



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

AGENDA
TOWN COUNCIL WORK SESSION/COUNCIL MEETING 2022-04
Tuesday, February 22, 2022, at 6:00 p.m.

A. CALL TO ORDER WORK SESSION

The Goal of Work Sessions are 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. **Land Use Code Committee** (pg. 4)
 - Discussion

B. CALL TO ORDER REGULAR MEETING

1. **Roll Call**
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.

A. Minutes- M2022-03 February 8, 2022 (pg. 5)

5. **Approval of Agenda**

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.



C. TOWN COUNCIL

1. **Ordinance 2022-04: Publishing Ordinance** (pg. 8)
 - Legislative Action
 - Staff Presentation: Nicholas Wharton, Town Manager
2. **Ordinance 2022-05: Compensation Ordinance** (pg. 12)
 - Legislative Action
 - Staff Presentation: Nicholas Wharton, Town Manager
3. **Ordinance 2022-06: Contractor Licensing** (pg. 15)
 - Legislative Action
 - Staff Presentation: Nicholas Wharton, Town Manager & Russ Weber, Building Official
4. **Ordinance 2022-07: Moratorium Amendment** (pg. 23)
 - Legislative Action
 - Staff Presentation: Nicholas Wharton, Town Manager
5. **Weld County Referral** (pg. 27)
 - Legislative Action
 - Staff Presentation: Abdul Barzak, Town Planner
6. **Town Council Code of Conduct and Ethics** (pg. 42)
 - Resolution 2022-08R
 - Ordinance 2022-08
 - Legislative Action
 - Staff Presentation: Mary Lynn Macsalka, Town Attorney

D. COUNCIL MEMBER PETITIONS

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

E. COMMUNICATIONS

Council approval may be sought for administrative actions in association with staff reports.

- Town Attorney
- Town Staff
- Town Management
- Town Council Members
- Mayor

F. EXECUTIVE SESSION

Pursuant to C.R.S. section 24-6-402(4)(b) and 24-6-402(4)(e)(I), for the purpose of conferring with the Town Attorney to receive legal advice on specific legal questions regarding the Town's Water Services Agreement with North Weld County Water District, and to determine positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and instructing negotiators with respect to the Town's Water Services Agreement with North Weld County Water District.



Pursuant to C.R.S section 24-6-402(4)(a), for the purchase or acquisition of any real or other property interest for recreational, environmental, open space and other public purposes, and pursuant to C.R.S. section 24-6-402(e), for the purposes of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and instructing negotiators regarding intergovernmental partnerships to acquire land or other property interests for recreational, environmental, open space and other public purposes.

G. ADJOURN

TOWN COUNCIL WORK SESSION & MEETING

Tuesday, February 22, 2022, 6:00 PM (MDT)

Registration URL

https://us02web.zoom.us/webinar/register/WN_2IAIq6fPQ3yl0LXhftwNuw

AGENDA ITEM SUMMARY

AGENDA ITEM	SUBMITTED BY	PRESENTED BY
Land Use Code Review Committee	Nicholas J. Wharton, MPA	Nicholas J. Wharton, MPA Council Member Duda
ACTION REQUESTED		
<p>Management asks that the Town Council review and discuss the proposed resident requested and Council Member petitioned Land Use Code Review Committee for the Town of Severance.</p>		<p> <input type="checkbox"/> Concept Plan <input type="checkbox"/> Final Plat <input checked="" type="checkbox"/> <u>Report</u> </p>
BRIEF SUMMARY		
<p>Management and Planning Staff have received several phone calls and emails from residents over concerns of our current Land Use Code. Additionally, several residents attended the February 8th Council Meeting requesting that the Council change the land use code and or look at the creation of a Land Use Code Review Committee. Council Member Duda did petition that this item be placed on the next available work session for Town Council discussion.</p>		
PUBLIC SUPPORT/CONCERN		
<p>Several concerned residents have sent emails, called staff, and attended the previous Council Meeting.</p>		
RECOMMENDATION		
<p>Administration is asking for feedback, comments, and direction at this time.</p>		
MATERIALS SUBMITTED		
<p>No additional materials were submitted or included in this packet.</p>		



TOWN COUNCIL MEETING
Zoom Webinar and Town Council Chamber
3 S. Timber Ridge Parkway, Severance, CO

MINUTES
REGULAR MEETING 2022-03
Tuesday, February 8, 2022
6:00 p.m.

Present:

Mayor:

Matthew Fries

Mayor Pro-tem:

Stephen Gagliardi

Council Members:

Bruce Florquist
Frank Baszler
Dennis'Zeke'Kane
Michelle Duda-Remote
Tad Stout-Remote

Absent:

Audience: Rod Simpson, Burke & Betty Steinke, Marlene Kinney, David Johnson, Amber Frederickson, Caleb Johnson, Steve Brewton, Alida Mataczynski, Jason Adams, Kevin Kimball

Staff:

Nicholas Wharton, Town Manager
Lindsay Radcliff-Coombes, Deputy Town Manager
Nancy Mueller CPA, Finance Director
Keith Martin, Town Attorney
Mary Lynn Macsalka, Town Attorney

A. CALL TO ORDER WORK SESSION

- 1. Ordinance 2022-04: Publishing Ordinance**
- 2. Ordinance 2022-05: Compensation Ordinance**

B. CALL TO ORDER REGULAR MEETING

- 1. Roll Call - 7:00 pm**

2. Pledge of Allegiance

3. Agenda Review: Town Manager

4. Consent Calendar

A. Minutes- January 25, 2022 2022-002

MOTION WAS MADE BY COUNCIL MEMBER BASZLER, second by Mayor Pro-Tem Gagliardi to approve the Consent Calendar, All Council Members present voting Yes,

MOTION PASSED

5. Approval of Agenda

MOTION WAS MADE BY COUNCIL MEMBER Baszler, second by Council Member Florquist to approve the Agenda. All Council Members present voting Yes,

MOTION PASSED

6. Public Comment: Open: 6:41 pm - Closed: 6:53 pm

Rod Simpson-95 Flatirion Ln - Land Use Code

Marlene Kinney-206 Immigrant Trl

David Johnson-1425 Redfox Cir

Amber Fredrickson-405 Immigrant Trl

Caleb Johnson-1421 Redfox Cir

Betty Steinke-971 Mt Andrew Dr

Steve Brewton-402 Immigrant Trl

Alida Mataczynski-407 Immigrant Trl

C. TOWN COUNCIL

1. Resolution 2022-06R: Contract Award for Auditor

- Legislative Action
- Staff Presentation: Nancy Mueller, Finance Director

MOTION WAS MADE BY COUNCIL MEMBER FLORQUIST, second by Council Member Kane to approve Resolution 2022-06R: Contract Award for Auditor to The Adams Group LLC. All Council Members present voting Yes,

MOTION PASSED

2. Resolution 2022-07R: Manager Authority for Grants

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

MOTION WAS MADE BY COUNCIL MEMBER BASZLER, second by Mayor Pro-tem Gagliardi to adopt Resolution 2022-07R: Manager Authority for Grants. All Council Members present voting Yes,

MOTION PASSED

3. Ethics and Conduct Council Packets

- Discussion

- Staff Presentation: Mary Lynn Macsalka, Town Attorney

D. COUNCIL MEMBER PETITIONS

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

E. STAFF REPORTS

Council approval may be sought for administrative actions in association with staff reports.

- **Town Attorney**
- **Town Staff**
- **Town Management**
- **Town Council Members**
- **Mayor**

Council Member Stout recused himself at 9:02 pm

F. EXECUTIVE SESSION Open: 9:03 pm Closed: 10:17 pm

Pursuant to Colorado Revised Statutes section 24-6-402(4)(b) for the purpose of receiving legal advice from the Town Attorney on specific legal questions regarding the North Weld County Water District's (NWCWD) moratorium on new water taps and the lawsuit filed against NWCWD by Eagle View Farms, LLC.

Council Member Stout recused himself 9:02 pm

MOTION WAS MADE BY MAYOR PRO-TEM GAGLIARDI, second by Council Member Baszler to ADJOURN INTO Executive Session for the reason stated on the record above. All Council Members present voting Yes,

MOTION PASSED

G. ADJOURN – 10:17 pm

TOWN OF SEVERANCE

Matthew Fries, Mayor

ATTEST:

Leah Vanarsdall, MMC, Town Clerk

AGENDA ITEM SUMMARY

AGENDA ITEM	SUBMITTED BY	PRESENTED BY
Ordinance 2022-04	Nicholas J. Wharton, MPA	Nicholas J. Wharton, MPA
ACTION REQUESTED		
<p>Management asks that the Town Council review and discuss Ordinance 2022-04 and take action.</p> <ul style="list-style-type: none"> • Actions that may be taken: <ul style="list-style-type: none"> • Move to approve Ordinance 2022-04 • Take no action 		<ul style="list-style-type: none"> <input type="checkbox"/> Annexation <input type="checkbox"/> Zoning <input type="checkbox"/> Concept Plan <input type="checkbox"/> Final Plat <input checked="" type="checkbox"/> <u>Ordinance</u> <input type="checkbox"/> Report <input checked="" type="checkbox"/> <u>Action Requested</u>
BRIEF SUMMARY		
<p>As mentioned in the November 1, 2021 memo to the Town Council, there are several actions which need to be taken Per Article XIII, Section Seven of our Severance Home Charter; “All acts required by this Charter to be performed by the new Town Council shall be performed within one hundred eighty (180) days of the effective date of this Charter.” This ordinance would address the requirement of Section 6.03(7) “the method of official Town publication of ordinances shall be set by ordinance” of the Severance Home Rule Charter.</p>		
PUBLIC SUPPORT/CONCERN		
<p>None at this time.</p>		
ANALYSIS AND RECOMMENDATION		
<p>Management recommends that the Town Council take action and move to approve Ordinance 2022-04.</p>		
MATERIALS SUBMITTED		
<p>The following materials were submitted and included in this packet:</p> <ul style="list-style-type: none"> • Ordinance 2022-04 		

**TOWN OF SEVERANCE
ORDINANCE NO. 2022-04**

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF SEVERANCE
COLORADO, PRESCRIBING THE MEANS OF PUBLICATION IN CONJUNCTION
WITH THE ENACTMENT OF LOCAL LEGISLATION AND OTHER MATTERS**

WHEREAS, the Town of Severance is a home-rule municipality existing pursuant to the provisions of the Colorado Constitution; and

WHEREAS, Article VI of the Severance Home Rule Charter establishes the procedure to be followed by the Town Council when enacting ordinances; and

WHEREAS, Section 6.03 of the Severance Home Rule Charter require “The method of official Town publication of ordinances shall be set by ordinance;” and

WHEREAS, the Section 1-3-60 of the Severance Municipal Code currently prescribes or otherwise addresses the manner by which such “publication” is to occur; and

WHEREAS, historically the Town of Severance has “published” such notices and ordinances in a newspaper published outside the limits of the Town of Severance, or in some newspaper of general circulation in the Weld County, as contemplated for statutory towns and cities pursuant to Section 31-16-105, C.R.S.; and

WHEREAS, the Colorado Courts have ruled that the manner by which a home-rule Town enacts legislation is a matter of purely local concern; and

WHEREAS, with the advent of the internet and other electronic communication means, Town Council believes and finds that the use of a newspaper is no longer the most effective and efficient means to notify the citizens of Severance and the general public of proposed legislation, or of adopted legislation; and

WHEREAS, the Town Council of the Town of Severance interprets the “publication” requirement in Severance Home Rule Charter to include such means as may be reasonably calculated to provide notice of the actions of Town Council pertaining to the enactment of legislation; and

WHEREAS, Town Council wishes to authorize the use of electronic publication, including posting of notices and ordinances on the Town’s official internet webpage, as a permissible means to publicize the actions of the Town and Town Council, including without limitation, notices of public hearings, proposed legislative actions and final legislative enactments.

