



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, July 8, 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:	Josh Olhava, Ayres Associates, Stephen Olt, SaraMae Williams
Staff:	Nicholas Wharton, Town Manager Lindsay Radcliff-Coombes, Deputy Town Manager Sarah Jacobsen, Town Clerk Shani Porter, Planning Director Efrain Lemas, Finance Director Ken Chavez, Police Chief Erica Romberg, Town Attorney

A. CALL TO ORDER WORK SESSION

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. 5 - Ordinance 2025-XX: An Ordinance of the Severance Town Council adopting a new Article 21 in Chapter 16 regarding local regulation of natural medicine and amending section 16.6.30.3 regarding town core allowed uses and section 16.6.40.3 regarding development node uses**
 - Discussion
 - Staff Presentation: Betsy L. Stewart

B. CALL TO ORDER REGULAR MEETING

1. Roll Call

Present: Mayor Matthew Fries, Mayor Pro-Tem Brittany Vandermark, Council Member Stephen Gagliardi, Council Member Dave Bruen, Council Member Craig Joseph, Council

Member Tad Borrett, Council Member Karen Hessler

2. Pledge of Allegiance

3. Agenda Review by Town Manager

Town Manager Nicholas Wharton notified the Council that items C2 and C3 for Bower North have been requested to be continued to the Town Council meeting scheduled for August 12, 2025, at 6:00 p.m.

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 Bruen, to Approve the Consent Calendar. All Council Members present voted Yes.

MOTION PASSED

- a. Pg. 18 - Resolution 2025-22R: A Resolution of the Town Council of the Town of Severance, Colorado, providing for additional appropriations in fiscal year 2024 for the reappropriation of the budget of 2023 capital projects still in progress and amendments to the 2024 adopted budget.
- b. Pg. 21 - Resolution 2025-23R: 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.
- c. Pg. 23 - Resolution 2025-24R: A Resolution for the Town Council of the Town of Severance, Colorado, to appropriate funds from the fund balance
- d. Pg. 25 - Resolution 2025-25R: A Resolution of the Town Council of the Town of Severance, Colorado, approving an amendment to the employment agreement with the town manager, and providing for additional appropriations in fiscal year 2025 for unanticipated expenditures with respect to such employment agreement, and to modify fund balances pertaining to the same
- e. Pg. 30 - May 2025 Payables
- f. Pg. 34 - May 2025 Financials
- g. Pg. 79 - Town Council Meeting Minutes 6.10.25

5. Approval of Agenda

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

1. Mary Zenzen, Windsor resident, addressed the Town Council about National Constitution Week taking place September 17 - 23, 2025. Ms. Zenzen spoke to the Council about partnering with Windsor for National Constitution Week.

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

Town Manager Nicholas Wharton presented to the Council that the County Road 80 Bridge has to be repaired and provided engineering costs and options. The Town Council gave the okay to move forward and come back with an appropriation to replace the deck and reinforce the decking to extend the life of the bridge by 30 years.

d. Council Members Liaisons

e. Mayor

C. TOWN COUNCIL

1. Pg. 109 - Citizen Advisory Board Appointments

- Legislative
- Staff Presentation: Nicholas Wharton, Town Manager

Town Council interviewed each applicant during the meeting, except for Robert Lopez, who did not attend the meeting. The Council voted by ballot with the majority vote to appoint Stephen Olt as Member, and SarahMae Williams as the Alternate Member to fill both positions through December 2027.

2. Pg. 127 - Bower North Annexation

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- Staff Presentation: Shani Porter, Planning Director

MOTION WAS MADE BY Council Member Bruen, seconded by Mayor Pro-tem Vandermark to Continue the Bower North Annexation to August 12, 2025. All Council Members present voting Yes.

MOTION PASSED

3. Pg. 128 - Bower North Zoning

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- Staff Presentation: Shani Porter, Planning Director

MOTION WAS MADE BY Council Member Bruen, seconded by Council Member Borrett to Continue Bower North Zoning to August 12, 2025. All Council Members present voting Yes.

