



**TOWN COUNCIL WORK SESSION & MEETING**  
Zoom Webinar and/or Town Council Chamber  
3 S. Timber Ridge Parkway, Severance, CO 80550

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**WORK SESSION & MEETING MINUTES**  
Tuesday, May 12, 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  
John Zacklene, Public Works Director  
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. 3 - Mobile Food Vendor Licensing Discussion**

- Discussion
- Staff Presentation: Andrew Rogers, Town Attorney  
Discussion on a proposed Ordinance requiring mobile food vendors that are operating within the Town limits to obtain a mobile vendor license.

**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 Stephen Gagliardi, Council Member Craig Joseph, Council Member Karen Hessler, Council Member Josh Ochs

**2. Pledge of Allegiance**

**3. Pg. 10 - Proclamation: Public Works Week**

**4. Agenda Review by Town Manager**

**5. 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 Ochs to Approve the Consent Calendar. All Council Members present voting Yes.

**MOTION PASSED**

**a. Pg. 11 - Town Council Meeting Minutes 4.28.26**

**b. Pg. 15 - Resolution 2026-13R: A Resolution of the Town Council of the Town of Severance, Colorado, amending the Code of Conduct and Ethics in accordance with section 3.06 of the Home Rule Charter**

**6. Approval of Agenda**

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

**MOTION PASSED**

**7. 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.

**8. Council Member Comments**

**9. 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

#### **C. TOWN COUNCIL**

##### **1. SafeBuilt Scholarship Presentation**

- Discussion
- Staff Presentation: Russ Weber, Chief Building Inspector  
Russ Weber and Mayor Fries presented a \$2000 scholarship to the winner of the 2026 SafeBuilt and Severance Scholarship.

##### **2. Pg. 63 - Resolution 2026-14R IGA Windsor Wastewater**

- Legislative
- Staff Presentation: Andrew Rogers, Town Attorney

**MOTION WAS MADE BY Mayor Pro-tem Vandermark**, seconded by Council Member Bruen to Approve Resolution 2026-14R IGA Windsor Wastewater. 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. ADJOURN**

#### **F. EXECUTIVE SESSION**

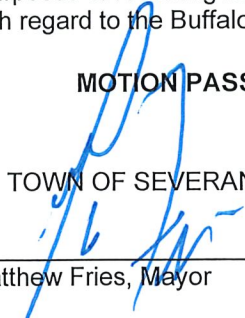
1. Concerning the purchase, acquisition, lease, transfer, or sale of any real, personal, or other property interest, pursuant to C.R.S. 24-6-402(4)(a), and for conferences with the Town Attorney for purposes of receiving legal advice on specific legal questions, pursuant to 24-6-402(4)(b), with regard to the Buffalo Creek Annexation

**MOTION WAS MADE BY Council Member Ochs**, seconded by Mayor Pro-tem Vandermark to ADJOURN INTO Executive Session Concerning the purchase, acquisition,

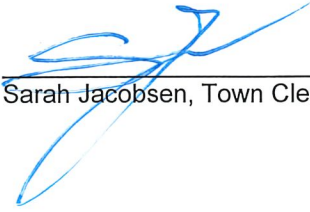
lease, transfer, or sale of any real, personal, or other property interest, pursuant to C.R.S. 24-6-402(4)(a), and for conferences with the Town Attorney for purposes of receiving legal advice on specific legal questions, pursuant to 24-6-402(4)(b), with regard to the Buffalo Creek Annexation. All Council Members present voting Yes.

**MOTION PASSED**

TOWN OF SEVERANCE

  
\_\_\_\_\_  
Matthew Fries, Mayor

ATTEST

  
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Sarah Jacobsen, Town Clerk