NOW THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF SEVERANCE, COLORADO:

Section 1. Section 1.3.60 of the Severance Municipal Code is repealed in its entirety and re-enacted to read as follows:

Sec. 1.3.60 – Publication of ordinances.

- (a) Whenever the publication of any proposed or adopted ordinance, or any notice of a hearing, is required by the provisions of the Severance Home Rule Charter, such publication may be achieved through the posting of such notice, legislation, or proposed legislation, by means electronic media, or such other media, including posting on the Town’s official website. Except as otherwise provided by ordinance, the Town Manager shall determine the appropriate means of publication other than electronic media through the issuance of an administrative order.
- (b) In the event that such publication is by a means other than electronic media, or such other media, including posting on the Town’s official website, publication shall include posting in the lobby of Town Hall, the front entryway at Town Hall, and the Town’s Website.
- (c) The Town is authorized to publish all ordinances passed by the Town Council by title only, rather than by publishing the full text of the ordinances, provided that each such ordinance is made available for review at the Town Hall during regular business hours.

Section 2. If any article, section, paragraph, sentence, clause or phrase of this ordinance is held to be unconstitutional or invalid for any reason, such decision shall not affect the validity or constitutionality of the remaining portions of this ordinance. The Town Council hereby declares that it would have passed this ordinance and each part or parts hereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.

Section 3. All other ordinances or portions thereof inconsistent or conflicting with this ordinance or any portion hereof is hereby repealed to the extent of such inconsistency or conflict.

Section 4. The repeal or modification of any provision of the Municipal Code of the Town of Severance by this ordinance shall not release, extinguish, alter, modify or change in whole or in part any penalty, forfeiture or liability, either civil or criminal, which shall have been incurred under such provision. Each provision shall be treated and held as still remaining in force for the purpose of sustaining any and all proper actions, suits, proceedings and prosecutions for enforcement of the penalty, forfeiture or liability, as well as for the purpose of sustaining any judgment, decree or order which can or may be rendered, entered or made in such actions, suits, proceedings or prosecutions.

Section 5. This ordinance is deemed necessary for the protection of health, welfare and safety of the community.

INTRODUCED, READ, ADOPTED, APPROVED, AND ORDERED PUBLISHED IN FULL this 22nd day of February 2022.

TOWN OF SEVERANCE, COLORADO

Matthew Fries, Mayor

ATTEST:

Leah Vanarsdall, MMC, Town Clerk

APPROVED AS TO FORM:

Hayashi & Macsalka, LLC, Town Attorney

AGENDA ITEM SUMMARY

AGENDA ITEM	SUBMITTED BY	PRESENTED BY
Ordinance 2022-05	Nicholas J. Wharton, MPA	Nicholas J. Wharton, MPA
ACTION REQUESTED		
<p>Management asks that the Town Council review and discuss Ordinance 2022-05 and take action.</p> <ul style="list-style-type: none"> • Actions that may be taken: <ul style="list-style-type: none"> • Move to approve Ordinance 2022-05 • Take no action 	<ul style="list-style-type: none"> <input type="checkbox"/> Annexation <input type="checkbox"/> Zoning <input type="checkbox"/> Concept Plan <input type="checkbox"/> Final Plat <input checked="" type="checkbox"/> <u>Ordinance</u> <input checked="" type="checkbox"/> <u>Report</u> <input type="checkbox"/> Action Requested 	
BRIEF SUMMARY		
<p>As mentioned in the November 1, 2021 memo to the Town Council, there are several actions which need to be taken Per Article XIII, Section Seven of our Severance Home Charter; “All acts required by this Charter to be performed by the new Town Council shall be performed within one hundred eighty (180) days of the effective date of this Charter.” This ordinance would address the requirement of Section 3.07 (1) “The Mayor and Council Members shall receive such compensation as prescribed by ordinance.” of the Severance Home Rule Charter.</p>		
PUBLIC SUPPORT/CONCERN		
<p>None at this time.</p>		
ANALYSIS AND RECOMMENDATION		
<p>Management recommends that the Town Council take action and move to approve Ordinance 2022-05.</p>		
MATERIALS SUBMITTED		
<p>The following materials were submitted and included in this packet:</p> <ul style="list-style-type: none"> • Ordinance 2022-05 		

**TOWN OF SEVERANCE
ORDINANCE NO. 2022-05**

**AN ORDINANCE PROVIDING FOR REVISED COMPENSATION TO TOWN
COUNCIL AND SETTING FORTH REQUIREMENTS FOR THE PAYMENT OF SUCH
COMPENSATION AND REPEALING PRIOR ORDINANCES OR PROVISIONS
THEREOF INVOLVING THE SAME SUBJECT MATTER**

WHEREAS, the Town of Severance is a home-rule municipality existing pursuant to the provisions of the Colorado Constitution; and

WHEREAS, Article III of the Severance Home Rule Charter establishes the procedure to be followed by the Town Council for Compensation of Mayor and Council Members; and

WHEREAS, Section 3.07 (1) of the Severance Home Rule Charter require “The Mayor and Council Members shall receive such compensation as prescribed by ordinance;” and

WHEREAS, Section 3.07 (2) of the Severance Home Rule Charter states the “The Council shall neither increase nor decrease the compensation of any member of Council, including the Mayor, during his or her term of office.”

**NOW THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE
TOWN OF SEVERANCE, COLORADO:**

Section 1. Compensation for the Mayor shall be a total of Three-Hundred U.S. Dollars (\$300.00) monthly. Compensation for all other members of the Town Council shall be a total of Fifty U.S. Dollars (\$50.00) for each regularly schedule bimonthly meeting. In the event of a special meeting request, a fee will be assessed as set forth in the Town’s Fee Schedule. For any other special work sessions, the Mayor and Town Council shall be paid Fifty U.S. Dollars (\$50.00) per meeting.

Section 2. The compensation described in this ordinance shall be paid monthly and at the same time as the second regular monthly payroll check. The compensation set forth in this ordinance will be reduced by mandatory state and federal withholdings.

Section 3. The increases in compensation, if any, set forth in this ordinance shall take effect upon the expiration of the terms of office of the current mayor, mayor pro tem, and each remaining councilor.

Section 4. All other ordinances or portions thereof inconsistent or conflicting with this ordinance or any portion hereof is hereby repealed to the extent of such inconsistency or conflict.

Section 5. The repeal or modification of any provision of the Municipal Code of the Town of Severance by this ordinance shall not release, extinguish, alter, modify or change in whole or in part any penalty, forfeiture or liability, either civil or criminal, which shall have been incurred under such provision. Each provision shall be treated and held as still remaining in force

for the purpose of sustaining any and all proper actions, suits, proceedings and prosecutions for enforcement of the penalty, forfeiture or liability, as well as for the purpose of sustaining any judgment, decree or order which can or may be rendered, entered or made in such actions, suits, proceedings or prosecutions.

Section 6. This Ordinance shall take effect thirty (30) days after its publication.

INTRODUCED, READ, ADOPTED, APPROVED, AND ORDERED PUBLISHED IN FULL this 22nd day of February 2022.

TOWN OF SEVERANCE, COLORADO

Matthew Fries, Mayor

ATTEST:

Leah Vanarsdall, MMC, Town Clerk

APPROVED AS TO FORM:

Hayashi & Macsalka, LLC, Town Attorney

AGENDA ITEM SUMMARY

AGENDA ITEM	SUBMITTED BY	PRESENTED BY
Ordinance 2022-06	Nicholas J. Wharton, MPA	Russ Weber & Nicholas J. Wharton, MPA
ACTION REQUESTED		
<p>Management asks that the Town Council review and discuss Ordinance 2022-06 and take action.</p> <ul style="list-style-type: none"> • Actions that may be taken: <ul style="list-style-type: none"> • Move to approve Ordinance 2022-06 • Take no action 	<ul style="list-style-type: none"> <input type="checkbox"/> Annexation <input type="checkbox"/> Zoning <input type="checkbox"/> Concept Plan <input type="checkbox"/> Final Plat <input checked="" type="checkbox"/> <u>Ordinance</u> <input checked="" type="checkbox"/> <u>Action Requested</u> 	
BRIEF SUMMARY		
<p>Management and the SAFEbuilt Building Department ask that the Town Council discuss the proposed ordinance which would create a Contractor Licensing Program for the Town of Severance. This proposed language was brought to the Council during a work session in 2021 and all purposed and suggested changes by the council are now included in this revised Ordinance.</p>		
PUBLIC SUPPORT/CONCERN		
<p>None at this time.</p>		
ANALYSIS AND RECOMMENDATION		
<p>Management recommends that the Town Council take action and move to approve Ordinance 2022-06.</p>		
MATERIALS SUBMITTED		
<p>The following materials were submitted and included in this packet:</p> <ul style="list-style-type: none"> • Ordinance 2022-06 		

**TOWN OF SEVERANCE
ORDINANCE NO. 2022-06**

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF SEVERANCE,
COLORADO, AMENDING CHAPTER 6 OF THE SEVERANCE MUNICIPAL CODE
REGARDING CONTRACTOR LICENSES**

WHEREAS, in general, licensing improves quality and protects the public against incompetent or dangerous practitioners; and

WHEREAS, in the context of building construction, it is difficult for consumers or homeowners to evaluate builder quality beforehand, and low-quality practitioners can potentially inflict serious harm; and

WHEREAS, licensing an occupation can confer legitimacy, increase social status for practitioners, building community and cohesiveness within an occupation, and can help to standardize work functions; and

WHEREAS, licensing incentivizes practitioners to meet certain quality benchmarks and to invest in training and skill development, thereby engendering increased consumer confidence in their services and, in turn, consumer demand for their products; and

WHEREAS, the Town Council finds and declares the regulation of building trades through licensing those who engage in it promotes the public health, safety, and welfare.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF SEVERANCE, COLORADO: ¹

Section 1. Chapter 6, Business Licenses and Regulations, of the Severance Municipal Code is amended by the addition of a new Article VI, entitled “Contractors,” to read as follows:

ARTICLE VI - CONTRACTORS

Sec. 6-6-10. Definitions.

