



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, February 4, 2026, at 6:00 PM

A. CALL TO ORDER

1. Roll Call
2. Pledge of Allegiance
3. Approval of Agenda
4. Approval of Meeting Minutes 12.3.25
5. Public Comment

The purpose of the Public Comment is for members of the public to speak to the Citizen Advisory Board 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 Chair. The Citizen Advisory Board 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 Citizen Advisory Board, please state your name and address and sign-in.

B. REGULAR MEETING

1. **Chair and Vice-Chair Selection**
 - Legislative
 - Staff Presentation: Nicholas Wharton, Town Manager
2. **Town of Windsor Feasibility Study**
3. **Community Grant Request: Severance High School After Prom**
 - Discussion, Legislative
 - Staff Presentation: Nicholas Wharton, Town Manager
4. **Senior Services and Resources Discussion**
 - Discussion
 - Staff Presentation: Karen Hessler

C. COMMUNICATIONS

1. Town Staff

2. Board Members

D. ADJOURN

Citizen Advisory Board MEETING
Wednesday, February 4, 2026, 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, December 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
Audience:
Staff: Nicholas Wharton, Town Manager
Lindsay Radcliff-Coombes, Deputy Town Manager
Sarah Jacobsen, Town Clerk

A. CALL TO ORDER

1. Roll Call

PRESENT

Chair Josh Green, Vice-Chair Chase Zajc, Member Felicia Jarrett (arrived at 6:07 p.m.), Member Melissa Riopelle, Member Stephen Olt, Alternate Member SarahMae Williams

ABSENT

Member Dale Garland and Member Richard Vandenberg

2. Pledge of Allegiance

3. Approval of Agenda

MOTION WAS MADE BY Vice-Chair Zajc, seconded by Member Riopelle to approve the Agenda. All Members present voting Yes, Member Jarrett was not present for this vote.

MOTION PASSED

4. Approval of 11.5.25 Meeting Minutes

MOTION WAS MADE BY Vice-Chair Zajc, seconded by Member Riopelle to approve the 11.5.25 Meeting Minutes. All Members present voting Yes, Member Jarrett was not present for this vote.

MOTION PASSED

5. Public Comment

The purpose of the Public Comment is for members of the public to speak to the Citizen Advisory Board 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 Chair. The Citizen Advisory Board 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 Citizen Advisory Board, please state your name and address and sign-in.

Gary Martin, with the Windsor Severance Historical Society, addressed the board and thanked the members for considering his grant application.

B. REGULAR MEETING

1. Community Grant: Windsor Severance Historical Society

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

MOTION WAS MADE BY Chair Green, seconded by Vice-Chair Zajc to Approve the Community Grant request by the Windsor Severance Historical Society. All Members present voting Yes, Member Jarrett was not present for this vote.

MOTION PASSED

2. Business of the Year

- Legislative
- Staff Presentation: Nicholas Wharton, Town Manager

The Members cast their votes for Business of the year, and Raven Wick Candle Co was selected by majority vote.

3. Citizen of the Year

- Legislative
- Staff Presentation: Nicholas Wharton, Town Manager

The Members cast their votes for Citizen of the year, and Elizabeth Atkins was selected by majority vote.

4. Youth of the Year

- Legislative
- Staff Presentation: Nicholas Wharton, Town Manager

The Members cast their votes for Youth of the year, and Owen Arellano was selected by majority vote.

C. COMMUNICATIONS

1. Town Staff
2. Board Members

D. ADJOURN

The meeting adjourned at 6:28 p.m.

TOWN OF SEVERANCE

Josh Green, Chair

ATTEST:

Sarah Jacobsen, Town Clerk



AGENDA ITEM SUMMARY

AGENDA ITEM	SUBMITTED BY	PRESENTED BY
Chair and Vice-Chair Selection	Nicholas Wharton, Town Manager	Nicholas J. Wharton
ACTION REQUESTED		
<p>Management asks the Citizen Advisory Board to discuss the Chair and Vice-Chair appointments and take action.</p> <ul style="list-style-type: none"> • Actions that may be taken: <ul style="list-style-type: none"> ○ Move to appoint a Chair for a one-year term ○ Move to appoint a Vice-Chair for a one-year term 	<p><u>Discussion</u> <u>Action Requested</u></p>	
BRIEF HISTORY OF ITEM		
BRIEF SUMMARY		
<p>Per Chapter 2, Article 5, Section 2-5-60 of the Severance Municipal Code:</p> <p>The membership of the CAB shall annually elect a Chair and Vice Chair, who shall serve as the Officers of the CAB. In the absence of both the Chair and Vice Chair, any member of the Citizen Advisory Board may conduct the meeting.</p>		
PUBLIC SUPPORT/CONCERN		
None at this time.		
ANALYSIS AND RECOMMENDATION		
Management recommends that the Citizen Advisory Board (CAB) take action and move to appoint a Chair and Vice-Chair for a one-year term.		
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 After Prom	Nicholas Wharton, Town Manager	Nicholas J. Wharton
ACTION REQUESTED		
Management recommends that the Citizen Advisory Board consider the Severance High School After Prom grant request.		<u>Discussion Action Requested</u>
BRIEF SUMMARY		
Please see the summary attachment		
PUBLIC SUPPORT/CONCERN		
None at this time		
ANALYSIS AND RECOMMENDATION		
Management recommends that the Citizen Advisory Board consider the Severance High School After Prom grant request.		
MATERIALS SUBMITTED		
<p>The following materials were submitted and included in this packet:</p> <ol style="list-style-type: none"> 1. SHS After Prom Community Grant Request 1.9.26 2. Town of Severance Community Grant Request SHS After Prom 2026 		

