed by registered electors of the Town equal in number to at least ten percent (10%) of the total number of registered electors of the Town as of the final date of publication of the ordinance at issue.

(4) The Town Clerk shall not count as valid any signature on a referendum petition if the date of the signature is prior to the date that the form of the petition was approved by the Town Clerk.

(5) Complete referendum petitions must be filed within thirty (30) days after

adoption by the Council of the ordinance sought to be reconsidered.

(6) When a valid referendum petition is filed with the Town Clerk, the ordinance to be reconsidered shall remain in effect until such time as one of the following occurs:

(a) The Council, at its discretion, suspends the ordinance pending an election.

(b) A majority of the registered electors voting against the ordinance at an election held for that purpose.

(c) A court order reverses the ordinance.

11.03 Petitioners' Committee. Any two (2) registered electors of the Town may commence initiative or referendum proceedings by filing an affidavit with the Town Clerk during regular business hours, stating the following:

(1) Identification of the ordinance that may be subject to a referendum or initiative petition;

(2) They will constitute the Petitioners' Committee; and

(3) Their names and mailing address to which all notices to the Committee are to be sent.

11.04 Form and Content of Petitions.

(1) The petition shall set out in full the proposed initiative or cite the ordinance sought to be reconsidered. All pages of the petition shall be uniform in size and style and shall be assembled as one (1) instrument for filing. Each signature shall be executed in nonerasable ink and shall be followed by the printed name, street address of the person signing, and date of signature. Petitions shall contain or have attached thereto throughout their circulation the full text of the ordinance or proposed Charter amendment sought to be reconsidered.

(2) The form of petition shall be submitted to the Town Clerk during regular business hours for review and approval. The Town Clerk shall approve or reject the form of petition no later than five (5) business days following the date on which the Clerk received the petition for review.

11.05 Affidavit of Circulator. Each page of a petition shall have attached an affidavit executed by the circulator thereof stating the following:

(1) The affiant's name and address and the date of the affiant's signature.

(2) That the affiant has read and understands the laws governing the circulation

of petitions.

(3) That the affiant was eighteen (18) years of age or older at the time of circulating the petition.

(4) That the affiant personally circulated the petition.

(5) That all signatures were affixed in their presence.

(6) That the affiant believes the signatures to be the genuine signatures of the persons whose name they purport to be.

(7) That to the best of affiant's knowledge, all signatures are of persons who are registered electors of the Town of Severance.

(8) That the affiant has not paid or will not in the future pay—and that the affiant believes that no other person has paid or will pay, directly or indirectly— any money or other thing of value to any signer for the purpose of inducing or causing such signer to affix their signature to the petition.

11.06 Procedure After Filing. Within thirty (30) days after a petition is filed, the Town Clerk shall complete a certificate as to its sufficiency and the validity of the signatures thereon, specifying any insufficiencies. The Town Clerk shall promptly mail a copy of the certificate to the Petitioners' Committee.

11.07 Action by Council. When an initiative or referendum petition has been determined sufficient, the Council shall, within thirty (30) days, either:

(1) Adopt the ordinance as submitted by the initiative petition;

(2) Repeal the ordinance, or part thereof, subject to the referendum petition; or

(3) Submit the proposal in a petition to the registered electors of the Town, provided that the Council shall have power to change the detailed language of any proposed initiated ordinance and to affix the title thereto without changing the meaning of the initiated ordinance.

11.08 Results of Election.

(1) Initiative. If a majority of the registered electors voting on a proposed initiated ordinance vote in its favor, it shall be considered adopted upon certification of the election results. If conflicting ordinances are approved at the same election, the one receiving the greatest number of affirmative votes shall prevail to the extent of such conflict.

(2) Referendum. If a majority of registered electors voting on a referred ordinance

vote for repeal, it shall be considered repealed upon certification of the election results.

(3) Amendment or repeal. An ordinance adopted by the electorate may not be amended or repealed for the period of six (6) months after the date of the election at which it was adopted, and an ordinance repealed by the electorate may not be reenacted for a period of six (6) months after the date of the election at which it was repealed, provided that any ordinance may be adopted, amended, or repealed at any time by appropriate referendum or initiative procedure in accordance with the foregoing provisions of this Article or if submitted to the electorate by the Council on its own motion. A proposed ordinance or proposed Charter amendment that fails at the election that was held to consider it shall not be refiled as an initiative petition for at least six (6) months after the election held to consider said ordinance or Charter amendment.

11.09 Council Referral. The Council shall have the power to submit any proposed ordinance or any question to a vote of the registered electors of the Town without receipt of any petition.

11.10 Withdrawal of Petition. No initiative or referendum petition may be withdrawn once it has been certified as sufficient by the Town Clerk.