Building official means the town’s chief building official or the chief’s designee.

Contractor.

- (1) The term “contractor” means any person who:
 - (a) Undertakes work with or for another person to build, construct, alter, remodel, repair, move, or wreck any building or structure, or any portion thereof, or any public utility system or public street, for which a permit from the town is required and which work is to be accomplished for any form of compensation; and

¹ Additions to the current text of the Code are indicated by underlining, and deletions are indicated by ~~strike through~~.

- (b) Performs or holds themselves out to perform construction, remodeling, wrecking, demolition, grading, excavating, or house or building moving (the moving of buildings or structures from one location to another) services;
- (2) The term “contractor” does not include:
- (a) Employees working for and under the supervision of a contractor
 - (b) A homeowner who builds, constructs, alters, repairs, adds to, moves, or wrecks any building or structure, or any portion thereof, which constitutes the owner's residence or a building or structure accessory thereto, and which is intended for the owner's personal use; except that any homeowner who performs such work at more than one residence within any given year will be deemed a contractor.

Qualified supervisor means any person who has passed the International Code Conference ("ICC") examination for construction supervisors.

Person means and includes a firm, co-partnership, corporation, association, or other organization, or any combination thereof.

Town Manager means the town manager or such person’s designee.

Sec. 6-6-20. License required.

- (a) It shall be unlawful for any contractor to perform work within the town without first having obtained a license from the town.
- (b) Any building permit(s) issued may be suspended at any time if those completing work on-site within the Town do not hold a valid contractor license.

Sec. 6-6-30. Supervision required.

It shall be unlawful for any contractor to cause or permit any work to be performed on a commercial project without the on-site presence of a qualified supervisor.

Sec. 6-6-40. Classification of licenses.

The following classes of contractors' license are established, and the indicated fees shall be required of contractors within the town:

- (a) *Class A.* This license shall entitle the holder to construct, alter, finish, or repair any type or size of structure permitted by the International Building Code or the International Residential Code as adopted by the town. Possession of a class "A" license permits the activities authorized by class "B" or "C" license.
- (b) *Class B.* This license shall entitle the holder to construct, alter, or repair one-family

and two-family residences of two stories or less permitted by the International Residential Code as adopted by the town. This contractor may not contract for public buildings or places of public assembly.

(c) *Class C (trade contractor)*. This license entitles the holder to perform work involving specialized trades, such as brick, mechanical-ventilation, carpentry, building insulation, fencing, plastering, framing, drywalling, glazing, irrigation systems, burglar alarms, swimming pools, and sheds, permitted by the town's building codes. Such license may include more than one such trade carried on by the licensee.

(c) *Commercial Roofing*. This license entitles the holder to engage in the installation of roofing materials on commercial building structures permitted by the town's building code. International Code Council, G14 certification

(d) *Residential Roofing*. This license entitles the holder to engage in the installation of roofing materials on residential building structures permitted by the town's building code.

Sec. 6-6-50. Contractor duties.

(a) *Workmanship*. The licensee shall be held responsible for performing the activity authorized by the license in a proficient, workmanlike manner consistent with acceptable building practice; the failure to comply with this requirement shall be cause for the denial, suspension, revocation, or restriction of the license or future licenses.

(b) *Incomplete work*. In the event a structure is not pursued to completion and work is stopped for any period exceeding one hundred eighty (180) days, the licensee shall notify the Building Official in writing of such stoppage and shall take reasonable steps to protect and to prevent the structure from deteriorating to the condition of a dangerous or unsafe building.

Sec. 6-6-60. License application.

(a) Applicants shall submit a written application to the building official that includes, but is not limited to, the following:

- (1) The applicant's name, address and telephone number. If the applicant is a corporation, evidence that the applicant is in good standing to conduct business within the state
- (2) A certificate of insurance from an agent or insurance company demonstrating that the applicant has workers' compensation insurance in the statutorily required amounts, general commercial or liability insurance with minimum limits of not less than \$100,000.00 each occurrence and \$300,000.00 general aggregate, and automobile liability insurance with minimum combined single limits for bodily injury and property damage of not less than \$300,000.00 for any occurrence. Such certificate shall also include an endorsement requiring that the building official be notified within ten days of any such policy's cancellation or nonrenewal

- (3) A listing of all other current contractor licenses or registrations for governmental entities in the State of Colorado and whether or not the applicant, has in the last five years, had any contractor license or registration denied, revoked, suspended or not renewed.
- (4) Applicants for class A, B, C, or D licenses must demonstrate competence through passage of an examination administered by the ICC or submittal of proof of current registration, or license of the same, or equivalent license classification, from a governmental entity that requires ICC testing as part of its registration or licensing process.

(b) *Classification upgrade.* Licensees wishing to upgrade their license to a higher classification must submit a new application showing qualifying documentation. No credit shall accrue toward the new classification fee for the unused term of the original license.

Sec. 6-6-70. Issuance or denial.

(a) Within 15 days of receipt of a complete application, the building official shall either issue or deny an application. If an application is denied, the building official shall send the applicant written notice of the denial setting forth the grounds for denial.

(b) The building official may deny an application if one or more of the following conditions exist:

- (1) The applicant has had any contractor's license or registration denied, revoked, suspended or not renewed within the last five years; or
- (2) The applicant has failed to comply with the town's ordinances, codes, rules or regulations pertaining to any contractor activities or duties regulated by this article; or
- (3) The applicant is delinquent in any fees, taxes, penalties or interest due the town, or
- (4) The applicant has failed to keep and maintain any necessary state licenses on three or more occasions during the preceding year; or
- (5) The applicant has failed to demonstrate the required competency as determined by the building official.

(c) An applicant may appeal a denial by the building official by providing a written notice of appeal and grounds therefor to the town manager within ten days of the building official's decision. Based upon the record and information provided in the appeal, the town manager shall, based upon a preponderance of the evidence either uphold or overturn the building official's decision. The town manager's decision shall be provided in writing to the applicant within 15 days of submittal of an appeal.

Sec. 6-6-80. Fees.

(a) In addition to a nonrefundable application fee, a licensee shall pay an annual license fee due at the time of issuance or renewal of a license.

(b) *Investigation Fee.* Whenever any work for which a license is required by this article is performed without a license, or when work is complete and the license is expired, a special investigation shall occur before a license may be issued or renewed for such work, and an investigation fee, in an amount equal to the license fee, may be collected whether or not a contractor license is then or subsequently issued.

(c) All fees shall be established by resolution of the town council.

Sec. 6-6-90. Renewal; reapplication.

(a) All licenses shall expire three (3) years from the date of issuance, unless otherwise cancelled, suspended or revoked.

(b) Licenses must be renewed upon expiration or following the Town's adoption of a new building code.

(c) Licenses may be renewed upon application, payment of all fees and fulfillment of all terms and conditions set forth in this article.

(d) If a license has been denied or revoked, and in case of an appeal, if the denial or revocation has been affirmed, the applicant may reapply, but not sooner than ninety (90) days after the revocation, or in the case of an appeal, ninety (90) days after the decision affirming the revocation.

Sec. 6-6-100. Transferability.

No license issued under this article may be transferred or assigned.

Sec. 6-6-110. Suspension; revocation.

(a) The building official may, after notice to the licensee and a hearing, suspend or revoke any license upon finding, by a preponderance of the evidence, any of the following:

- (1) The licensee fails to meet or maintain the qualifications required of an applicant; or
- (2) The licensee obtained the license by fraud or misrepresentation; or
- (3) The licensee is convicted (includes entry of plea of guilty or no contest) of an offense that would endanger the public health, safety, and welfare if the licensee were to engage in his or her desired trade; or
- (4) The licensee fails to keep or maintain any necessary state licensure; or

(5) The licensee violates any provision of this article, or any other ordinance, code, rule or regulation of the town governing the activities permitted by the license.

(b) The building official may without notice summarily suspend a license for not more than 30 days when the building official deems it necessary for the immediate protection of the public health, safety and welfare.

Sec. 6-6-120. Denial, suspension, or revocation procedures.

(a) The licensee shall be notified, in writing, by certified mail, mailed to the licensee's address of record with the building official, at least ten (10) days prior to the hearing on suspension or revocation. The building official may, if licensee's address is unknown and if possible, post a notice of the hearing at the work location for at least ten days prior to the hearing.

(b) The building official shall issue his or her decision in writing within ten business days of the hearing and provide a copy of same to the licensee.

(c) Decisions of the building official are final, subject to appeal to a court of competent jurisdiction.

Sec. 6-6-130. Violations.

It shall be unlawful for any contractor to violate any provision of this article and, upon conviction for any offense, shall be punished as set forth in section 1-4-20 of this code.

Section 2. The provisions of this ordinance and the moratorium imposed hereby shall not affect or otherwise prohibit the processing of applications for uses and proposals outside of the specific scope defined herein.

Section 3. If any article, section, paragraph, sentence, clause, or phrase of this ordinance is held to be unconstitutional or invalid for any reason, such decision shall not affect the validity or constitutionality of the remaining portions of this ordinance. The Town Council hereby declares it would have passed this ordinance and each part or parts hereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.

Section 4. All other ordinances or portions thereof inconsistent or conflicting with this ordinance or any portion hereof are hereby repealed to the extent of such inconsistency or conflict.

Section 5. This ordinance is deemed necessary for the immediate protection of the health, welfare and safety of the community.

Section 6. Violations of this ordinance shall be punishable in accordance with Section 1-4-20 of the Severance Municipal Code.

INTRODUCED, READ, ADOPTED, APPROVED, AND ORDERED PUBLISHED IN FULL this 22nd day of February, 2022.