Print

Community Grant Application - Submission #779

Date Submitted: 1/9/2026

Name of Requesting Organization*

Severance High School After Prom

Email Address*

severanceafterprom@gmail.com

Phone Number*

9703973783

Contact Name*

Racinda Godbold

Address*

1200 Hidden Valley Parkway

If Mailing Address is Different

City*

Severance

State*

Colorado

Zip Code

80550

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*

The Severance High School After Prom Committee is gearing up to provide a low-cost, safe, fun, and drug-free/alcohol-free event for our students immediately following Prom on April 25, 2026 at The Main Event in Windsor. Sponsorship of this event unites the town of Severance with the Town of Windsor in affording the shared teen members of our growing communities an activity to continue to enjoy time with their friends in a space where they are monitored in order to discourage poor choices and, in doing so, also help lessen potential for safety issues in our neighborhoods.

This relates to the Town of Severance's Community Organization Policy in that it:

- 1 - Contributes to education, safety, health, welfare, and recreation of the community's youth
- 2 - There is a significant number of expected youth (300) and adults (15) who will participate or benefit.
- 3) The donations (monetary, in-kind, service) given by local businesses provides an opportunity to promote local commerce and industry
- 4) The united support of the Towns of Severance and Windsor provides for a positive climate and culture of our neighboring communities, working to celebrate and support its youth which is a focus of the Town of Severance's culture and history
- 5) The high school prom is a long standing "rite of passage" tradition that has been part of the Weld-re4 community for many years. Since the opening of Severance High School, this will be the 6th prom specific to our Severance community. This is the observance of a local historical event.

Event Plan: An estimate of 300 SHS Junior and Senior Students and a guest may attend the SHS After Prom "Lock-In" at The Main Event regardless of attendance at prom as long as they arrive sober and follow admission rules and have met the criteria for attendance outlined by SHS. At minimum, 15 adults must chaperone the event (14 parent volunteers and 1 school administrator). The SHS SRO was also able to attend last year's event, and we are hopeful that will be the case this year as well. Attendees enjoy unlimited bowling, laser tag, arcade games and soda; pizza, salad & dessert buffet; and a variety of opportunities to win prizes throughout the night (encouraging them to stay to the end). Students may remain in their prom attire or change before entering. If a participant leaves the event, they will not be allowed to re-enter. Past students have told us that they were looking forward to the after-prom event more than prom itself! Highlights from last year's event included: hidden Silver Knight duckies to win prizes; prize bags for every attendee; random drawings every 15 minutes; first to arrive door prizes (students were rushing to be first); and the end of the evening BIG prizes; the community came out in force to support this event with prize donations totaling almost \$3500!) After Prom goers were thrilled with the food, games, and social time. Holding the event at The Main Event has been such a success with students and requested again for the 4th time now! The estimated cost for this year's event is \$14,000. We have worked tirelessly to raise the needed funds and have raised just over \$10,000 which includes a grant from the Town of Windsor for \$1000. We kindly request that the Town of Severance award a matching community grant of \$1,000. Additional grant applications and fundraising events are planned for the upcoming months to help us reach our \$14,000 goal.

Requested Grant Amount*

\$1000

Has the Town of Severance contributed to the Requesting Organization in the past?*

Select one

Yes

No

If yes, what amount(s) and when?

2023 - \$3000; 2024 - \$1,500; 2025 - \$1,500

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)

The grants contributed to the cost of the SHS After Prom event at The Summit/The Main Event for up to 300 Juniors & Seniors and guests providing a safe place to socialize and celebrate, preventing potential community disturbances and safety issues. The cost of the events to The Summit/The Main Event were:

- 2023 - \$11,907.65
- 2024 - \$10,979.46
- 2025 - \$13,995.57

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)*

- Town of Severance Grants: 2024 = \$1500; 2025 = \$1500
- Town of Windsor Grants: 2024 = \$1500; 2025 = \$1500
- Food Truck Fridays: 2024 = \$1903.75; 2025 = \$1855.92
- Butter Braid Fundraiser: 2024 = \$1703.20; 2025 = \$1414.20
- Barnes and Noble Book Fair: 2024 = \$1297.30; 2025 = \$4574.12

Does the IRS classify you (the requesting organization) as a 501(c)3 organization?*

- Yes
- No
- N/A

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

Town of Severance Community Grant Request SHS After Prom 2026.pdf

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.

