



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, September 23, 2025, at 6:00 PM

Mayor: Matthew Fries
Mayor Pro-tem: Brittany Vandermark
Council Members: David Bruen
Craig Joseph
Stephen Gagliardi
Tad Borrett
Karen Hessler

Audience: Kerri Allison, Dan Mason, Shannon Smith Johnson, Tim Carter, Aubrey Jones,
Justin Morales, Brad Jones, Gary Martin

Staff: Nicholas Wharton, Town Manager
Lindsay Radcliff-Coombes, Deputy Town Manager
Sarah Jacobsen, Town Clerk
Shani Porter, Planning Director
Ken Chavez, Police Chief
Geoff Wilson, Town Attorney
Rob Godin, Deputy Building Official

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

1. Roll Call

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

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 Bruen to Approve Consent Calendar. All Council Members present voting Yes.

MOTION PASSED

- a. **Pg. 4 - Meeting Minutes 8.26.25**
- b. **Pg. 9 - Meeting Minutes 9.9.25**
- c. **Pg. 15 - August Financials**
- d. **Pg. 61 - August Payables**
- e. **Pg. 65 - Resolution 2025-38R: A Resolution of the Town Council of the Town of Severance, Colorado, approving Northern Colorado Water Preservation principles**
- f. **Pg. 67 - Resolution 2025-39R: A Resolution for the Town Council of the Town of Severance, Colorado, to reappropriate funds from the fund balance**

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.

Gary Martin spoke to the Council, asking for a Town Council liaison for the Windsor-Severance Historical Society.

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, reported on two items: Severance High School FFA Auction and how Town Council would like to handle the in-house Town Attorney interviews.

MOTION WAS MADE BY Mayor Pro-Tem Vandermark, seconded by Council Member Gagliardi to Approve to donate \$2,500 to the FFA auction. All Council Members present voting Yes.

MOTION PASSED

d. Council Members Liaisons

e. Mayor

B. TOWN COUNCIL

1. **Pg. 78 - Resolution 2025-40R: A Resolution of the Town of Severance Town Council approving, with conditions, an amendment to an existing Use by Special Review to operate an outdoor storage and enclosed mini-storage facilities business to allow for an indoor batting facility on real property located within the Town of Severance, commonly known as 10845 CR 74**

- Legislative, Public Comment
- Staff Presentation: Shani Porter, Planning Director

Planning Director Shani Porter introduced the item with a presentation. Application Justin Morales was present to discuss his application and answer questions.

Public Comment

1. Aubrey Jones, a representative of Semper Fi Athletics, spoke about their organization supporting youth baseball.

MOTION WAS MADE BY Council Member Bruen, seconded by Council Member Gagliardi to Approve Resolution 2025-40R: A Resolution of the Town of Severance Town Council approving, with conditions, an amendment to an existing Use by Special Review to operate an outdoor storage and enclosed mini-storage facilities business to allow for an indoor batting facility on real property located within the Town of Severance, commonly known as 10845 CR 74 with the stipulations and for Management to work with the applicant to keep their extension to 30 days and uses his/her discretion to extend that minimally if necessary pieces at a time. All Council Members present voting Yes.

MOTION PASSED

2. PUBLIC HEARING

Pg. 90 - Ordinance 2025-24: An Ordinance of the Town Council of the Town of Severance, Colorado, approving the consolidated service plan for Buffalo Creek Metropolitan District nos. 1, 2, 3, 4, and 5

- Legislative, Public Comment
- Staff Presentation: Nicholas Wharton, Town Manager

Town Manager Nicholas Wharton introduced the item and the applicants, Dan Mason and Shannon Smith Johnson, presented a PowerPoint and were present to answer questions.

Public comment opened at 7:27 p.m. no one wished to speak and the public comment closed.

MOTION WAS MADE BY Mayor Pro-Tem Vandermark, seconded by Council Member Borrett to Adopt Ordinance 2025-24: An Ordinance of the Town Council of the Town of Severance, Colorado, approving the consolidated service plan for Buffalo Creek Metropolitan District nos. 1, 2, 3, 4, and 5. All Council Members present voting Yes.

MOTION PASSED

3. Pg. 183 - Ordinance 2025-25: An Ordinance of the Town Council of the Town of Severance, Colorado, reenacting section 10-10-20(b) of the Severance Municipal Code regarding hunting permits

- Legislative, Public Comment
- Staff Presentation: Nicholas Wharton, Town Manager

Town Manager Nicholas Wharton introduced the item and clarified that the hunting permits are for birds and are limited to an authorized location and must follow all Town and State laws.

Public comment opened

1. Brad Jones spoke of his concern about allowing individuals to hunt in town limits.

MOTION WAS MADE BY Mayor Pro-Tem Vandermark, seconded by Council Member Gagliardi to Adopt Ordinance 2025-25: An Ordinance of the Town Council of the Town of Severance, Colorado, reenacting section 10-10-20(b) of the Severance Municipal Code regarding hunting permits. All Council Members present voting Yes.

MOTION PASSED

4. Pg. 187 - Resolution 2025-41R: A Resolution of the Town Council of the Town of Severance, Colorado, approving a memorandum of understanding between the Towns of Severance, Nunn, Ault, Eaton, Johnstown and Windsor and North Range Behavioral Health pertaining a co-responder program

- Legislative
- Staff Presentation: Kenneth Chavez, Chief of Police

Chief Chavez introduced the item.

MOTION WAS MADE BY Council Member Bruen, seconded by Mayor Pro-Tem Vandermark to Approve Resolution 2025-41R: A Resolution of the Town Council of the Town of Severance, Colorado, approving a memorandum of understanding between the Towns of Severance, Nunn, Ault, Eaton, Johnstown and Windsor and North Range Behavioral Health pertaining a co-responder program. All Council Members present voting Yes.

MOTION PASSED

5. Pg. 200 - Resolution 2025-42R: A Resolution of the Town of Severance, Colorado, authorizing the acquisition of certain interests in real property through eminent domain

proceedings and delegating authority to the town manager to accept deeds, easements or license agreements for such property interests on behalf of the town

- Legislative
- Staff Presentation: Nicholas Wharton, Town Manager

Town Manager Nicholas Wharton introduced the item and Kerri Alison with Western States Land Services was present to answer questions.

Public comment opened at 8:03 p.m.

1. Tim Cater asked for clarification on obtaining property.

Public comment closed at 8:06 p.m.

MOTION WAS MADE BY Mayor Pro-tem Vandermark, seconded by Council Member Gagliardi to Approve Resolution 2025-42R: A Resolution of the Town of Severance, Colorado, authorizing the acquisition of certain interests in real property through eminent domain proceedings and delegating authority to the town manager to accept deeds, easements or license agreements for such property interests on behalf of the town. All Council Members present voting Yes.

MOTION PASSED

C. COUNCIL MEMBER PETITIONS

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

Council Member Hessler petitioned to work on partnering with neighboring communities to support senior citizens' needs.

Council Member Gagliardi petitioned to have another School Resource Officer.

Council Member Bruen petitioned for a Severance Safety Fair.

D. ADJOURN

The Town Council meeting adjourned at 8:18 p.m.

ATTEST


Sarah Jacobsen, Town Clerk



TOWN OF SEVERANCE


Matthew Fries, Mayor