TOWN OF SEVERANCE, COLORADO

Matthew Fries, Mayor

ATTEST:

Leah Vanarsdall, MMC, Town Clerk

APPROVED AS TO FORM:

Hayashi & Macsalka, LLC, Town Attorney



AGENDA ITEM SUMMARY

AGENDA ITEM	SUBMITTED BY	PRESENTED BY
Ordinance 2022-07	Nicholas J. Wharton, MPA	Nicholas J. Wharton, MPA
ACTION REQUESTED		
<p>As directed by Town Council, Management asks the Town Council to discuss the proposed Ordinance regarding a moratorium on new single-family residential building permits in the Town's water service area and take action:</p> <ul style="list-style-type: none"> • Actions that may be taken: <ul style="list-style-type: none"> • Move to approve Ordinance 2022-07 • Take no Action 	<ul style="list-style-type: none"> <input type="checkbox"/> Annexation <input type="checkbox"/> Zoning <input type="checkbox"/> Concept Plan <input checked="" type="checkbox"/> <u>Ordinance</u> <input checked="" type="checkbox"/> <u>Discussion</u> <input checked="" type="checkbox"/> <u>Action</u> 	
BRIEF SUMMARY		
<p>North Weld County Water District Board has temporarily lifted their moratorium with limited water tap and plant investment sales in the surrounding areas of the Town of Severance Water service area. Management is presenting Ordinance 2022-07, which lifts the Town of Severance building permit moratorium on areas outside of the Town of Severance water service area but continues the Town of Severance's building permit moratorium within our water service area. This moratorium will continue until May 31, 2022, or until North Weld County Water District grants the Town of Severance the requested 184 plant investments needed to deliver the proper volume of water to our Town.</p>		
PUBLIC SUPPORT/CONCERN		
<p>Several Builders within Severance have expressed concerns.</p>		
RECOMMENDATION		
<p>Management recommends that the Town Council take action and move to approve Ordinance 2022-07.</p>		
MATERIALS SUBMITTED		
<p>The following materials were submitted and included in this packet:</p> <ul style="list-style-type: none"> • Ordinance 2022-07 		

**TOWN OF SEVERANCE
ORDINANCE NO. 2022-07**

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF SEVERANCE,
COLORADO, AMENDING THE MORATORIUM ON THE ACCEPTANCE AND
PROCESSING OF APPLICATIONS FOR, AND ISSUANCE OF, BUILDING PERMITS
FOR NEW SINGLE-FAMILY DWELLINGS IN ALL ZONING DISTRICTS**

WHEREAS, on November 9, 2021, the Severance Town Council passed Ordinance No. 2021-17, imposing a moratorium on the acceptance and processing of applications for, and issuance of, building permits for new single-family dwellings in all zoning districts (the “Moratorium”); and

WHEREAS, on January 11, 2022, the Severance Town Council passed Ordinance No. 2022-01, extending the Moratorium imposed by Ordinance No. 2021-17 until May 31, 2022; and

WHEREAS, the Town of Severance, through its staff and legal counsel, continues to directly and actively engage the District on their respective rights and obligations under that certain Amended and Restated Water Service Agreement, dated March 9, 2019, as amended by that certain First Amendment to Amended and Restated Water Service Agreement, dated October 25, 2019 (the “Water Service Agreement”), and potential adjustments to the Water Service Agreement to accommodate the sale of additional plant investment taps to the Town; and

WHEREAS, the Town of Severance, through its staff, continues to explore potential contractual arrangements with alternative water service providers for delivery of water to the Town System as well as the financial feasibility of the Town constructing its own facilities as may be necessary to meet the demands generated by expected new residential development; and

WHEREAS, in the absence of a moratorium, the acceptance and processing of applications for, and the issuance of, building permits for new single-family dwellings within the Town’s Service Area without any additional plant investment taps available for purchase from the District in the foreseeable future, or alternative water service arrangements in place, will further erode the overall operation of the Town’s potable water system and the quality of service provided to existing customers of the Town’s System; and

WHEREAS, the Town Council believes that maintaining the existing moratorium is necessary to prevent creating uninhabitable residential dwellings within the Town served by the Town’s System that could pose serious health and safety hazards to their occupants until such time as the Town has reached a resolution with the District on the sale and purchase of additional plant investment taps or has secured contractual arrangements with an alternative water service provider that will permit the Town to serve new single-family dwellings in the Town’s Service Area; and

WHEREAS, the duration of the extension of the moratorium imposed by this ordinance is reasonable in length and is no longer than is required for the Town to reach a potential resolution with the District pertaining to the sale of additional plant investment fees, or to secure contractual arrangements with alternative water service providers for delivery of water to the Town System as may be necessary to meet the demands generated by expected new residential development; and

WHEREAS, owners and developers of real property in the Town who may be affected by this ordinance will not be unfairly prejudiced by the extension of the Moratorium; and

WHEREAS, the Moratorium, as originally enacted, would have applied to building permits for properties located within both the District's service area and the Town's Service Area; and

WHEREAS, the construction of new single-family dwellings on real property within the District's service area that receives water service solely from the District (not the Town), will not impact the Town System's ability to provide potable water service to existing or prospective customers of the Town System one way or another, because the Town's System is operated independently of the District System and does not presently provide service to District customers, even though those same properties receiving service from the District may be located in the Town's territorial limits; and

WHEREAS, because the Town can proceed with issuing building permits for land within its territorial limits but outside of the Town System's Service Area without negatively impacting the Town's System, Town Council desires to amend the scope of the Moratorium so that it only applies to building permits sought for land within the Town's Service Area; and

WHEREAS, this ordinance is enacted pursuant to the Town of Severance's home rule authority under Article XX, § 6 of the Constitution of the State of Colorado, and pursuant to the Town of Severance's police powers, in order to safeguard and preserve the public health, safety and welfare of the community.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF SEVERANCE, COLORADO:

Section 1. Section 2 of Ordinance No. 2021-17 is hereby amended to read as follows:

“A moratorium is imposed upon the acceptance and processing of applications for, and the issuance of: (i) building permits for new single-family dwellings on land within the Town Service Area; and (ii) building permits for the expansion of an existing single-family dwelling on land within the Town Service Area.”

Section 2. Ordinance No. 2021-17, as amended by Ordinance No. 2022-01, and Ordinance No. 2022-07, are re-enacted in their entirety except as modified by this ordinance.

Section 3. During the pendency of the Moratorium, as extended, the Town Council shall retain the power to grant special exceptions as provided for in Section 5 of Ordinance No. 2021-17.

Section 4. The provisions of this ordinance and the moratorium imposed hereby shall not affect or otherwise prohibit the processing of applications for uses and proposals outside of the specific scope defined herein.

Section 5. If any article, section, paragraph, sentence, clause, or phrase of this ordinance is held to be unconstitutional or invalid for any reason, such decision shall not affect the

validity or constitutionality of the remaining portions of this ordinance. The Town Council hereby declares it would have passed this ordinance and each part or parts hereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.

Section 6. All other ordinances or portions thereof inconsistent or conflicting with this ordinance or any portion hereof are hereby repealed to the extent of such inconsistency or conflict.

Section 7. This ordinance is deemed necessary for the immediate protection of the health, welfare and safety of the community.

Section 8. Violations of this ordinance shall be punishable in accordance with Section 1-4-20 of the Severance Municipal Code.

INTRODUCED, READ, ADOPTED, APPROVED, AND ORDERED PUBLISHED IN FULL this 22nd day of February, 2022.

TOWN OF SEVERANCE, COLORADO

Matthew Fries, Mayor

ATTEST:

Leah Vanarsdall, MMC, Town Clerk

APPROVED AS TO FORM:

Hayashi & Macsalka, LLC, Town Attorney

AGENDA ITEM SUMMARY

AGENDA ITEM	SUBMITTED BY	PRESENTED BY
Weld County Notice of Inquiry	Abdul Barzak	Abdul Barzak
ACTION REQUESTED		
<p>Community Development and Management asks that the Severance Town Council review and discuss the Weld County Notice of Inquiry and take action.</p> <ul style="list-style-type: none"> • Actions that may be taken. <ol style="list-style-type: none"> 1. Authorize staff to pursue annexation 2. Take no action 	<ul style="list-style-type: none"> <input type="checkbox"/> Zoning <input type="checkbox"/> Concept Plan <input type="checkbox"/> Final Plat <input type="checkbox"/> Ordinance <input checked="" type="checkbox"/> <u>Action Requested</u> 	
BRIEF SUMMARY		
<p>Community Development staff received the Notice of Inquiry located on page 27 of the packet on December 2nd. Staff has met with the applicant and the applicant has expressed they do not wish to annex into the Town of Severance and would like to pursue development in Weld County. Staff is asking for guidance on how the Town responds to this project including the pursuit of annexation based on adjoining annexed land and location of the parcel inside the Town's GMA.</p>		
PUBLIC SUPPORT/CONCERN		
<p>None at this time.</p>		
ANALYSIS AND RECOMMENDATION		
<p>Community Development is asking for Council guidance at this time.</p>		
MATERIALS SUBMITTED		
<p>The following materials were submitted and included with this packet:</p> <ul style="list-style-type: none"> • Notice of inquiry from Weld County 		



Notice of Inquiry

Development within a Coordinated Planning Agreement or Intergovernmental Agreement (CPA or IGA) Boundary

Date of Inquiry	
Municipality with CPA or IGA	
Name of Person Inquiring	
Property Owner	
Planner	
Legal Description	
Parcel Number	
Nearest Intersection	
Type of Inquiry	

The above person inquired about developing a property inside your designated CPA or IGA boundary. This person has been referred to community by Weld County Planning to discuss development options on this site. Visit [Chapter 19 of the Weld County Code](#) for specifics on your agreement.

Weld County Comments

Name/Title of Municipality Representative _____

Municipality Comments

Signature of Weld County Planner

Signature of Municipality Representative



PRE-APPLICATION REQUEST

DEPARTMENT OF PLANNING SERVICES

1555 N. 17TH Avenue, Greeley, CO 80631 | 970-400-6100 | www.weldgov.com

PRE-APPLICATION REQUEST PROCESS:

- Anyone with a development proposal can request a Pre-Application meeting with a Planner to receive guidance on the process. Pre-Application meetings are free and are meant to assist property owners and applicants in understanding what is required during the development review process.
- The Pre-Application Request will be assigned to a Planner. If a Pre-Application meeting is determined to be necessary, the Planner will schedule a meeting with the applicant to discuss the development proposal, relevant applications and applicable code requirements. Pre-Application meetings are conducted at the Department of Planning Services.
- Submit the completed Pre-Application Request documents: **1) Contact Form, 2) Questionnaire, and 3) Map** (detailed below), in PDF format via email to the Principal Planner, Kim Ogle (kogle@weldgov.com). Alternatively, you may mail or drop-off at the Planning Services Department: 1555 N. 17th Ave, Greeley, CO 80631

CONTACT FORM:

Applicant Information

Name:	ANGELA KNOPF-CASTLE		
Company:			
Phone:	970-215-6485		
Email:	angknopf@gmail.com		
Address:	35093 County Road 25 Eaton, CO 80615		
Project Description:	Increase access number of students to allow for teams, programs to have space to run sports programs.		
Preferred Pre-App Meeting date and time:	Wed, Dec 1 st 11am with one and only ↳ Kim Ogle ↳ Thomas Potter.		(If one of them can't be there, I'd like to adjust a new date & time)

Property Information

Parcel Number:	080701000025	Zone District:	AG
Legal Description:	1 township 6N range 67W LOT A RE-1223, P. 62, 64	Acreage:	5.39
Site Address:	35093 County Road 25 Eaton, CO 80615	Water Source:	North Weld Co water
Property Owner:	Angela Knopf-Castle AND Andrew Castle	Sewer Source:	Septic

Office Use Only

Case Number:		Planner:	
Meeting Date & Time:		Violation Case:	

