



**CITIZEN ADVISORY BOARD MEETING**  
Zoom Webinar and/or Town Council Chamber  
3 S. Timber Ridge Parkway, Severance, CO 80550

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**MEETING MINUTES**  
**Wednesday, September 3, 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  
Mayor Pro Tem Brittany Vandermark, Council Liaison  
**Audience:** Lee Oldenburg, Cassidy White, Kelsey Dudziak and Adam Jokerst  
**Staff:** Nicholas Wharton, Town Manager  
Lindsay Radcliff-Coombes, Deputy Town Manager  
Sarah Jacobsen, Town Clerk

**A. CALL TO ORDER**

**1. Roll Call**

PRESENT: Vice-Chair Chase Zajc, Member Dale Garland, Member Felicia Jarrett, Member Marissa Riopelle, Member Richard Vandenberg, Member Stephen Olt, Alternate Member SarahMae Williams.

ABSENT: Chair Josh Green.

**2. Pledge of Allegiance**

**3. Approval of Agenda**

**MOTION WAS MADE BY Member Garland**, seconded by Member Vandenberg to Approve the Agenda with an amendment to switch the order of the two items. All Members present voting Yes.

**MOTION PASSED**

**4. Approval of August 6, 2025 Minutes**

**MOTION WAS MADE BY Member Vandenberg**, seconded by Member Jarrett to Approve the August 6, 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**

**2. Community Grant Request: Severance High School**

- Discussion
- Staff Presentation: Nicholas Wharton, Town Manager  
Severance High School Business Teacher Lee Oldenburg, Student Kacie Laub and Student Steve Stack presented to the Board, giving an overview of the school store and student survey results.

Member Jarret motioned to approve the grant for \$3,000 to Severance High School, School Based Enterprise, no second on the motion and the motion died.

**MOTION WAS MADE BY Member Garland**, seconded by Member Vandenberg to Approve the Community Grant Request: Severance High School for \$2,500.00. All Members present voting Yes.

**MOTION PASSED**

**1. Water Master Plan**

- Discussion
- Staff Presentation: Nicholas Wharton, Town Manager  
The third and final presentation from WestWater Research was given by Cassidy White, Kelsey Dudziak and Adam Jokerst.

**C. COMMUNICATIONS**

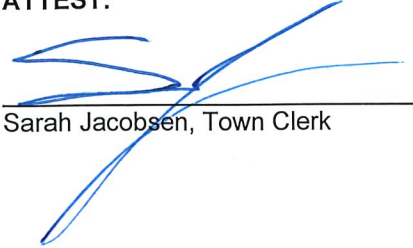
1. Town Staff
2. Board Members

**D. ADJOURN**

The meeting adjourned at 7:47 p.m.

**TOWN OF SEVERANCE**

ATTEST:



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Sarah Jacobsen, Town Clerk



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Chase Zajc, Vice Chair