



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, June 10, 2025, at 5:00 PM

Mayor: Matthew Fries
Mayor Pro-tem: Brittany Vandermark
Council Members: David Bruen
Craig Joseph
Stephen Gagliardi
Tad Borrett
Karen Hessler
Audience: Joe Pirrone, Jennifer Shaw (virtually), Josh Ochs, Stephen Olt, Jennifer Roe, Robert Lopez, Michael Farrington
Staff: Nicholas Wharton, Town Manager
Lindsay Radcliff-Coombes, Deputy Town Manager
Sarah Jacobsen, Town Clerk
Efrain Lemas, Finance Director
Ken Chavez, Police Chief
Erica Romberg, Town Attorney
Chris Messersmith, Town Engineer

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 - Public Comment Policy

- Discussion
- Staff Presentation: Nicholas Wharton, Town Manager

2. Pg. 7 - November Ballot Questions

- Discussion
- Staff Presentation: Nicholas Wharton, Town Manager

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

Present: Mayor Matthew Fries, Mayor Pro-Tem Brittany Vandermark, Council Member Tad Borrett, Council Member Stephen Gagliardi, Council Member Dave Bruen (virtually at 6:04 p.m.), Council Member Craig Joseph, Council Member Karen Hessler

2. Pledge of Allegiance

3. Agenda Review by Town Manager

4. Consent Calendar

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

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

MOTION PASSED

a. **Pg. 21 - Use by Special Review for a Home-Based Business - USR2025-02
Jack Russell Grooming**

b. **Pg. 44 - Town Council Minutes, May 13, 2025**

c. **Pg. 48 - April 2025 Payables**

d. **Pg. 53 - April 2025 Financials**

5. Approval of Agenda

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

MOTION PASSED

6. Public Comment

The purpose of the Public Comment is for members of the public to speak to the Town Council on any subject not scheduled on the agenda. To accomplish scheduled agenda items, comments should be limited to three minutes for those attending in person or an appropriate time as deemed by the Mayor. The Town Council is not obligated to make decisions or take action on comments but may choose to schedule the matter for a later discussion. Those addressing the Town Council, please state your name and address and sign-in.

Erica Rose introduced herself as the new Clearview Library Director and spoke about upcoming library events.

7. Council Member Comments

8. Reports

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

- a. Town Attorney
- b. Town Staff
- c. Town Management
- d. Council Members Liaisons
- e. Mayor

C. TOWN COUNCIL

1. Pg. 114 - Planning Commission Member Appointments

- Legislative
- Staff Presentation: Nicholas Wharton, Town Manager
Town Council interviewed each applicant during the meeting, except for Kevin Weimer, who did not attend the meeting. The Council voted by ballot with the majority vote to appoint Jennifer Shaw, Jennifer Roe, Josh Ochs and re-appoint Joe Pirronne as Planning Commissioners for a four-year term starting in July 2025.

2. Pg. 148 - Tree Board Member Appointments

- Legislative
- Staff Presentation: Nicholas Wharton, Town Manager
Town Manager Nicholas Wharton informed the Council that no one had applied for the two vacancies on the Tree Board. Town Council discussed options for the Tree Board.

3. Pg. 149 - Resolution 2025-18R - A Resolution of the Town Council of the Town of Severance, Colorado, finding substantial compliance of an annexation petition, initiating annexation proceedings, and setting a public hearing on the petition in accordance with the Municipal Annexation Act of 1965 for property known as Cordero Subdivision Annexation No. 1-3

- Legislative
- Staff Presentation: Shani Porter, Planning Director

MOTION WAS MADE BY Mayor Pro-tem Vandermark, seconded by Council Member Gagliardi to Approve Resolution 2025-18R - A Resolution of the Town Council of the Town of Severance, Colorado, finding substantial compliance of an annexation petition, initiating annexation proceedings, and setting a public hearing on the petition in accordance with the Municipal Annexation Act of 1965 for property known as Cordero Subdivision Annexation No. 1-3. All Council Members present voting Yes.

