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, August 26, 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:	
Staff:	Nicholas Wharton, Town Manager
	Lindsay Radcliff-Coombes, Deputy Town Manager
	Sarah Jacobsen, Town Clerk
	Walter Arvisais, Police Sergeant
	Geoff Wilson, Town Attorney
	Russ Weber, Building Official

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 - 2024 International Building Code Adoption Review

- Discussion
- Staff Presentation: Nicholas Wharton, Town Manager

Building Official Russ Weber gave a presentation on the code updates.

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

1. Roll Call

Present:
Mayor Matthew Fries, Mayor Pro Tem Brittany Vandermark, Council Member Dave Bruen, Council Member Craig Joseph, Council Member Tad Borrett, Council Member Karen Hessler
Absent:
Council Member Stephen Gagliardi

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 Borrett to Approve the Consent Calendar. All Council Members present voting Yes.

MOTION PASSED

a. **Pg. 63 - Chamber Community Grant Request**

b. **Pg. 72 - Town Council Meeting Minutes 8.12.25**

c. **Pg. 78 - July Financials**

d. **Pg. 124 - July Payables**

5. **Approval of Agenda**

MOTION WAS MADE BY Mayor Pro-tem Vandermark, seconded by Council Member Hessler 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.

No public comment.

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. 129 - Resolution 2025-31R: A Resolution of the Town Council of the Town of Severance, Colorado, approving an intergovernmental agreement between the Town of Severance and the Weld County School District RE-4 for the school resource officer program**
   - Legislative
   - Staff Presentation: Nicholas Wharton, Town Manager

   MOTION WAS MADE BY Council Member Bruen, seconded by Mayor Pro-tem Vandermark to Approve Resolution 2025-31R: A Resolution of the Town Council of the Town of Severance, Colorado, approving an intergovernmental agreement between the Town of Severance and the Weld County School District RE-4 for the school resource officer program. All Council Members present voting Yes.

   MOTION PASSED

2. **Pg. 147 - Ordinance 2025-18: An Ordinance of the town council of the Town of Severance, Colorado, calling an election on November 4, 2025, and submitting to the voters a ballot issue to authorize a three-percent (3%) lodging tax on the purchase of lodging services within the Town, and to approve the ballot title and text of the ballot issue to be submitted at such election**
   - Legislative, Public Comment
   - Staff Presentation: Geoff Wilson, Attorney, Nicholas Wharton, Town Manager

   Public comment opened at 6:19 p.m., and no one present wished to speak.

   MOTION WAS MADE BY Mayor Pro-tem Vandermark, seconded by Council Member Hessler to Adopt Ordinance 2025-18: An Ordinance of the town council of the Town of Severance, Colorado, calling an election on November 4, 2025, and submitting to the voters a ballot issue to authorize a three-percent (3%) lodging tax on the purchase of lodging services within the Town, and to approve the ballot title and text of the ballot issue to be submitted at such election. All Council Members present voting Yes.

   MOTION PASSED

3. **Pg. 153 - Resolution 2025-32R: A Resolution of the Town Council of the Town of Severance, Colorado, approving a public comment policy, a public hearing policy and a meeting code of conduct**
   - Legislative

- Staff Presentation: Nicholas Wharton, Town Manager

MOTION WAS MADE BY Council Member Bruen, seconded by Council Member Borrett to Approve Resolution 2025-32R: A Resolution of the Town Council of the Town of Severance, Colorado, approving a public comment policy, a public hearing policy and a meeting code of conduct. All Council Members present voting Yes.

MOTION PASSED

4. **Pg. 161 - Ordinance 2025-19: An Ordinance of the Town Council of the Town of Severance, Colorado, repealing and reenacting Article 5 of Chapter 2 of the Town Code, concerning the Planning Commission, and amending Article 8 of Chapter 2, concerning the Citizens Advisory Board**
   - Legislative, Public Comment
   - Staff Presentation: Nicholas Wharton, Town Manager

   Public comment opened at 6:27 p.m., and no one present wished to speak.

   MOTION WAS MADE BY Mayor Pro-tem Vandermark, seconded by Council Member Borrett to Adopt Ordinance 2025-19: An Ordinance of the Town Council of the Town of Severance, Colorado, repealing and reenacting Article 5 of Chapter 2 of the Town Code, concerning the Planning Commission, and amending Article 8 of Chapter 2, concerning the Citizens Advisory Board amending to add they must be a register elector. All Council Members present voting Yes.

   MOTION PASSED

5. **Pg. 172 - Public Hearing**
   Resolution 2025-33R: Making Certain Findings of Fact Regarding the Proposed Annexation of Property Known as the Cordero Subdivision Annexation, Located in Weld County, Colorado
   - Quasi-Judicial, Public Comment
   - Staff Presentation: Shani Porter, Planning Director

   The public hearing opened at 6:29 p.m., and no one present wished to speak during public comment. The public hearing closed at 6:34 p.m.

   MOTION WAS MADE BY Mayor Pro-tem Vandermark, seconded by Council Member Borrett to Approve Resolution 2025-33R: Making Certain Findings of Fact Regarding the Proposed Annexation of Property Known as the Cordero Subdivision Annexation, Located in Weld County, Colorado. 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

1. **Pursuant to C.R.S. 24-6-402(4)(a) concerning the acquisition of a real property interest, and C.R.S. 24-6-402(4)(b), for conferences with an attorney for the Town for the purpose of receiving advice on specific legal questions, concerning discussion of options for acquisition an interest or interests in certain real property.**

   MOTION WAS MADE BY Council Member Bruen, seconded by Mayor Pro-tem

Vandermark to ADJOURN INTO executive session Pursuant to C.R.S. 24-6-402(4)(a) concerning the acquisition of a real property interest, and C.R.S. 24-6-402(4)(b), for conferences with an attorney for the Town for the purpose of receiving advice on specific legal questions, concerning discussion of options for acquisition an interest or interests in certain real property. All Council Members present voting Yes.

MOTION PASSED

2. **For determining positions relative to matters that may be subject to negotiations; developing a strategy for negotiations; and instructing negotiators, pursuant to C.R.S. 24-6-402(4)(b), concerning the NISP, CLRWTR and VITA water projects.**

MOTION WAS MADE BY Council Member Bruen, seconded by Council Member Borrett to ADJOURN INTO executive session for determining positions relative to matters that may be subject to negotiations; developing a strategy for negotiations; and instructing negotiators, pursuant to C.R.S. 24-6-402(4)(b), concerning the NISP, CLRWTR and VITA water projects. All Council Members present voting Yes.

MOTION PASSED

3. **For determining positions relative to matters that may be subject to negotiations; developing a strategy for negotiations; and instructing negotiators, pursuant to C.R.S. 24-6-402(4)(b and the acquisition of real property, pursuant to C.R.S. 24-6-402(4)(a), concerning certain extraterritorial property.**

MOTION WAS MADE BY Council Member Bruen, seconded by Mayor Pro-tem Vandermark to ADJOURN INTO executive session for determining positions relative to matters that may be subject to negotiations; developing a strategy for negotiations; and instructing negotiators, pursuant to C.R.S. 24-6-402(4)(b and the acquisition of real property, pursuant to C.R.S. 24-6-402(4)(a), concerning certain extraterritorial property. All Council Members present voting Yes.

MOTION PASSED

F. ADJOURN

The meeting adjourned at 6:39 p.m.

TOWN OF SEVERANCE

Matthew Fries, Mayor

ATTEST

Sarah Jacobsen, Town Clerk