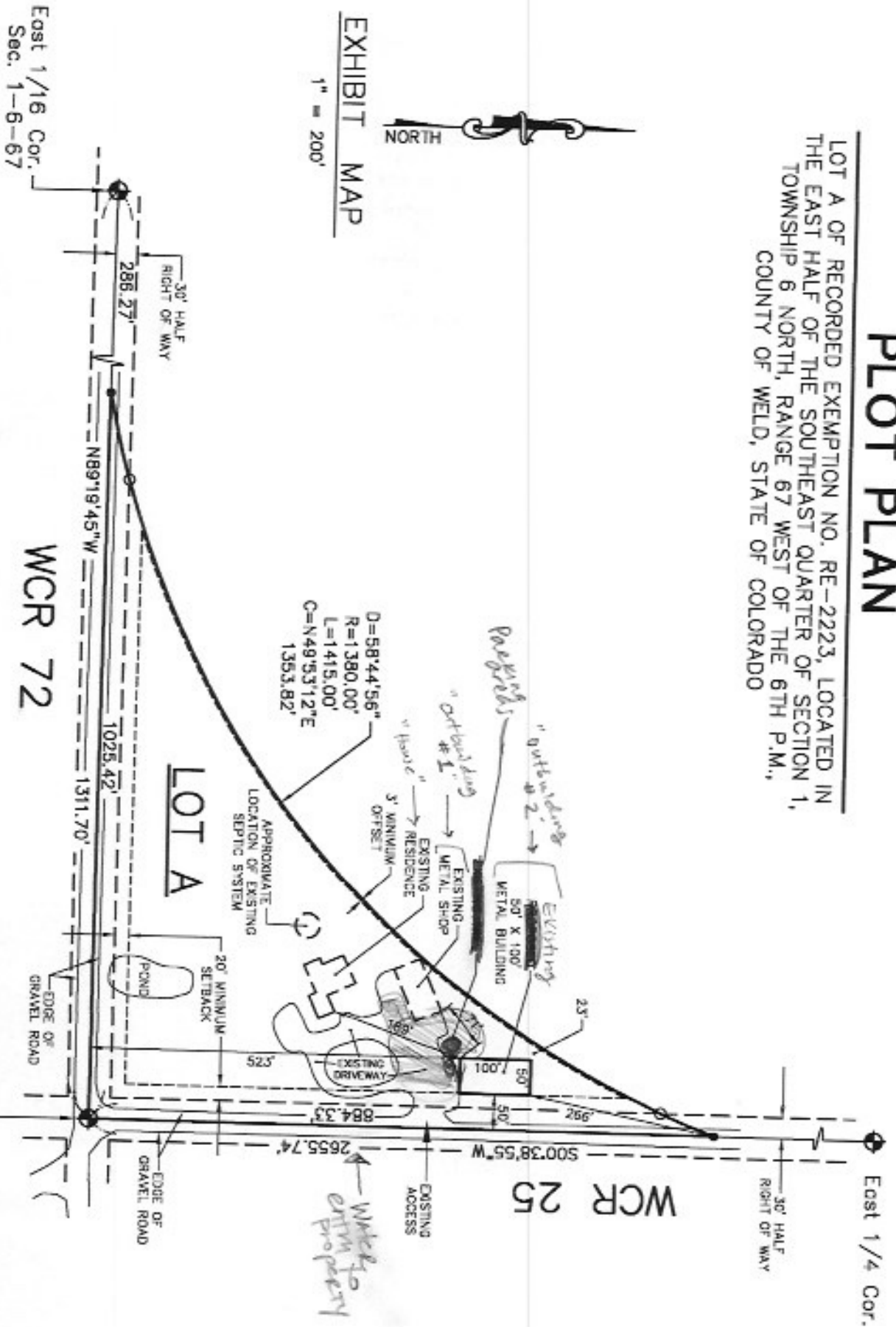
PLOT PLAN

LOT A OF RECORDED EXEMPTION NO. RE-2223, LOCATED IN THE EAST HALF OF THE SOUTHEAST QUARTER OF SECTION 1, TOWNSHIP 6 NORTH, RANGE 67 WEST OF THE 6TH P.M., COUNTY OF WELD, STATE OF COLORADO



EXHIBIT MAP

1" = 200'



PREPARED BY:
 INTERMILL LAND SURVEYING, INC.
 1301 North Cleveland Avenue
 Loveland, Colorado 80537
 (970) 689-0516



MEMORANDUM

TO: PRE21-0311; Case File, pre-application
DATE: December 1, 2021
FROM: Kim Ogle, Planning Services
SUBJECT: Pre-Application Meeting prior to submitting a USR
for a commercial recreation facility

Attendees:

Angela Knopf, Applicant
Tom Potter, Building
Rob Adriaens, Building
Mike McRoberts, Development Review
Kim Ogle, Planning

On Wednesday December 1, 2021 an informal discussion took place at the Greeley Administrative Offices Conference Room regarding a proposed commercial recreation facility. (The legal description is Lot A Recorded Exemption No. RE-2223 being part of the E2SE4 Section 1, T6N, R67W of the 6th P.M.; Situs Address is 35093 County Road 25, Severance) PIN: 0807-01-0-00-025

Background Information:

The applicant and property owner seeks to permit a private recreational facility for use by area volleyball teams and coaches in an existing structure located at the above referenced address. The applicant states that over the past 6 years, finding gym space for rental in the northern Colorado area has become extremely difficult to obtain. With little success finding space, the property owner and applicant built a volleyball court and mentors informally about 3-5 students up to 4 days a week in the sport of volleyball.

Since building the court, the property owner and applicant has had numerous requests from 5th/6th grade recreational teams in Eaton as well as other teams and programs in the area who are requesting to use the space. There is a significant shortage of gym space in northern Colorado for teams. The applicant seeks to give back to the community and would like to help more athletes and teams in our community to be able to have a space to provide opportunities for youth to grow and learn, just like the opportunities the property owner and applicant had growing up.

The applicant is a graduate of CSU, was a 2-time All-American, member of the 2002 US Olympic team and played 6 years on the AVP after graduating with a degree in teaching.

Most volleyball teams consist of 12-15 players and 2-3 coaches. If each coach and family drove, we would need to have approval for more trips to accommodate their request. Access to the building will only be available by appointment only and will not be open to the public. Paperwork and appointments will have to be confirmed in order to have access to the building.

The facility has a ANSI compliant lavatory and drinking fountain. A parking area is located to the west of the Court Building, and In order to service the needs for the youth of today we would like to keep hours flexible as to allow for changing demands that typically arise for most students and parents.

With students having so many activities in and out of school we look to maintain flexibility in arrival times to help with their needs. The property owner and applicant would prefer to have no bookings after 9:30pm, nor before 9am. The property owner and applicant would propose that appointments made for the facility would be available after school hours and weekends during school season. Summer hours would vary due to the students being out of school and would include more day time appointments

There would not be any employees on-site. Access to the building would be granted by the owners at the specific appointment time reserved. Again, this building would not be open to the public.

Building Department

Building permits may be required, per Section 29-3-10 of the Weld County Code. Currently the following has been adopted by Weld County: 2018 International Residential Code, 2018 International Building Code, 2018 International Existing Building Code, 2018 International Mechanical Code, 2018 International Plumbing Code, 2018 International Fuel Gas Code, 2006 International Energy Conservation Code, and 2017 National Electrical Code.

A building permit application must be completed and two complete sets of engineered and architectural plans bearing the wet stamp of a Colorado registered engineer or architect must be submitted for review for each structure.

All new Commercial Building Projects require Fire District Notification (letter or email form). Proof shall be submitted with Commercial Permit applications. Final Fire District Approval is also required prior to issuing a Certificate of Occupancy and or closing a building permit.

A change of use, or a change of occupancy, of any structure may require a building permit and a certificate of occupancy prior to occupying the building.

Building department staff strongly recommends a pre-application submittal meeting for all commercial permits, and, or a pre-construction meeting with Building Department staff for an overview of permit requirements. Please call 970-400-6100 and ask for a Plans Examiner.

Building permit Submittal Requirements can be found on the web-site link below:

https://www.weldgov.com/departments/building/building_permit/construction_handouts_more_information/

Health Department

Staff was unavailable; however please contact Lauren Light at 970-400-2211 for further direction.

Waste handling: Waste materials shall be handled, stored, and disposed in a manner that controls blowing debris, and other potential nuisance conditions. The applicant shall operate in accordance with Chapter 14, Article 1 of the Weld County Code.

Onsite dust: Fugitive dust should attempt to be confined on the property. Uses on the property should comply with the Colorado Air Quality Commission's air quality regulations.

Sewage disposal information: Include in application how sewage disposal will be accommodated.

Potable water information: Include in application how potable water will be provided. Provide a water bill from the water district.

Development Review

ACCESS REQUIREMENTS

The applicant shall obtain a Weld County Access Permit.

Per Chapter 8, Article XIV, Section 8-14-40, an Access Permit is required for access to Weld County maintained roadways.

An access approach that is gated shall be designed so that the longest vehicle (including trailers) using the access can completely clear the traveled way when the gate is closed. In no event, shall the distance from the gate to the edge of the traveled surface be less than 35 feet.

Access Permit Contact Information: Tiffnee Lamb, tk lamb@weldgov.com; 970-400-3718

Access Geometric Design

Type of Land Use	Maximum Access Width	Minimum Access Radii
Commercial/Industrial	40 feet wide	65 feet

TRAFFIC REQUIREMENTS

The applicant shall provide a traffic narrative as detailed below:

Traffic Narrative:

1. Describe how many roundtrips/day are expected for each vehicle type: Passenger Cars/Pickups, Tandem Trucks, Semi-Truck/Trailer/RV (Roundtrip = 1 trip in and 1 trip out of site)
2. Describe the expected travel routes or haul routes for site traffic.
3. Describe the travel distribution along the routes (e.g. 50% of traffic will come from the north, 20% from the south, 30% from the east, etc.)
4. Describe the time of day that you expect the highest traffic volumes.

Development Review will review the narrative and advise the applicant if more information is required.

DRAINAGE REQUIREMENTS

The applicant shall provide a drainage narrative as detailed below:

Drainage Narrative:

1. Any existing and proposed improvements to the property.
2. The qualifying exception being requested for consideration.
3. Where the water originates if it flows onto the property from an off-site source.
4. Where the water flows as it leaves the property.
5. The direction of flow across the property.
6. Previous drainage problems with the property, if any.
7. The location of any irrigation facilities adjacent to or near the property.
8. Any additional information pertinent to the development.

Qualifying Exception:

8. Development of sites where the change of use does not increase the imperviousness of the site.

Planning Department

Weld County has a Coordinated Planning Agreement (CPA) with the Town of Severance and Town of Windsor. The Planning Director will contact the Town Manager to give notice of this pre-application meeting. Staff advised the applicants to contact each municipality regarding possible land use permitting including possible annexation.

Per the Weld County Code, parking of vehicles may warrant a screening plan. Screening of the parking area or outdoor storage may be required from any adjacent landowners or public rights-of-way.