MOTION PASSED

4. **Pg. 166 - Resolution 2025-19R: A Resolution of the Town Council of the Town of Severance, Colorado, authorizing the acquisition of easements and a right-of-way from DEVCO Investors, LLC, and approving related agreements for public infrastructure improvements on Tract B, Tailholt Subdivision Fourth Filing.**

- Legislative
- Staff Presentation: Chris Messersmith, Town Engineer

MOTION WAS MADE BY Mayor Pro-tem Vandermark, seconded by Council Member Gagliardi to Approve Resolution 2025-19R: A Resolution of the Town Council of the Town of Severance, Colorado, authorizing the acquisition of easements and a right-of-way from DEVCO Investors, LLC, and approving related agreements for public infrastructure improvements on Tract B, Tailholt Subdivision Fourth Filing. All Council Members present voting Yes.

MOTION PASSED

5. **Pg. 206 - Resolution 2025-20R: approving the Intergovernmental Agreement between the Town of Severance and Weld County, regarding the use of the Weld County Oil and Gas Energy Department.**

- Legislative
- Staff Presentation: Shani Porter, Planning Director

MOTION WAS MADE BY Mayor Pro-tem Vandermark, seconded by Council Member Borrett to Approve Resolution 2025-20R: approving the Intergovernmental Agreement between the Town of Severance and Weld County, regarding the use of the Weld County Oil and Gas Energy Department. All Council Members present voting Yes.

MOTION PASSED

6. **Pg. 214 - Resolution 2025-21R: Amended 2025 Fee Schedule**

- Legislative
- Staff Presentation: Efrain Lemus, Finance Director

MOTION WAS MADE BY Mayor Pro-tem Vandermark, seconded by Council Member Bruen to Approve Resolution 2025-21R: Amended 2025 Fee Schedule. All Council Members present voting Yes.

MOTION PASSED

7. **Pg. 227 - Ordinance 2025-10: Light Nuisance**

- Legislative
- Staff Presentation: Nicholas Wharton, Town Manager

The public hearing opened at 7:39 p.m. no one was present for public comment and the hearing closed at 7:39 p.m.

MOTION WAS MADE BY Mayor Pro-tem Vandermark, seconded by Council Member Borrett to Adopt Ordinance 2025-10: Light Nuisance. All Council Members present voting Yes.

MOTION PASSED

8. **Pg. 231 - Ordinance 2025-11: Business License**

- Legislative
- Staff Presentation: Nicholas Wharton, Town Manager

The public hearing opened at 7:40 p.m. no one was present for public comment and the hearing closed at 7:41 p.m.

MOTION WAS MADE BY Mayor Pro-tem Vandermark, seconded by Council Member Hessler to Adopt Ordinance 2025-11: Business License. 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 Mayor Pro-tem Vandermark, seconded by Council Member Borrett to ADJOURN INTO EXECUTIVE SESSION Pursuant to subsections (4)(b) and (4)(e)(I) of C.R.S. § 24-6-402 for purposes of conferring with the Town Attorney to receive legal advice on specific legal questions, and determining positions relative to matters that may be subject to negotiations and instructing negotiators concerning a Water Rights and Delivery Agreement and pursuant to C.R.S. 24-6-402(4)(f)(I) to discuss personnel matters pertaining to the Town Manager's performance review. All Council Members present voting Yes.

MOTION PASSED

1. ADJOURN TO EXECUTIVE SESSION

Pursuant to subsections (4)(b) and (4)(e)(I) of C.R.S. § 24-6-402 for purposes of conferring with the Town Attorney to receive legal advice on specific legal questions, and determining positions relative to matters that may be subject to negotiations and instructing negotiators concerning a Water Rights and Delivery Agreement.

2. Adjourn into Executive Session pursuant to C.R.S. 24-6-402(4)(f)(I) to discuss personnel matters pertaining to the Town Manager's performance review.

F. ADJOURN

The meeting adjourned at 7:47 p.m.

ATTEST


Sarah Jacobsen, Town Clerk




TOWN OF SEVERANCE
Matthew Fries, Mayor