



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, December 9, 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: Gary Martin

Staff: Nicholas Wharton, Town Manager
Lindsay Radcliff-Coombes, Deputy Town Manager
Sarah Jacobsen, Town Clerk
Ken Chavez, Police Chief
Geoff Wilson, Town Attorney
Andrew Rogers, Town Attorney
Chris Messersmith, Town Engineer
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. 5 - Ratification of Buffalo Creek Annexation

- Discussion
- Staff Presentation: Nicholas Wharton, Town Manager

B. 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 Craig Joseph, Council Member Stephen Gagliardi, Council Member Tad

Borrett, Council Member Karen Hessler

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 Council Member Gagliardi, seconded by Council Member Bruen to Approve the Consent Calendar. All Council Members present voting Yes.

MOTION PASSED

- a. **Pg. 24 - Town Council Meeting Minutes 11.11.25**
- b. **Pg. 29 - Resolution 2025-47R: A resolution of the town council of the Town of Severance, Colorado, authorizing the mayor to execute the twenty-first interim agreement with Northern Colorado Water Conservancy District, Northern Integrated Supply Project water activity enterprise, for participation in the Northern Integrated Supply Project**
- c. **Pg. 33 - Resolution 2025-48R: A Resolution of the Town Council of the Town of Severance, Colorado, approving an employment agreement with the Town Attorney**
- d. **Pg. 38 - Resolution 2025-49R: A Resolution for the Town Council of the Town of Severance, Colorado, to appropriate funds from fund balance**
- e. **Pg. 40 - Resolution 2025-50R: A Resolution of the Town Council of the Town of Severance, Colorado, Designating the Public Posting Place for Posting of Notices of Meetings for the Town Council and other Local Bodies of the Town**
- f. **Pg. 41 - Resolution 2025-51R: A Resolution of the Town Council of the Town of Severance, Colorado, Adopting a Schedule of Regular and Work Session Meetings for the Town**
- g. **Pg. 42 - October Financials**
- h. **Pg. 90 - October Payables**

5. Approval of Agenda

Mayor Fries asked for Council consensus to add a fourth executive session.

MOTION WAS MADE BY Council Member Bruen, seconded by Council Member Gagliardi, to approve the Council agenda with the addition of a fourth executive session item. 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.

1. Gary Martin, Board Member of the Windsor Severance Historical Society and ambassador of the Severance Chamber of Commerce, addressed the Town Council, thanking the Citizen Advisory Board for the Community Grant, thanking the Council for replacing the Severance Post Office steps and railing, and thanking the Severance Future Farmers Youth for their help at one of the Historical Society events.

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 requested Council consensus to schedule a Council Strategic Planning meeting for January 15, 2026. The Town Council agreed to add the off-site meeting in January.

d. Council Members Liaisons

e. Mayor

C. TOWN COUNCIL

1. Pg. 137 - Resolution 2025-52R: A Resolution of the Town Council of the town of Severance, Colorado, prescribing the Town of Severance’s water and wastewater rates, fees, tolls and charges, and infrastructure investment fees

- Legislative
- Staff Presentation: Nicholas Wharton, Town Manager

MOTION WAS MADE BY Council Member Bruen, seconded by Council Member Gagliardi, to Approve Resolution 2025-52R: A Resolution of the Town Council of the town of Severance, Colorado, prescribing the Town of Severance's water and wastewater rates, fees, tolls and charges, and infrastructure investment fees. All Council Members present voting Yes.

MOTION PASSED

2. Pg. 147 - Resolution 2025-53R: A Resolution of the Town Council of the Town of Severance, Colorado, adopting the Town of Severance Fee Schedule

- Legislative
- Staff Presentation: Nicholas Wharton, Town Manager, Efrain Lemus, Finance Director

MOTION WAS MADE BY Council Member Gagliardi, seconded by Council Member Borrett to Approve Resolution 2025-53R: A Resolution of the Town Council of the Town of Severance, Colorado, adopting the Town of Severance Fee Schedule . All Council Members present voting Yes.

MOTION PASSED

3. PUBLIC HEARING

Pg. 162 - Resolution 2025-54R: A Resolution of the Town Council of the Town of Severance, Colorado, adopting a budget for the Fiscal Year of 2026 and appropriating sums for and defraying the expenses and liabilities for the fiscal year beginning January 1, 2026, and ending December 31, 2026.

- Legislative, Public Comment
- Staff Presentation: Nicholas Wharton, Town Manager, Efrain Lemus, Finance Director
The public hearing opened at 6:16 p.m., no one present wished to speak during public comment. The public hearing closed at 6:17 p.m.

MOTION WAS MADE BY Council Member Bruen, seconded by Council Member Gagliardi, to Approve Resolution 2025-54R: A Resolution of the Town Council of the Town of Severance, Colorado, adopting a budget for the Fiscal Year of 2026 and appropriating sums for and defraying the expenses and liabilities for the fiscal year beginning January 1, 2026, and ending December 31, 2026. All Council Members present voting Yes.

MOTION PASSED

4. Pg. 381 - Resolution 2025-55R: A Resolution of the Town Council of the Town of Severance, Colorado, Appropriating sums of money for the various funds in the amounts and for the purposes as set forth below for the 2026 Budget

- Legislative
- Staff Presentation: Nicholas Wharton, Town Manager, Efrain Lemus, Finance Director

MOTION WAS MADE BY Council Member Gagliardi, seconded by Mayor Pro-tem Vandermark, to Approve Resolution 2025-55R: A Resolution of the Town Council of the Town of Severance, Colorado, Appropriating sums of money for the various funds in the amounts and for the purposes as set forth below for the 2026 Budget. All Council Members present voting Yes.