11.11 Exceptions. Notwithstanding these provisions for initiative and referendum, the following ordinance matters shall not be subject to initiative or referendum:

(1) Ordinances addressing budgets, capital programs, appropriations, levies of taxes, and salaries or terms of employment of Town officers or employees shall not be subject to initiative.

(2) Ordinances addressing budgets, capital programs, appropriations, levies of taxes, salaries of Town officers or employees, special elections, emergencies, authorization of issuance of improvement district bonds payable in part from special assessments, levying special assessments, or contractual obligations of the Town shall not be subject to referendum.

11.12 Recall.

(1) A petition to recall the Mayor or any Council Member may be filed at any time after the Mayor or Council Member has been in office for six (6) months, pursuant to C.R.S. § 31-4-501, et seq., as amended, except as otherwise provided in this Charter and in ordinances not inconsistent with this Charter.

(2) A recall petition must be presented to the Town Clerk for review and shall name no less than three (3) and no more than five (5) registered electors who shall represent the recall effort and specify a mailing address where notices related to the

petition shall be sent.

(3) The recall petition shall include a statement of the grounds on which the recall is sought, in two hundred (200) words or less.

(4) No recall petition shall be circulated until the Town Clerk approves the form of the petition. The Town Clerk shall approve or disapprove the form of the petition by the close of the third business day following submission of the proposed petition and the Clerk shall mail notice of their action to the person sought to be recalled on the day that any such petition is approved.

(5) A recall petition shall be signed by registered electors of the Town. Each signature shall be executed in nonerasable ink and shall be followed by the printed name, street address of the person signing, and date of signature. The signers shall number at least twenty-five percent (25%) of the number of eligible electors of the Town at the last preceding regular election.

(6) The Town Clerk shall not count as valid any signature on a recall petition if more than thirty (30) days have elapsed between the date the petition was approved and the date of the signature.

(7) The signed recall petition shall be submitted to the Town Clerk during regular business hours. The Town Clerk shall issue a statement of the number of valid signatures and whether the recall petition is sufficient or insufficient by the close of business on the fifth business day after the petition is filed and shall send it to the mailing address provided for in Section 11.12(2) of this Charter and to the incumbent.

(8) Written protests to the determination of sufficiency may be filed by registered electors of the Town within fifteen (15) days after the filing of the petition. Protests shall be processed in accordance with the Colorado Revised Statutes.

(9) If a recall petition is determined sufficient, the Town Clerk shall submit it to the Council at the first regular meeting of the Council after the close of the protest period.

(10) The recall election shall be held no less than thirty (30) days nor more than ninety (90) days from the date of the determination of sufficiency of the petition. However, if a regular municipal or statewide general election is scheduled to be held within one hundred eighty (180) days after submission of a recall petition, even though that election is not the one at which the office held by the person sought to be recalled would otherwise be filled, the recall election shall be held at the same time as that regular municipal or statewide general election.

(11) After one (1) recall petition and election, no further petition shall be filed against the same person during the term for which they were elected or appointed

unless the signers number at least fifty percent (50%) of the number of registered electors at the last preceding regular election.

- (a) Referred to the town electors by a majority of the Council.
- (b) Submitted by electors pursuant to the initiative process.

(2) If provisions of two (2) or more proposed amendments adopted or approved at the same election conflict, the amendment receiving the greatest number of votes shall prevail on the conflicting issue.

- 12.07 Effect of the Colorado Revised Statutes. The power to supersede any law of the state of Colorado now or hereafter in force, insofar as it applies to local or municipal affairs, shall be reserved for the Town acting by ordinance, subject only to restrictions of the Colorado Constitution and subsequent amendments to this Charter. Unless otherwise provided by this Charter or by ordinances adopted by the Council hereunder, the statutes of the state of Colorado shall be in effect.
- 12.08 Severability. If any provision, article, section, sentence, clause or part of this Charter, or the application thereof to any person or circumstance, is adjudged by any court of competent jurisdiction to be unconstitutional or invalid, such adjudication shall not affect, impair, or invalidate the Charter as a whole or any part hereof other than the parts so adjudged to be invalid, and to this end, the provisions of this Charter are declared to be severable.
- 12.09 Titles and Subheadings. The Article titles and subheadings in this Charter are inserted for convenience and reference only and shall not be construed to limit, describe, or control the scope or intent of any provision herein.
- 12.10 Construction of Words. Except as otherwise specifically provided or indicated by the context hereof, all words used in this Charter indicating the present tense shall not be limited to the time of the adoption of this Charter but shall extend to and include the time of the happening of any event or requirement for which provision is made herein. The singular number shall include the plural, the plural shall include the singular, and the masculine gender shall extend to and include the feminine gender and neuter. "Person" may extend to and be applied to bodies politic and corporate and to partnerships and individuals.
- 12.11 Indemnification of Mayor and Council. The Council shall indemnify any Council member, the Mayor, any employee, or any appointed official who was or is a party or is threatened to be made a party to any threatened, pending, or completed action, suit, or proceeding, by reason of the fact that they are or were an officer of the Town, against expenses (including attorney fees), judgments, fines, and amounts paid in settlement actually and reasonably incurred by them in connection with such action, suit, or proceeding if they acted in good faith within the scope of their employment, with no reasonable cause to believe their conduct was unlawful, and in a manner they reasonably believed to be in the best interest of the Town.