Although not requested, a 16SF facility sign is allowed in the Agricultural Zone District. Please identify any proposed lighting or signs on the Site Plan. Lighting needs to be downcast and shielded.

Additional fees may be included with the Building Permit such as Road Impact, County Facilities and Drainage fees. Please refer to the handout provided.

Staff urged the applicant to contact staff for any questions:

Planner on Call available Monday through Friday 7:30 a.m. to 4:30 p.m. or contact Kim at 970-400-3549 or kogle@weldgov.com

The applicant may be eligible for the Small Business Incentive Program (SBIP). Staff provided information regarding the program. Please visit https://www.weldgov.com/departments/planning_and_zoning/small_business_incentive_program/ or contact Tom Parko at 970-400-3572, for further direction.

Staff explained the USR process. The applicant shall submit 1 packet for a completeness review. After the completeness review the applicant will be informed of what items are still required to make the application complete. Staff requested that the applicant submit the remaining material in electronic form. Upon submittal of a completed application it will be sent out for referral for 28 days. The applicant will then meet with their Planner to discuss the referrals and address as many of the referrals as possible. At that meeting the Planning Commission hearing will be scheduled. The Board of County Commissioners hearing typically follows approximately 3 weeks after the Planning Commission hearing.

The above notes are provided as a courtesy to the applicant. While we strive to help identify as many potential issues upfront during the pre-application meeting, we cannot anticipate every issue that may come up during the formal application process. The information contained herein has been placed on file with the Department of Planning Services. The pre-application is valid for a period of one (1) year from the date of pre-application. If a formal application is not received following the time period specified herein the Planning Department reserves the right to require a new pre-application meeting. Please note that all land use, building and impact fees are subject to change throughout this time period.

End memorandum.

Pre-Application Request for Department of Planning services with Weld County

- Requesting appointment with Kim Ogle and Thomas Potter -

1. Describe your proposal in detail.

***Many studies have shown that Women and girls who participate in sports...
have higher grades than students who don't
have lower drop out rates
have lower pregnancy rates
are less likely to use drugs
are more likely to graduate from high school
learn skills that will help them all of their lives
more likely to graduate from college, and find a job***

Young girls in our community now have so many pressures, demands and higher rates of depression, anxiety and insecurities more than ever before partly thanks to social media. Sports is a tool to help young woman put down their phones, learn hard work, teamwork, real communication (not texting), athletic skills and develop into great women in our communities.

Angela Knopf knows how important sports are in young women's and young men's lives and her athletic background has shaped her into the woman she is now. She believes in young women and wants them to have the same opportunities and life building skills she had. Angela is a graduate of CSU, was a 2-time All-American, member of the 2002 US Olympic team and played 6 years on the AVP after graduating with a degree in teaching.

Over the past 6 years, finding gym space for rental in the northern Colorado area has become extremely difficult to obtain. With little success finding space, Angela was able to build her own volleyball court to successfully continue a very small home based business/mentorship program she has built it over the last 13 years. She currently works with about 3-5 students just 4 days a week.

Since building the court, Angela has had numerous requests from 5th/6th grade rec teams in Eaton as well as other teams and programs in the area who are requesting to use the space. There is a significant shortage of gym space in northern Colorado for teams. Due to the current restrictions from the county, Angela isn't allowed to rent out space, and that is why Angela and her family is applying for this USR. They would like to help more athletes and teams in our community to be able to have a space to provide opportunities for youth to grow and learn, just like the opportunities Angela had growing up.

Most volleyball teams consist of 12-15 players and 2-3 coaches. If each coach and family drove, we would need to have approval for more trips to accommodate their request. Access to the building will only be available by appointment only, and will not be open to the public. Paperwork and appointments will have to be confirmed in order to have access to the building.

2. Describe the existing use of the property.

This property consists of 5.39 acres zoned AG. One single family house and two outbuildings are currently on the property

Size (existing buildings):

House: 3936 sq feet

Outbuilding #1: 3200 sq feet

Outbuilding/Court #2: 5000 sq feet

Existing uses of current buildings:

House: residence

Outbuilding #1: storage

Outbuilding/Court #2: workout/storage

3. Describe the existing and proposed potable water source.

This property is currently on North Weld County Water. Angela is currently working on adding a bathroom if needed. However, there is already an ADA approved bathroom in the outbuilding #1 that is just steps away from the Outbuilding #2. Once the water source is added to the outbuilding #2, Angela has already purchased an Elkay drinking fountain and bottle filler to be installed. In the meantime, there is access to bottled water in the cooler located in outbuilding #2.

4. Describe the existing and proposed sewage disposal system.

The property is currently on Septic. Again Angela is currently working on adding a bathroom to the outbuilding #2 with its own septic system if the budget allows. However, there is already an ADA approved bathroom in the outbuilding #1 that is just steps away from the Outbuilding #2.

5. Describe existing site layout i.e. buildings, signs, lights, fencing/screening, landscaping, parking.

The House, and outbuildings are all relatively close to each other. There are no signs, and prefer not to have any signs. There is currently no fencing or screening as well as landscaping. Just a few trees around. The driveway is crushed asphalt and there is plenty of parking directly next to the outbuilding #2 as well as around it. There is 1 commercial light at the entrance of the outbuilding #2, as well as 2 large commercial lights at the 2 entrances of outbuilding #1 that helps light the area around outbuilding #2. There is a large 3 cubic yard dumpster that has a lid on it to contain any extra trash and we do not anticipate having large amounts of extra trash.

6. Describe proposed improvements i.e. buildings, signs, lights, fencing/screening, landscaping, parking.

There are no proposed improvements at this time that are needed, unless otherwise instructed to do so.

7. Detail the location of any on-site oil and gas facilities, irrigation ditches/laterals, pipelines, overhead lines, railroad, etc.

There are no railroads, on-site oil/gas facilities/overhead lines that the owners are aware of. It appears that there are drainage ditches along county road 25. There is a gas pipeline on the south side of the property which is marked by signs, though is not near the outbuildings which are located on the North side of the property.

8. Detail the hours and days of operation?

In order to service the needs for the youth of today we would like to keep hours flexible as to allow for changing demands that typically arise for most students and parents. With students having so many activities in and out of school we look to maintain flexibility in arrival times to help with their needs. We would prefer to have no bookings after 9:30pm, nor before 9am. We would propose that appointments made for the facility would be available after school hours and weekends during school season. Summer hours would vary due to the students being out of school and would include more day time appointments.

9. Detail the number of full-time and part-time employees proposed to work on-site. If shift work is proposed, describe the shift schedule and number of employees per shift.

There would not be any employees on-site. Access to the building would be granted by the owners at the specific appointment time reserved. Again, this building would not be open to the public.

10. Detail the total number of people who will access this site on a daily and weekly basis i.e. contractors, truck drivers, customers, volunteers, employees, etc.

No truck drivers, employees, will be using this outbuilding. It would only be used by appointment only. Due to the number of athletes on a team, programs, plus coaches, we would like to get approval for 30 cars/trips. (30 in and 30 out). Ideally they would request more to provide more opportunities, but they don't know the amount that can be granted. These would mostly be vans, and cars from parents driving their athletes, and no commercial trucks or vehicles. This would allow for bookings of 2 teams back to back to create space for each team on a given night.

11. Describe the number and type of vehicles that will access and/or be stored on-site.

No vehicles will be stored on site. These would mostly be family vans, and cars from parents driving their athletes, and no commercial trucks or vehicles.

12. Detail known State or Federal permits required for your proposed use(s) and current status.

The owners are not aware of any permits required for proposed use other than approval from the county.

13. Detail the amount, storage and containment of fuel, wastes, explosives, chemicals on-site.

Absolutely no storage or containment of any fuel, wastes, explosives or chemicals will be allowed on site.

14. Detail potential on-site nuisances i.e. dust, waste, debris, visual, noise, odor, etc., and the proposed mitigation method.

The only potential nuisances would be the dust due to the county road being dirt and rutting, but all the cars that pass create that dust due to the maintenance of the street which isn't new to the area. This county road has many commercial trucks and vehicles that constantly pass through that create way more dust than a typical family car. The nearest house is across county road 72.

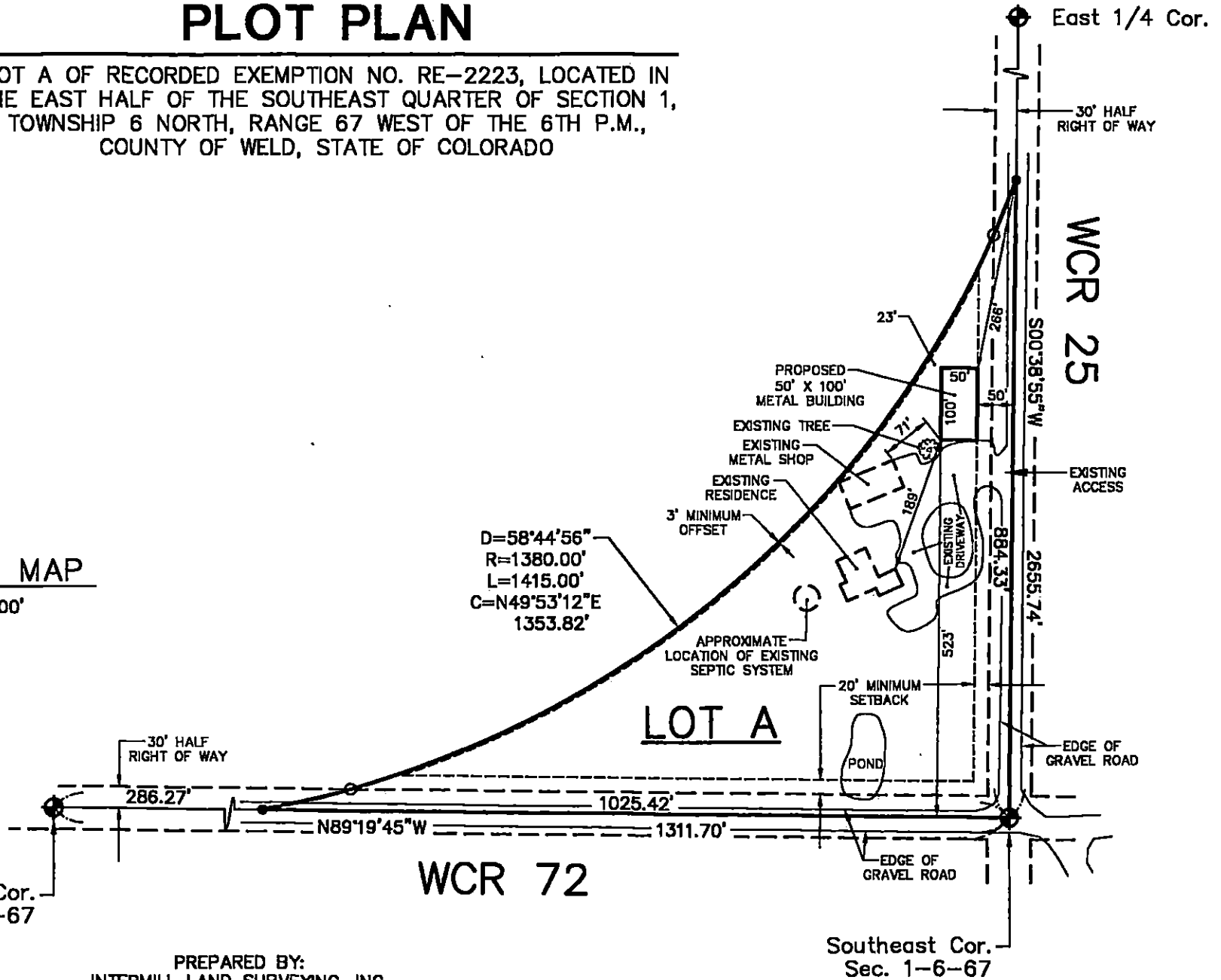
PLOT PLAN

LOT A OF RECORDED EXEMPTION NO. RE-2223, LOCATED IN THE EAST HALF OF THE SOUTHEAST QUARTER OF SECTION 1, TOWNSHIP 6 NORTH, RANGE 67 WEST OF THE 6TH P.M., COUNTY OF WELD, STATE OF COLORADO



