



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, January 13, 2026, at 5:00 PM

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

Audience:
Staff: Nicholas Wharton, Town Manager
Lindsay Radcliff-Coombes, Deputy Town Manager
Sarah Jacobsen, Town Clerk
Shani Porter, Planning Director
Ken Chavez, Police Chief
Andrew Rogers, Town Attorney

A. COUNCIL SWEARING IN (4:30 pm)

B. 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. 4 - Raftelis Utility Rate Study Presentation

- Discussion
- Staff Presentation: Nicholas Wharton, Town Manager
Todd Cristiano with Raftelis presented findings and answered questions on the utility rate study.

C. 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 Karen Hessler, Council Member Josh Ochs

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 Gagliardi, to Approve the Consent Calendar. All Council Members present voting Yes.

MOTION PASSED

a. **Pg. 30 - Town Council Special Meeting Minutes 12.30.25**

b. **Pg. 33 - November 2025 Payables**

c. **Pg. 37 - November 2025 Financial Statements**

5. Approval of Agenda

MOTION WAS MADE BY Mayor Pro-Tem Vandermark, seconded by Council Member Hessler to Approve the Agenda as is. 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.

No one present wished to speak.

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
- d. Council Members Liaisons
- e. Mayor

D. TOWN COUNCIL

1. Pg. 118 - Planning Commissioner Appointment

- Legislative, Discussion
- Staff Presentation: Shani Porter, Planning Director
Town Council interviewed Russ Liberty for the Planning Commission opening. The seat is filling a vacancy with a term through June 2029.

MOTION WAS MADE BY Council Member Hessler, seconded by Mayor Pro-Tem Vandermark to appoint Russ Liberty as Planning Commissioner. All Council Members present voting Yes.

MOTION PASSED

2. Pg. 123 - Water Efficiency Plan Presentation

- Discussion
- Staff Presentation: Nicholas Wharton, Town Manager
Kelsey Dudziak with WestWater Research, led the presentation on the water efficiency plan for Severance.

3. Pg. 124 - Mayor Pro-Tem Appointment

- Legislative
- Staff Presentation: Nicholas Wharton, Town Manager

MOTION WAS MADE BY Mayor Pro-Tem Vandermark, seconded by Council Member Ochs to Appoint Brittany Vandermark as Mayor Pro-Tem for a one year term. All Council Members present voting Yes.

MOTION PASSED

4. Pg. 125 - Town Council Liaison Appointments

- Legislative
- Staff Presentation: Nicholas Wharton, Town Manager
The Mayor and Town Council discussed liaison appointments. Council Member Hessler expressed interest in Clearview Library District and Council Member Joseph wished to remain the library liaison. Town Council agreed on the following liaison roles:

- Mayor Fries, Chamber of Commerce and North Front Range MPO
- Mayor Pro-Tem Vandermark, Citizen Advisory Board and Youth Council

- Council Member Gagliardi, Great Western Trail
- Council Member Bruen, North Weld Water District
- Council Member Joseph, Clearview Library District
- Council Member Hessler, Weld RE4 School District
- Council Member Ochs, Windsor Severance Fire District and Alternate for North Front Range MPO

E. COUNCIL MEMBER PETITIONS

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

Council Member Gagliardi petitioned to discuss the purchase of the Great Western Trail train car at the Council Retreat on January 16, 2026.

Council Member Gagliardi petitioned to work with Council Member Hessler and Town staff to develop a Kids Program, possibly partnering with Windsor Recreation Center and utilizing Severance High School for a summer program.

F. 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**

MOTION WAS MADE BY Council Member Bruen, seconded by Mayor Pro-tem Vandermark 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. All Council Members present voting Yes.

MOTION PASSED

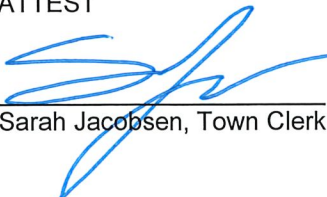
G. ADJOURN

The meeting adjourned at 7:30 p.m.

TOWN OF SEVERANCE


 Matthew Fries, Mayor

ATTEST



 Sarah Jacobsen, Town Clerk

