



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, September 3, 2025, at 6:00 PM

A. CALL TO ORDER

1. Roll Call
2. Pledge of Allegiance
3. Approval of Agenda
4. Approval of August 6, 2025 Minutes
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. **Water Master Plan**
 - Discussion
 - Staff Presentation: Nicholas Wharton, Town Manager
2. **Community Grant Request: Severance High School**
 - Discussion
 - Staff Presentation: Nicholas Wharton, Town Manager

C. COMMUNICATIONS

1. Town Staff
2. Board Members

D. ADJOURN

Citizen Advisory Board MEETING

Wednesday, September 3, 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-RYa6TpighgRVuQ

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, August 6, 2025, at 6:00 PM

Chair: Josh Green
Vice-Chair: Chase Zajc
Board Members: Dale Garland
Felicia Jarrett
Marissa Riopelle
Richard Vandenberg
Stephen Olt
SarahMae Williams, Alternate Member
Audience: Brittany Vandermark Council Liaison, Elizabeth Atkins Severance Chamber, Lisa Myklak, Cassidy White WestWater Research, Kelsey Dudziak WestWater Research, Adam Jokerst WestWater Research
Staff: Nicholas Wharton, Town Manager
Sarah Jacobsen, Town Clerk

A. CALL TO ORDER

1. Roll Call

PRESENT: Chair Josh Green, Vice-Chair Chase Zajc, Member Dale Garland, Member Melissa Riopelle, Member Felicia Jarrett, Member Richard Vandenberg and Alternate Member SarahMae Williams

ABSENT: Member Stephen Olt

2. Pledge of Allegiance

3. Approval of Agenda

MOTION WAS MADE BY Member Garland, seconded by Member Jarrett to Approve the Agenda. All Members present voting Yes.

MOTION PASSED

4. Approval of July 2, 2025 Minutes

MOTION WAS MADE BY Member Garland, seconded by Vice-Chair Zajc to Approve the July 2, 2025 meeting minutes. All Members present voting Yes.

MOTION PASSED

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.

No public comment.

B. REGULAR MEETING

1. Community Grant Request: Carnival of Dreams

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

Applicant representatives Elizabeth Atkins with the Severance Chamber of Commerce and Lisa Myklak were present to answer questions.

MOTION WAS MADE BY Chair Green, seconded by Member Vandenberg to Approve Community Grant Request: Carnival of Dreams. All Members present voting Yes.

MOTION PASSED

2. Water Master Plan

- Discussion
- Staff Presentation: Nicholas Wharton, Town Manager

A presentation from WestWater Research on the proposed phase two of the Town's Water Master Plan was given by Cassidy White, Kelsey Dudziak and Adam Jokerst.

C. COMMUNICATIONS

1. Town Staff

Town Manager Nicholas Wharton gave an update on Town projects.

2. Board Members

D. ADJOURN

MOTION WAS MADE BY Member Garland, seconded by Member Jarrett to adjourn at 7:03 p.m. All Members present voting Yes.

MOTION PASSED

TOWN OF SEVERANCE

Josh Green, Chair

ATTEST:

Sarah Jacobsen, Town Clerk



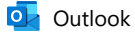
AGENDA ITEM SUMMARY

AGENDA ITEM	SUBMITTED BY	PRESENTED BY
Water Master Plan	Nicholas Wharton, Town Manager	Adam Jokerst, WestWater Research
ACTION REQUESTED		
Management is asking the board to provide feedback and comments on phase three (3) of the Water Master Plan.	<u>Presentation</u>	
BRIEF SUMMARY		
This is the third and final presentation to the board on phase three of the water master plan. WestWater Research will present findings on the analysis of the alternatives.		
PUBLIC SUPPORT/CONCERN		
None at this time.		
ANALYSIS AND RECOMMENDATION		
Board recommendations will be considered by the Town Council.		
MATERIALS SUBMITTED		
The following materials were submitted and included in this packet: None		



AGENDA ITEM SUMMARY

AGENDA ITEM	SUBMITTED BY	PRESENTED BY
Community Grant Request: Severance High School	Nicholas Wharton, Town Manager	Nicholas J. Wharton
ACTION REQUESTED		
Management recommends the Board consider the Severance High School, School Based Enterprise grant request.		<u>Discussion</u> <u>Action Requested</u>
BRIEF SUMMARY		
<p>The applicant is requesting a \$2000 grant to launch the High School's, school-based enterprise.</p> <p>The award criteria are considered based on how well the stated purpose of the grant request serves the Town's citizens in relation to any and all of the following general criteria:</p> <ul style="list-style-type: none"> • Promotion of commerce and industry • Celebration of the Town's culture or history • Observance of local, regional, or national historical dates or events • Contribution to education, safety, health, welfare, or recreation • Expected number of people who will participate or benefit from the program, event, or activity <p>The remaining grants available to be awarded in 2025 are: two (2) \$1,000 and three (3) \$500 grants</p>		
PUBLIC SUPPORT/CONCERN		
None at this time.		
ANALYSIS AND RECOMMENDATION		
Management recommends the Board consider the Severance High School grant request.		
MATERIALS SUBMITTED		
<p>The following materials were submitted and included in this packet:</p> <ol style="list-style-type: none"> 1. SHS Grant Request 		



Online Form Submission #585 for Community Grant Application

From noreply@civicplus.com <noreply@civicplus.com>

Date Mon 8/18/2025 3:46 PM

To Nicholas Wharton <nwharton@townofseverance.org>; Lindsay Radcliff Coombes <lcoombes@townofseverance.org>; Sarah Jacobsen <SJacobsen@townofseverance.org>

Community Grant Application

Step 1

Step 2

Name of Requesting Organization	Severance High School School Based Enterprise
Email Address	lee.oldenburg@weldre4.org
Phone Number	9708337100
Contact Name	Lee Oldenburg
Address	1200 Hidden Valley Parkway
If Mailing Address is Different	Field not completed.
City	Severance
State	Colorado
Zip Code	80550

Step 3

Please describe how the grant, if awarded, would be used and how this use relates to any of the award criteria in the Town's Grant to Community Organizations Policy	We are requesting the grant to be used to launch Severance High Schools's school based enterprise. The funding would be utilized to implement a POS system, store setups such as displays and racks, and initial product launch items.
Requested Grant Amount	\$2,000
Has the Town of Severance contributed to the Requesting Organization in the past?	No
If yes, what amount(s) and when?	Field not completed.
If yes to the above, please provide detailed accounting of how the funds were used and describe how the funds benefitted the community (attach documentation if needed)	Field not completed.

Step 4

List your organization's top five funding sources and amounts that were received from the sources broken down in the last two fiscal years (corporate, government, and/or individual contributions)	We only have one funding source which is fundraising. We are competing with Windsor and Severance schools, clubs, activities, and sports.
Does the IRS classify you (the requesting organization) as a 501(c)3 organization?	No

Please attach the following information to complete your grant request

1. Along with this application, include a brief description of the requesting organization (including its mission and leadership) and any other information relevant to this request.

2. Most recent year's actual income and expenses for the organization and for the specific event or project for which the funds will be used.

3. Most recent budget for the organization and for the specific event or project for which the funds will be used.

4. Names and addresses of all board members, including designated officers.

5. Any other documents that will support the application.

Requested document upload *Field not completed.*

Affirmation of Application

By submitting this application, you are certifying that **a)** the information in the application and supporting documents are correct to the best of your knowledge, and **b)** the Internal Revenue Service (IRS) 501(c)3 determination, if applicable, has not been revoked, canceled, or modified; and **c)** funds will be used for the projects outlined in this Community Grant Application.

X

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