Town of Severance Community Grant Request

Organization: Severance High School After Prom
1200 Hidden Valley Parkway
Severance, CO 80550
severanceafterprom@gmail.com

Website: [School Committees - Severance High School](#)

Purpose – The purpose of this Organization shall be to support the Severance High School After Prom program. The organization will provide financial support for the event through various fundraisers and solicitation of items from the community. The vision/goal is that each high school junior and senior will have a safe, drug free and alcohol-free environment in which to enjoy their friends.

Organization Operation – This Organization will operate as part of Weld Re4 School District, following Board policy KBE and KBE-R and the [fundraising guidelines and expectations](#) established by Weld Re4 School District.

Weld RE4 organization Status: Parent organization with district activity fund status*

*Weld County School District RE-4 is a public school district. Federal tax ID # 84-6013749

Date became Weld RE-4 recognized: November 1, 2023

Co-Chairs: Racinda Godbold
1897 Vista Plaza Street
Severance, CO 80550

Sarah Avrech
1684 Eden Valley Lane
Severance, CO 80550

**Secretary/
Treasurer:** Racinda Godbold
1897 Vista Plaza Street
Severance, CO 80550

SHS Advisor: Kevin McWain
SHS
1200 Hidden Valley Parkway
Severance, CO 80550

History: Severance High School opened in the fall of 2019 with only Sophomore and Freshmen classes, adding a new class each year. There have now been 5 classes graduate from SHS and 5 proms. The SHS After prom committee began as a very small group of parents interested in providing a safe alternative for activities after the dance ended and was run by one parent for 2 years but not affiliated with the school. At the graduation of that parent’s student, the event was at risk of not continuing. Fortunately, a group of 5 junior class parents stepped up in February of that school year and were able to raise enough funds with the help of the towns of Severance and Windsor providing half of the cost. At this time, the organization was still not affiliated with the school and at risk of not continuing. Working to establish an ongoing structure and relationship to support the students at SHS for many years to come, one member drafted bylaws and with the support of the remaining senior parents, the group became recognized as a parent organization with Weld re4 School District status. Although the senior students graduated, a few of those parents have been able to continue on the committee as they have younger students at SHS and are providing guidance and leadership. The continuation of the After Prom event at SHS has become a tradition and expectation by the student body and school. Through much time, dedication, and work, this will be the 6th After Prom Event!

Current Fundraising Balance: January 9, 2026 - \$10,085.17

Venue: The Main Event, Windsor, CO

Estimated Inclusive Cost for After Prom 2026: \$13,995.57**

****No other additional expenses for fundraising are allowed per District Policy (Weld RE4 Board Policy KBE-R: Option 1)**

Event Plan: SHS Junior and Senior Students and a guest may attend the SHS After Prom “Lock-In” at The Main Event regardless of attendance at prom as long as they arrive sober and follow admission rules and have met the criteria for attendance outlined by SHS (see attached document). At minimum, 15 adults must chaperone the event (14 parent volunteers and 1 school administrator). The SHS SRO was able to attend last year’s event and we are hopeful for the participation again. Attendees enjoy unlimited bowling, laser tag, arcade games and soda; pizza, salad & dessert buffet; and a variety of opportunities to win prizes throughout the night (encouraging them to stay to the end). Students may remain in their prom attire or change before entering. If a participant leaves the event, they will not be allowed to re-enter. Past students have told us that they were looking forward to the after-prom event more than prom itself! Highlights from last year’s event included: hidden Silver Knight duckies to win prizes; prize bags for every attendee; random drawings every 15 minutes; first to arrive door prizes (students were rushing to be first); and the end of the evening BIG prizes; the community came out in force to support this event with prize donations totaling almost \$3,500! After Prom goers were thrilled with the food, games, and social time. Holding the event at The Main Event has been such a success with students and requested again for the 4th time now! We have worked tirelessly to raise the needed funds and we are close. We are hopeful that with the Town of Severance Community Grant we will be that much closer to our fundraising goal and kindly request the \$1,000 award to make that happen.

