



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

MEETING MINUTES

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

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

A. CALL TO ORDER

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

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

MOTION PASSED

B. REGULAR MEETING

1. Chair and Vice-Chair Selection
 - Legislative
 - Staff Presentation: Nicholas Wharton, Town Manager

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

MOTION PASSED

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

MOTION PASSED

2. Council Member Petition: Boards and Commissions Bylaws

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

3. Community Grant Request: Severance High School After Prom

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

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

MOTION PASSED

C. COMMUNICATIONS

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

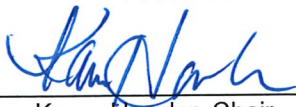
1. Town Staff
2. Board Members

D. ADJOURN

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

MOTION PASSED

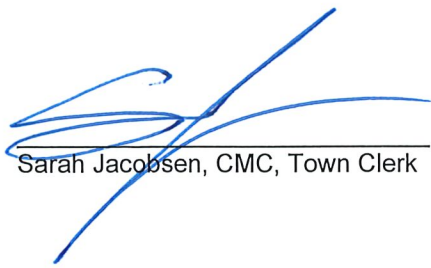
TOWN OF SEVERANCE



Karen Hessler, Chair

ATTEST:



A handwritten signature in blue ink, consisting of several loops and a long horizontal stroke extending to the right.

Sarah Jacobsen, CMC, Town Clerk