ARTICLE XIII
TRANSITION PERIOD

- 13.01 Purpose of Transitional Provisions. The purpose of this Article is to provide for an orderly transition from the present Town government to a home rule Town government under the provisions of this Charter. The provisions of this Article shall constitute a part of this Charter only to the extent necessary to accomplish that purpose.
- 13.02 Effective Date of Charter. This Charter shall become effective immediately upon final certification of the election at which a majority of the registered electors of the Town approve this Charter.
- 13.03 Continuation of Appointed Officers and Employees.
- (1) All appointed officers and employees of the Town at the time this Charter is adopted shall continue in that office or employment that corresponds to the Town office or employment that they held prior to the effective date of this Charter.
- (2) All appointed officers and employees of the Town shall, in all respects, be subject to the provisions of this Charter, as though they had been appointed or employed in the manner provided in this Charter, except that any officer or employee who holds a position that this Charter provides to be held at the pleasure of Council shall hold such position only at such pleasure regardless of the term for which they were originally appointed or hired.
- 13.04 Continuation of Prior Town Legislation. All bylaws, ordinances, resolutions, contracts, rules, and regulations of the Town that are in force at the time this Charter becomes effective shall continue in full force except insofar as they conflict with the provisions of this Charter or are subsequently amended or repealed by ordinance enacted under authority of this Charter.
- 13.05 Savings Clause. This Charter shall not affect any suit pending in any court or any document heretofore executed in connection therewith. Nothing in this Charter shall invalidate any existing contracts between the Town and any person.
- 13.06 Current Trustee Terms. Trustees in office as of the date of adoption of this Charter shall become Council Members instead of Trustees. The term of any Trustee that would end in April 2022 shall be extended until the first regular Council meeting in January following the November 2023 election. Trustees elected in April 2020 shall become Council Members instead of Trustees, and their terms shall be extended until the first regular Council meeting in January following the November 2025 election. The term of the Mayor elected in April 2018 shall continue until the first regular Council meeting in January following the November 2023 election.

13.07 Time Limitation. All acts required by this Charter to be performed by the new Town Council shall be performed within one hundred eighty (180) days of the effective date of this Charter.

**THE TOWN OF SEVERANCE CHARTER COMMISSION
CERTIFICATE OF FINAL ADOPTION**

We, the undersigned, current members of the Town of Severance Home Rule Charter Commission who were duly elected by the people of Severance, Colorado, at a regular election held on November 2, 2020 under the authorization of Article XX of the Colorado Constitution to frame a Home Rule Charter for the Town of Severance, hereby certify that the foregoing is the proposed Charter as finally approved and adopted by the members of the Charter Commission on the first (1st) day of March 2021 for submission to the Town of Severance Board of Trustees for referral to the people of Severance at the special election on September 7, 2021.

Respectfully submitted to the Board of Trustees at Severance, Colorado, the sixth (6th) day of April 2021.



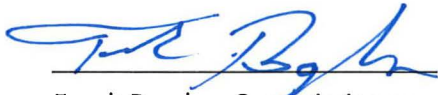
Matthew Fries, Chair



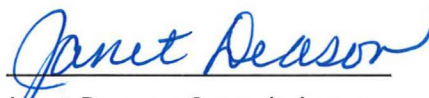
Jennifer Nethery, Vice-Chair



Joe Pirrone, Secretary



Frank Baszler, Commissioner



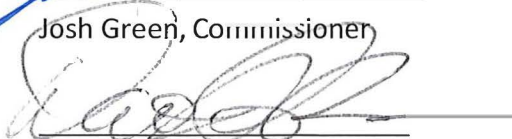
Janet Deason, Commissioner



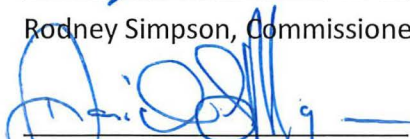
Josh Green, Commissioner



Rodney Simpson, Commissioner



David Bruen, Commissioner



Dan Meyers, Commissioner



Julie Stout, Commissioner



Kerri Iserman, Commissioner



Melissa Wilson, Commissioner