EXHIBIT MAP

1" = 200'



D=58°44'56"
R=1380.00'
L=1415.00'
C=N49°53'12"E
1353.82'

PREPARED BY:
INTERMILL LAND SURVEYING, INC.
1301 North Cleveland Avenue
Loveland, Colorado 80537
(970) 669-0516



N DR

WAY

FLORIDWAY

HAYMAKER LN

WCR 25

WCR 7

AGENDA ITEM SUMMARY

AGENDA ITEM	SUBMITTED BY	PRESENTED BY
Town Council Code of Conduct and Ethics Resolution 2022-08R & Ordinance 2022-08	Nicholas J. Wharton, MPA	Mary Lynn Macsalka
ACTION REQUESTED		
<p>Management and the Town Attorney ask that the Town Council review and discuss the proposed Code of Conduct and Ethics and provide feedback and any changes they deem necessary. The Town Council may take the following action:</p> <ul style="list-style-type: none"> • Actions that may be taken: <ul style="list-style-type: none"> • Move to approve Resolution 2022-08R • Move to approve Ordinance 2022-08 • Take no action 	<ul style="list-style-type: none"> <input type="checkbox"/> Annexation <input type="checkbox"/> Zoning <input type="checkbox"/> Concept Plan <input type="checkbox"/> Final Plat <input checked="" type="checkbox"/> <u>Policy</u> <input checked="" type="checkbox"/> <u>Resolution</u> <input checked="" type="checkbox"/> <u>Possible Action</u> 	
BRIEF SUMMARY		
<p>As mentioned in the November 1, 2021 memo to the Town Council, there are several actions which need to be taken Per Article XIII, Section Seven of our Severance Home Charter; “All acts required by this Charter to be performed by the new Town Council shall be performed within one hundred eighty (180) days of the effective date of this Charter.”</p> <p>Section 3.06 of the Severance Home Charter requires that “After every election the Council shall adopt by resolution a Code of Conduct and Ethics, which shall address Council conflicts of interest and behavior. The adopted Code of Conduct and Ethics shall specify penalties for violations of its provisions as well as for violations of this Charter. The previous Code of Conduct and Ethics Resolution will be in effect until the newly elected council adopts a new Resolution.”</p>		
PUBLIC SUPPORT/CONCERN		
None at this time.		
ANALYSIS AND RECOMMENDATION		
Management recommends that if the Town Council believes this Code of Conduct and Ethics to be ready for action, that the Council move approve Resolution 2022-08R and Ordinance 2022-08.		
MATERIALS SUBMITTED		
<p>The following materials were submitted and included in this packet:</p> <ul style="list-style-type: none"> • Proposed Code of Conduct and Ethics • Resolution 2022-08R • Ordinance 2022-08 		

CODE OF CONDUCT AND ETHICS

1. Intent.

This Code of Conduct and Ethics ("Ethics Code") is adopted in accordance with Section 3.06 of the Home Rule Charter for the Town of Severance (the "Charter") and is intended to govern the conduct of elected and appointed officials of the Town with respect to conflicts of interest and the performance of their official duties on behalf of the Town and its residents.

2. Purpose.

- A. The Town Council recognizes that the holding of public office is a public trust and that public officials have a fiduciary duty to carry out the responsibilities of their office for the benefit of the Town. The Town Council finds that ethical standards among its members and the members of the Town's boards and commissions are essential to the public affairs of the Town. In pursuit of such goals, the Town Council adopts the following rules, regulations, standards, and procedures as set forth in this Ethics Code.
- B. The purposes of this Ethics Code are to foster public trust and promote public confidence in the integrity of the Town government, and to provide guidance in the event of conflicts of interest to members of the Town Council and to the boards and commissions operating on behalf of the Town. This Ethics Code is further intended to foster public trust by ensuring that government decisions and policy be made in proper channels of the government structure; and by prohibiting the use of public office for private gain.
- C. This Ethics Code establishes guidelines for standards of conduct by setting forth those acts or actions that are incompatible with the best interests of the Town; by directing disclosure of private, financial, or other substantial interests in matters affecting the Town; and by imposing appropriate sanctions upon elected or appointed officials who violate the provisions of this Ethics Code.
- D. While it is critical that elected and appointed officials of the Town follow both the letter and spirit of this Ethics Code, it is equally important that they strive to avoid situations that may create public perceptions of violations of this Ethics Code. Perceptions of such violations can have the same negative impact on public trust as actual violations.

3. Scope of coverage.

The provisions of this Ethics Code shall be applicable to all members of the Town Council and all appointed members of the Town's boards.

4. Definitions.

As used in this Ethics Code, the following terms shall have the following meanings, except where the context clearly requires a different meaning:

"Appear on behalf of" means to act as a witness, advocate, or expert, or otherwise to support the position of another person.

"Board" means the Town planning commission, the Town tree board, and any other appointed board or commission, including advisory and appeal boards, created by ordinance of the Town Council or as set forth in the Town Charter or Town Code.

"Board member" means an appointed regular or alternate member of a Town board.

"Business" means any corporation, limited liability company, trust, partnership, association, sole proprietorship, firm, venture, or other legal entity carrying on a business, whether or not operated for profit.

"Confidential information" means any information that is not available to the general public or is deemed confidential in accordance with local, state or federal law, and which is obtained by reason of a Council member's or board member's official position or under circumstances by which a reasonable person could anticipate that such information not be disclosed. Confidential information shall also include matters discussed in executive sessions; however, information otherwise available to the general public does not become "confidential" merely because it was discussed in executive session.

"Conflict of interest" means a financial interest or personal interest of the Council or board member or of any relative of such member that interferes with or influences or may interfere with or influence the conduct of the duties or the exercise of the powers of the Council or board member on behalf of the Town. The term "conflict of interest" includes the restrictions set forth in Section 6 of this Ethics Code.

"Contract" means an arrangement or agreement, including the bidding or negotiation process therefor, pursuant to which any land, goods, materials, services, or other thing of value is to be furnished to the Town for a valuable consideration to be paid by the Town or is to be sold or transferred by the Town, provided the amount involved is more than one hundred dollars. The term "contract" shall include any subcontract thereof.

"Council" means the Town Council of the Town of Severance.

"Council member" means a member of the Town Council of the Town of Severance, including the Mayor.

"Day" means working days.

"Financial interest" means a pecuniary, property, or commercial interest or any other interest, the primary significance of which is economic gain or the avoidance of economic loss, held by a Council or board member or his or her relative. A "financial interest" includes, without limitation:

1. An ownership interest in a business, including ownership of securities of a corporation, or of any beneficial interest in a business, the aggregate amount of which interest or securities owned by the Council or board member and the Council or board member's family is five (5) percent or more of any class of securities of such business or five (5) percent or greater ownership in such business;
2. A creditor interest in an insolvent business;
3. Employment or a prospective employment for which negotiations have begun, or a contractual relationship that directly relates to a matter under consideration;
4. An ownership interest in real or personal property;
5. A loan or any other debtor interest; or
6. A position as a director, manager, or officer in a business.

However, the term "financial interest" shall not include any matter involving the common public good or necessity or any matter in which a similar benefit is conferred to all persons or property similarly situated.

"Matter" or "matters" includes, without limitation, any contract, any sale, lease, or purchase of an interest in land, goods, materials, supplies, or services, and any processing or granting of a development right, license, permit, application, inspection, or administrative approval.

"Official act" or "official action" means any vote, decision, discussion, determination, recommendation, approval, disapproval, or other action, including inaction, of any Council or board member or of the Town Council or of any board of the Town.

"Pending" means those matters before the Town for an official act or action. Such matters shall not be considered "pending" if no application or request for such official act or action has been filed with or received by the Town.

"Person" means any individual, corporation, government, or governmental subdivision or agency, business trust, estate, trust, limited liability company, partnership, association, or other legal entity.

"Personal interest" shall mean a direct or indirect interest, not shared by the general public, having value peculiar to a particular Council or board member, whether or not the value is related to monetary, financial, commercial, or property matters, which value may accrue to such Council or board member or result in such Council or board member deriving or potentially deriving a personal benefit as a result of the approval or denial of any ordinance, resolution, order, or other official action, or the performance or nonperformance thereof, by the Town. Personal interest does not include any matter in which a similar benefit is conferred to all persons or property similarly situated to that of the Council or board member.

"Relative" means a Council or board member's spouse, domestic partner, child, parent, brother, sister, any dependent, or any person assuming a relationship being the substantial equivalent of those listed herein. "Domestic partner" shall mean an unmarried adult, unrelated by blood, with whom an unmarried Council or board member has an exclusive, committed relationship, maintains a mutual residence, and shares basic living expenses.

"Town" means the Town of Severance, Colorado, a Colorado home rule municipal corporation.

5. General duties.

All Council and board members have a duty to use their public positions to contribute to the public good. This Ethics Code shall not preclude such persons from acting in any manner consistent with their official duties or from providing assistance or public services to anyone who is entitled to them. All Council and board members, however, also have a fiduciary duty to refrain from using their positions in any manner for personal or private gain or which is detrimental to the public good. Council and board members must be mindful that the appearance of impropriety can be as corrosive of public confidence as an actual impropriety and must strive to avoid situations that may create an appearance of impropriety.

6. Rules of conduct for Council members and board members.

A. Confidential information.

1. No Council or board member may disclose to third parties any confidential information unless authorized to do so by a two-thirds vote of the applicable Council members and board members in office, except as required by law.
2. No Council or board member may waive any confidence or privilege of the Council or the board unless authorized to do so by a two-thirds vote of the applicable Council or board members in office, except as required by law.

