**TOWN COUNCIL WORK SESSION & MEETING**
Zoom Webinar and/or Town Council Chamber
3 S. Timber Ridge Parkway, Severance, CO 80550

## WORK SESSION & MEETING MINUTES

**Tuesday, April 22, 2025, at 5:00 PM**

**Present:**
**Mayor:** Matthew Fries
**Mayor Pro-tem:** Brittany Vandermark
**Council Members:** David Bruen
Craig Joseph
Tad Borrett
**Absent:** Stephen Gagliardi
**Audience:**
**Staff:**
Nicholas Wharton, Town Manager
Lindsay Radcliff-Coombes, Deputy Town Manager
Sarah Jacobsen, Town Clerk
Ken Chavez, Police Chief
Erica Romberg, Town Attorney

### A. CALL TO ORDER WORK SESSION (5:00 PM)

*The Goal of the Work Session is to have the Town Council receive information on topics of Town business from the Town Manager, Town Attorney and Town Staff in order to exchange ideas and opinions regarding these topics.*

1. **Pg. 4 - November 2025 Election Discussion**
   The Town Council discussed possible 2025 Election items: a one percent Transportation Sales Tax increase, a three percent Lodging Tax, a Charter revision, and a Recreation Bond.

### B. CALL TO ORDER REGULAR MEETING (6:00 PM)

1. **Roll Call**

2. **Pledge of Allegiance**

3. **Proclamations**

a. **Pg. 5 - National Police Week**

b. **Pg. 6 - National Public Works Week**

c. **Pg. 7 - Arbor Day**

d. **Pg. 8 - Mental Health Month**

4. **Agenda Review by Town Manager**

5. **Consent Calendar**

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

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

**MOTION PASSED**

a. **Pg. 9 - Resolution 2025-14R: A Resolution of the Town Council of the Town of Severance, Colorado, providing for additional appropriations in fiscal year 2025 for the reappropriation of the budget of 2024 capital projects still in progress and amendments to the 2025 adopted budget.**

b. **Pg. 11 - March 2025 Payables**

c. **Pg. 14 - March 2025 Financials**

d. **Pg. 59 - 3.25.2025 Minutes**

6. **Approval of Agenda**

**MOTION WAS MADE BY Mayor Pro-tem Vandermark,** seconded by Council Member Borrett to Approve the of Agenda. All Council Members present voting Yes.

**MOTION PASSED**

7. **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.*

No public wished to speak.

8. **Council Member Comments**

9. **Reports**

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

a. Town Attorney

b. Town Staff

c. Town Management

d. Council Members Liaisons

e. Mayor

## C. TOWN COUNCIL

1. **Pg. 89 - Resolution 2025-15R: A Resolution of the Town Council of the Town of Severance, Colorado, approving the second amendment to the December 11, 2000, intergovernmental agreement between the Town of Severance and the Town of Windsor, regarding tax share agreement and design standards as they pertain to economic development for a specific parcel in the cooperative planning area**
   - Legislative
   - Staff Presentation: Nicholas Wharton, Town Manager

   **MOTION WAS MADE BY Mayor Pro-tem Vandermark,** seconded by Council Member Bruen to Approve Resolution 2025-15R: A Resolution of the Town Council of the Town of Severance, Colorado, approving the second amendment to the December 11, 2000, intergovernmental agreement between the Town of Severance and the Town of Windsor, regarding tax share agreement and design standards as they pertain to economic development for a specific parcel in the cooperative planning area. All Council Members present voting Yes.

   **MOTION PASSED**

2. **Pg. 105 - Resolution 2025-16R: A Resolution of the Town Council of the Town of Severance, Colorado, authorizing the acquisition and purchase of the real property located at 320 1st Street in the Town of Severance, Colorado and approving the contract to buy and sell real estate (commercial) pertaining thereto**
   - Legislative
   - Staff Presentation: Nicholas Wharton, Town Manager

**MOTION WAS MADE BY Mayor Pro-tem Vandermark,** seconded by Council Member Borrett to Approve Resolution 2025-16R: A Resolution of the Town Council of the Town of Severance, Colorado, authorizing the acquisition and purchase of the real property located at 320 1st Street in the Town of Severance, Colorado and approving the contract to buy and sell real estate (commercial) pertaining thereto. All Council Members present voting Yes.

**MOTION PASSED**

3. **Pg. 435 - Resolution 2025-17R: A Resolution of the Town Council of the Town of Severance, Colorado, accepting the 2025 national fitness campaign grant and committing fund to the community park CIP Plan to construct the fitness court**
   - Legislative
   - Staff Presentation: Nicholas Wharton, Town Manager, Brad Davison

**MOTION WAS MADE BY Mayor Pro-tem Vandermark,** seconded by Council Member Borrett to Approve Resolution 2025-17R: A Resolution of the Town Council of the Town of Severance, Colorado, accepting the 2025 national fitness campaign grant and committing fund to the community park CIP Plan to construct the fitness court. All Council Members present voting Yes.

**MOTION PASSED**

## D. COUNCIL MEMBER PETITIONS

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

## E. EXECUTIVE SESSION

**MOTION WAS MADE BY Council Member Bruen,** seconded by Council Member Joseph to ADJOURN INTO the **Executive Session** Pursuant to C.R.S. § 24-6-402(4)(a) and (4)(e)(I) for purposes of discussing the potential lease, transfer, sale, or purchase of real property located at 231 W. Fourth Street and the real property generally located northwest of the intersection of WCR 19 and WCR 84 in Weld County and in the Town of Severance, and to determine positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and instructing negotiators pertaining thereto. All Council Members present voting Yes.

**MOTION PASSED**

1. **Executive Session Pursuant to C.R.S. § 24-6-402(4)(a) and (4)(e)(I) for purposes of discussing the potential lease, transfer, sale, or purchase of real property located at 231 W. Fourth Street in the Town of Severance, and to determine positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and instructing negotiators pertaining thereto.**

2. **Executive Session Pursuant to C.R.S. § 24-6-402(4)(a) and (4)(e)(I) for purposes of discussing the potential lease, transfer, sale, or purchase of real property generally located northwest of the intersection of WCR 19 and WCR 84 in Weld County, and to determine positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and instructing negotiators pertaining thereto.**

## F. ADJOURN

Town Council Adjourned into Executive Session at 6:55 p.m.

TOWN OF SEVERANCE

Matthew Fries, Mayor

ATTEST

Sarah Jacobsen, Town Clerk

Town of Severance
Town Seal
Incorporated 1920
Severance, Colorado