



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