MOTION PASSED

4. Pg. 129 - Resolution 2025-26R: A Resolution of the Town Council of the Town of Severance, Colorado, Approving and Accepting the Town's 2024 Audited Financial Statements

- Legislative
- Staff Presentation: Efrain Lemus, Finance Director

MOTION WAS MADE BY Mayor Pro-tem Vandermark, seconded by Council Member Gagliardi to Approve Resolution 2025-26R: A Resolution of the Town Council of the Town of Severance, Colorado, Approving and Accepting the Town's 2024 Audited Financial Statements. All Council Members present voting Yes.

MOTION PASSED

5. Pg. 207 - Resolution 2025-27R: A Resolution of the Town Council of the Town of Severance, Colorado, authorizing the purchase of Platte Valley Veterinary, LLC's equitable interest in the real property located at 231 West 4th Avenue in the Town of Severance, Colorado, and approving the agreement pertaining thereto

- Legislative
- Staff Presentation: Nicholas Wharton, Town Manager

MOTION WAS MADE BY Mayor Pro-tem Vandermark, seconded by Council Member Gagliardi to Approve Resolution 2025-27R: A Resolution of the Town Council of the Town of Severance, Colorado, authorizing the purchase of Platte Valley Veterinary, LLC's equitable interest in the real property located at 231 West 4th Avenue in the Town of Severance, Colorado, and approving the agreement pertaining thereto. All Council Members present voting Yes.

MOTION PASSED

6. Pg. 214 - Resolution 2025-28R: A Resolution of the Town Council of the Town of Severance, Colorado, authorizing the lease of real property located at 231 West 4th Avenue in the Town of Severance, Colorado and approving the lease agreement pertaining thereto

- Legislative
- Staff Presentation: Nicholas Wharton, Town Manager

MOTION WAS MADE BY Council Member Gagliardi, seconded by Council Member

Borrett to Approve Resolution 2025-28R: A Resolution of the Town Council of the Town of Severance, Colorado, authorizing the lease of real property located at 231 West 4th Avenue in the Town of Severance, Colorado and approving the lease agreement pertaining thereto. All Council Members present voting Yes.

MOTION PASSED

7. Pg. 236 - Ordinance 2025-12: An Ordinance of the Town Council of the Town of Severance, Colorado, authorizing the conveyance of real property located at 0 County Road 84

- Legislative
- Staff Presentation: Nicholas Wharton, Town Manager

MOTION WAS MADE BY Mayor Pro-tem Vandermark, seconded by Council Member Bruen to Adopt Ordinance 2025-12: An Ordinance of the Town Council of the Town of Severance, Colorado, authorizing the conveyance of real property located at 0 County Road 84. All Council Members present voting Yes.

MOTION PASSED

8. Pg. 260 - Ordinance 2025-XX: Text Amendments to the Land Use Code - Chapter 16 of the Severance Municipal Code for Purposes of Reorganizing Article 4 - Agreements and Dedications

- Discussion
- Staff Presentation: Shani Porter, Planning Director
Josh Olhava presented the redline updates on the Land Use Code.

9. Pg. 293 - Ordinance 2025-XX: Text Amendments to the Land Use Code - Chapter 16 of the Severance Municipal Code for Purposes of Reorganizing Article 6-10 Architecture Standards, Wireless, Oil & Gas, Solar and Flood

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- Staff Presentation: Shani Porter, Planning Director
Josh Olhava presented the redline updates on the Land Use Code.

10. Pg. 422 - Town Council Liaison Appointments

- Legislative
- Staff Presentation: Nicholas Wharton, Town Manager
The Town Council discussed liaison appointments. Council Member Hessler will be the Weld RE4 liaison, and Mayor Pro Tem Vandermark will be the Alternate for the North Front Range Metropolitan Planning Organization. The Windsor-Severance Historical Society will not have a Council Liaison.

D. COUNCIL MEMBER PETITIONS

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

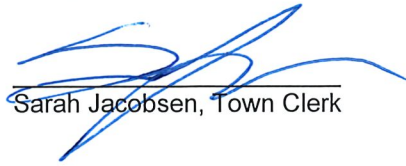
E. ADJOURN

The meeting Adjourned at 7:42 p.m.

TOWN OF SEVERANCE


Matthew Fries, Mayor

ATTEST


Sarah Jacobsen, Town Clerk