Prizes: In Kind Donations are being requested from businesses and individuals to provide entertainment and incentives

Main Event Invoice:

EVENT OVERVIEW

Package Selection

DETAILS		QTY.	UOM	PRICE EA.	TOTAL
Lock In (3 Hours)	1901.8440	300	per Guest	\$25.00	\$7,500.00

Menu

DETAILS		QTY.	UOM	PRICE EA.	TOTAL
2 Slices of Pizza		300	per Guest	\$9.99	\$2,997.00
2 slices of pizza + medium soft drink					
Avocado Caesar Salad		300	per Guest	\$4.50	\$1,350.00
Assorted Dessert Bars		300	per Guest	\$9.00	\$2,700.00
Summerberry stack, chocolate peanut butter stack, chewy marshmallow, lemon crumb, cinnamon swirl, chocolate chunk, toffee crunch blondie, totally oreo brownie					

Activities

DETAILS		QTY.	UOM	PRICE EA.	TOTAL
3 Hour Time Card		300	per Guest	Included	\$0.00

DETAILS	QTY.	UOM	PRICE EA.	TOTAL
3 Hours of all you can play video games. No points or prizes awarded. Not valid for VR play. Only valid day of event. Rainbow colored card readers only.				
Bowling Shoes	300	per Guest	Included	\$0.00

Additional Items

DETAILS	QTY.	UOM	PRICE EA.	TOTAL
Required Revenue Minimum	1	Each	\$0.00	\$0.00

Main Event requires a \$13,000 revenue minimum prior to tax and service charge for this event. If the group does not reach the revenue minimum, the guest agrees that the remaining balance, prior to tax and service charge will be charged as a room rental.

Discount

DETAILS	QTY.	UOM	PRICE EA.	TOTAL
Package Adjustment	1		\$-1,500.00	\$-1,500.00

One time package discount to bridge gap in package changes and cost increases. Valued repeat customer consideration.

Event Order Q-210102



CHARGES & PAYMENTS	
Subtotal	\$13,047.00
Service Charge	\$810.00
Taxes (Exempt) and Fees	\$138.57
Grand Total	\$13,995.57
Payments Received	\$0.00
Balance Due	\$13,995.57

Fundraising Flyer:

DONATE TO PROVIDE A SAFE, SOBER, AND FUN


SHS

AFTER PROM

Event



ACTIVITIES FUNDRAISING LINK : ENTER "AFTER PROM"



GOAL: \$14,000 BY MARCH

School Criteria for Attending Prom/After Prom:



Criteria for Spring Dances and Senior Final Exemption

Event	Grade Levels	Date of Event	Grade/Att Check Date	Behavior Criteria	Grade Criteria	Unexcused Absences	Unexcused Tardies	School Fees
Sadie Hawkins Dance	9-12	Saturday, February 8	Monday, February 3	OSS or Multiple ISS: ineligible	No more than 1 F	No more than 4 across all classes	No more than 4 total across all classes	All fees must be paid
Prom	11-12	Saturday, May 3	Monday, April 28	OSS or Multiple ISS: ineligible	No more than 1 F	No more than 15 across all classes	No more than 15 total across all classes	All fees must be paid
Senior Final Exemption	12	May 15-16	Monday, May 12	OSS or Multiple ISS: ineligible	A, B, or C in that individual class	No more than 3 in that class	No more than 4 in that individual class	All fees must be paid
Field Trips and Other after-school events	9-12	2nd Semester	Ongoing	OSS or Multiple ISS: ineligible	No more than 1 F	Must have at least 85% attendance rate	Excessive tardies: not able to attend	All fees must be paid

We want our students to be involved in extracurricular events! But it is also important to hold students to a high standard of focusing on academics first. Each of these events, along with other extracurriculars and after-school events, also carries a behavior criteria: an Out of School Suspension, multiple In School Suspensions, or ongoing behavioral concerns will result in disqualification for **the next event**.

For senior final exemption, each class carries its own criteria for exemption in terms of grades and attendance.

On the date that grades and attendance are checked, if a student is eligible for the event, he or she will remain eligible. However, if a student is ineligible for the event on the date that grades and attendance are checked, **he or she has the opportunity to raise grades or improve attendance before the event and become eligible.**



AGENDA ITEM SUMMARY

AGENDA ITEM	SUBMITTED BY	PRESENTED BY
Senior Services and Resources Discussion	Karen Hessler	Council Member Karen Hessler
ACTION REQUESTED		
Management asks that the Citizen Advisory Board review and discuss the proposed information on senior services and resources and provide Council Member Hessler with any comments or suggestions it deems necessary.	<u>Discussion</u>	
BRIEF HISTORY OF ITEM		
BRIEF SUMMARY		
Council Member Hessler will provide a presentation.		
PUBLIC SUPPORT/CONCERN		
None at this time.		
ANALYSIS AND RECOMMENDATION		
Management asks that the Citizen Advisory Board review and discuss the proposed information on senior services and resources and provide Council Member Hessler with any comments or suggestions it deems necessary.		
MATERIALS SUBMITTED		
The following materials were submitted and included in this packet: None		