MOTION PASSED

5. Pg. 384 - Resolution 2025-56R: A Resolution of the Town Council of the Town of Severance, Colorado, levying general property taxes for the year 2026 to help defray the costs of government for the 2026 budget year.

- Legislative
- Staff Presentation: Nicholas Wharton, Town Manager, Efrain Lemus, Finance Director

MOTION WAS MADE BY Council Member Gagliardi, seconded by Council Member Borrett to Approve Resolution 2025-56R: A Resolution of the Town Council of the Town of Severance, Colorado, levying general property taxes for the year 2026 to help defray the costs of government for the 2026 budget year.. All Council Members present voting Yes.

MOTION PASSED

6. PUBLIC HEARING

Pg. 386 - Ordinance 2025-27: An Ordinance adopting by reference the International Building Code, 2024 edition, the International Residential Code, 2024 edition, the International Fuel Gas Code, 2024 edition, the International Plumbing Code, 2024 edition, the International Mechanical Code, 2024 edition, the International Existing Building Code, 2024 edition, the International Property Maintenance Code, 2024 edition, the International Swimming Pool and Spa Code, 2024 edition, and the International Energy Conservation Code, 2024 edition, promulgated by the International Code Council.

- Legislative, Public Comment
- Staff Presentation: Russ Weber, Chief Building Inspector

The public hearing opened at 6:27 p.m., no one present wished to speak during public comment and the public hearing closed at 6:28 p.m. Building Official Russ Weber addressed the Council and explained why the Town is adopting the 2024 code, and spoke about the changes in the codes.

MOTION WAS MADE BY Council Member Bruen, seconded by Council Member Hessler to Adopt Ordinance 2025-27: An Ordinance adopting by reference the International Building Code, 2024 edition, the International Residential Code, 2024 edition, the International Fuel Gas Code, 2024 edition, the International Plumbing Code, 2024 edition, the International Mechanical Code, 2024 edition, the International Existing Building Code, 2024 edition, the International Property Maintenance Code, 2024 edition, the International Swimming Pool and Spa Code, 2024 edition, and the International Energy Conservation Code, 2024 edition, promulgated by the International Code Council.. 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. **Concerning the purchase, acquisition, lease, transfer, or sale of any real, personal, or other property interest, pursuant to C.R.S. 24-6-402(4)(a) and for conferences with the Town attorney for purposes of receiving legal advice on specific legal questions, pursuant to 24-6-402(4)(b), with regard to the Buffalo Creek Annexation, and**

MOTION WAS MADE BY Council Member Gagliardi, seconded by Council Member Hessler to adjourn into executive session Concerning the purchase, acquisition, lease, transfer, or sale of any real, personal, or other property interest, pursuant to C.R.S. 24-6-402(4)(a) and for conferences with the Town attorney for purposes of receiving legal advice on specific legal questions, pursuant to 24-6-402(4)(b), with regard to the Buffalo Creek Annexation, and. All Council Members present voting Yes.

MOTION PASSED

2. **For purposes of 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)(e)(I), concerning a potential recreational building partnership with the Town of Windsor, and**

Mayor Fries requested that items one and two be swapped, changing the order in which they will be addressed during the executive session.

MOTION WAS MADE BY Council Member Bruen, seconded by Council Member Gagliardi to adjourn into executive session for purposes of 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)(e)(I), concerning a potential recreational building partnership with the Town of Windsor, and. All Council Members present voting Yes.

MOTION PASSED

3. **Concerning the purchase, acquisition, lease, transfer, or sale of any real, personal, or other property interest, pursuant to C.R.S. 24-6-402(4)(a) and for purposes of 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)(e)(I), concerning a potential water lease discussion with the Town of Wellington.**

MOTION WAS MADE BY Council Member Bruen, seconded by Council Member Borrett to adjourn into executive session concerning the purchase, acquisition, lease, transfer, or sale of any real, personal, or other property interest, pursuant to C.R.S. 24-6-402(4)(a) and for purposes of 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)(e)(I), concerning a potential water lease discussion with the Town of Wellington.. All Council Members present voting Yes.

MOTION PASSED

4. **For purpose of 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)(e)(I), and for conferences with the Town Attorney for purposes of receiving legal advice on specific legal questions, pursuant to 24-6-402(4)(b), with regard to the Water Service Agreement with North Weld County Water District.**

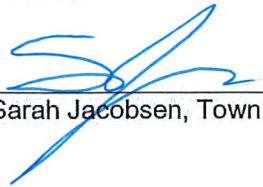
MOTION WAS MADE BY Council Member Borrett, seconded by Council Member Gagliardi to adjourn into executive session for purpose of determining positions relative to matters that may be subject to negotiations, developing a strategy for negotiations, and instructing negotiators, pursuant to C.R.S. 24-6-402(4)(e)(I), and for conferences with the Town Attorney for purposes of receiving legal advice on specific legal questions, pursuant to 24-6-402(4)(b), with regard to the Water Service Agreement with North Weld County Water District. . All Council Members present voting Yes.

MOTION PASSED

F. ADJOURN

The meeting adjourned at 6:41 p.m.

ATTEST


Sarah Jacobsen, Town Clerk




Matthew Fries, Mayor