3. Whether or not it shall involve disclosure, no Council or board member shall use or permit the use of any confidential information to advance his or her personal or financial interest or those of any other person, unless such information is available to the public at large.
- B. *Gifts of substantial value.* No Council or board member may solicit or accept from any one person or entity a present or future gift, favor, loan, service, honorarium, or thing of value, whose cumulative value is more than sixty-five dollars (\$65) per annum, or of any value whatsoever under circumstances that would lead a reasonably prudent person to believe that such gift, favor, loan, service, honorarium, or thing of value was made or given primarily for the purpose of influencing or attempting to influence such Council or board member in connection with an official act, or as a reward for official action he or she has previously taken. This prohibition shall not apply to:
1. Campaign contributions and contributions in kind reported in full compliance with the Colorado Fair Campaign Practices Act.
 2. Admission and reasonable expenses for attendance at conferences, meetings, seminars, training sessions, cultural events, award ceremonies, or conventions related to or in connection with Town business.
 3. Acceptance of food and refreshment at conferences, meetings, seminars, training sessions, luncheon and dinner meetings, special occasions and other instances in conjunction with Town business.
 4. An unsolicited item of trivial value less than fifty dollars (\$50), such as a pen, calendar, plant, book, note pad, or other similar item, or an unsolicited token or award of appreciation in the form of a plaque, trophy, desk item, wall memento, or similar item.
 5. A gift given by an individual who is a relative or personal friend of the recipient on a special occasion.
 6. Payment of salary from employment, including other government employment, in addition to any that may be earned from being a Council or board member, and reimbursement of necessary and reasonable expenses directly related to such employment.
- C. *Conflict of interest.* No Council or board member may participate in any discussion of, or take any official action on, any matter in relation to which the Council or board member has a conflict of interest, as provided in Section 7 of this Ethics Code. In addition, a Council or board member must not perform an official act that directly and substantially affects to its economic benefit a business or other undertaking in which such Council or board member has a substantial personal or financial interest, or that directly and substantially affects to its economic detriment any business or other undertaking when such Council or board member or employee has a substantial personal or financial interest in a competing business or undertaking.
- D. *Appearances before Council and boards.* No Council or board member may appear on behalf of a private party before the Council or board, unless otherwise permitted by the Town Code, except that any Council or board member may appear before the Council or any board to address that Council or board member's own personal interest. Nothing in this subsection shall preclude a Council or board member in the same manner and under the same circumstances as any other person from appearing before the Council or any board on an application of the Council or board member for a permit, license, or other approval of the Council or board required by law.

- E. *Civil litigation.* No Council or board member may appear on behalf of or represent any private interests, other than the Council member's or board member's own interest, against the interests of the Town in any civil litigation to which the Town is or may become a party, unless the consent of the Council or applicable board is first obtained, except that any Council or board member may testify under oath if subpoenaed.
- F. *Service on other governmental entities or associations.* A Council or board member may serve on a board of another governmental entity or association as long as the Council or board member (1) first requests the consent of the Council to apply for, run for, or seek appointment to the board of the other governmental entity or association and a majority of the Council members in office approve the request, (2) does not receive any personal pecuniary benefit from such service, other than reimbursement for expenses directly related to such service, (3) explicitly discloses such service through a conflict-of-interest disclosure as to type of position, compensation, and role, to be kept on file with the Town and with the other governmental entity, (4) discloses a conflict and recuses themselves from an official act of the Council or board that may directly or substantially affect the other governmental entity or association, and (5) discloses a conflict and recuses themselves from an official act of the other governmental entity or association that may directly or substantially affect the Town.
- G. *Personal benefit.* No Council or board member may use any Town property, equipment, or employee services for personal or private purposes, gain, or advantage except in the same manner and under the same circumstances as any other person who is not a Council or board member of the Town.
- H. *Special consideration.* No Council or board member may request or grant to any person any special consideration, treatment, or advantage beyond that which is available to every other person in similar circumstances or need.
- I. *Voting on matters involving own conduct.* No Council or board member may take any official action on or vote on any question concerning the member's own conduct.
- J. *Other conduct.* It shall be a violation of this Code of Conduct for any Council or board member to engage in other conduct which threatens the public confidence in the integrity of the Town government, including but not limited to illegal conduct, conduct which puts self-interest before public interest, willful or persistent failure to perform his or her duties, engaging in any form of harassment or unlawful discrimination, or any other conduct involving dereliction of duties.

7. Conflict of interest—Disclosure.

- A. No Council or board member may vote on any matter if the member has a conflict of interest as defined above. In the event that a Council or board member has a conflict of interest in any matter proposed or pending before the Council or board of which he or she is a member, the member shall disclose the conflict of interest in a public meeting and shall not vote, participate in, or take any official action on the matter.
- B. In the event that any Council or board member is aware that he or she could reasonably be perceived as having such a conflict of interest or is unsure of the existence of such a conflict, the member shall nevertheless disclose the possibility of such conflict of interest to the Council or board. The member may request an advisory opinion pursuant to Section 9 of this Ethics Code and if it is determined that such member has a conflict of interest, the member shall disclose such conflict of interest to the Council or board and shall not vote, participate in, or take any official action on the matter.

- C. A Council or board member with a conflict of interest shall physically remove himself or herself from the room in which the Council or board is meeting and shall refrain from attempting to influence the decisions of the other members of the Council or board of which the person is a member. No vote shall be recorded for a Council or board member who refrains from voting due to a conflict of interest. After the Council or board has completed consideration of the matter, the member may return and resume his or her duties as a member of the Council or board.
- D. A Council or board member who has a conflict of interest may vote notwithstanding the requirements and restrictions of this section if his or her participation is necessary to obtain a quorum or otherwise enable the Council or board to act and if he or she complies with the disclosure procedures under subsection A or B of this section.

8. Quasi-judicial decisions.

- A. *Duty to remain impartial.* Each Council and board member shall be and remain impartial when making any quasi-judicial decision. Any Council or board member who cannot be impartial in making a quasi-judicial decision shall follow the disclosure and recusal procedures in Section 7 of this Ethics Code.
- B. *No investigation or ex parte communications.* No Council or board member shall receive nor shall any Town employee or member of the public provide to any Council or board member any substantive oral or written information, except for legal advice, regarding a matter which is pending before the Council or board on which the member sits, and which is the subject of a quasi-judicial hearing before the Council or board, outside of the quasi-judicial hearing process. The term "quasi-judicial hearing process" includes, but is not limited to, preparations necessary for such hearing such as written staff reports, scheduling, agendas, proposed resolutions and ordinances, posting or publishing notice, and legal advice. The Town Attorney shall provide affected Council or board members advice on what constitutes a quasi-judicial decision.
- C. *Disclosure.* In the event a Council or board member shall inadvertently or unintentionally receive any substantive oral or written information outside of the quasi-judicial hearing process, as prohibited in this section, the Council or board member shall fully and completely disclose such substantive oral or written information received at the start of the quasi-judicial public hearing process. By making such full and complete disclosure, the Council or board member shall be deemed to be in compliance with the requirements of this section. Failure to make such full and complete disclosure shall be a violation of this section.

9. Advisory opinions.

- A. Any Council or board member may request from the Town Attorney an advisory opinion whenever a question arises as to the applicability of this Ethics Code to a particular situation. In determining whether or not a Council or board member has a conflict of interest, consideration may be given to the following:
 1. The purposes and provisions of this Ethics Code;
 2. Whether the potential conflict of interest would impede independence of judgment;
 3. The effect of the member's participation on public confidence in the integrity of the Council or board and of the Town government;
 4. Whether the member's participation is likely to have any significant effect on the ultimate disposition of the matter; and

5. The member's fiduciary obligations to the Town.
- B. Should the Town Attorney at any time determine that he or she has a conflict of interest in carrying out the duties of this section, the Town attorney shall request that the Town Council appoint special counsel to undertake such duties. Special counsel must be engaged by a majority vote of the Council and his or her reasonable fees and expenses shall be paid by the Town.

10. Enforcement.

- A. *Council to enforce.* The Town Council shall have the responsibility for the enforcement of this Ethics Code and the Town's Charter as to Council and board members. The Council shall have the power to investigate any complaint and to initiate any civil action on behalf of the Town where it believes such action is appropriate. If the accused is a Council member, the procedures in Subsection 7.C. shall apply, except that the accused Council member may participate as a party in a hearing on a complaint under this section. Further, the Council shall have the power to appoint a hearing officer to carry out all duties assigned to the Council in this section, except that only the Council may impose sanctions under subsection I. of this section and determine whether to reimburse attorney fees under subsection K. of this section.
- B. *Verified complaint.* Any person who believes that a Council or board member has violated any of the provisions of this Ethics Code or the Charter and wishes to initiate proceedings on such alleged violation shall file a written complaint with the Town Clerk, who shall forthwith forward the complaint to the Council. The Town Clerk shall within ten days of a receipt of a complaint cause to be personally served a copy of the complaint to the Council or board member who is the subject of the complaint. The complaint must state in detail the facts of the alleged violation, must specify the provisions of this Ethics Code or the Charter alleged to have been violated, and must contain a sworn or verified statement signed by the complainant and stating under penalty of perjury that the information in the complaint is true and accurate, and that the complaint is filed in good faith and not out of malice or any other improper motive or purpose. Any complaint that does not contain such a signed statement shall be returned forthwith to the complainant without action.
- C. *Dismissal.* If the Council determines that the verified complaint does not allege facts sufficient to constitute a violation of this Ethics Code or the Charter, it shall dismiss the complaint and notify the complainant and the accused.
- D. *Investigation.* Following the receipt of a complaint or upon the receipt of other information, whether or not under oath, that provides a reasonable basis to believe that a violation of this Ethics Code or the Charter has been committed or that an investigation of a possible violation is warranted, the Council may cause an investigation to be made of the circumstances concerning the possible violation. An investigation shall be conducted by a special investigator, who shall be a qualified disinterested party recommended by the Town Attorney, and who shall be engaged by a majority vote of the Council. The reasonable fees and expenses of the special investigator shall be paid by the Town. Before invoking its investigatory powers, the Council shall approve a motion which shall state the nature and purpose of the investigation, the actions or activities to be investigated and the persons who are the subject of the investigation. The Council shall, within five days, serve a copy of the motion on the accused together with a notice informing the person that he or she is the subject of the investigation and a general statement of the applicable provisions for which violations are being investigated.

- E. *Special investigator.* The special investigator may interview witnesses and request documents that may be relevant to the investigation. Before completing the investigation, the special investigator shall provide the Council or board member against whom the complaint is made an opportunity to provide information concerning the complaint. Such information must be provided in writing. Upon completion of the investigation, the special investigator shall provide a written investigation report to the Council stating whether there is probable cause to believe the violation(s) alleged in the complaint occurred, whether the investigation revealed that there is probable cause to believe that different or additional violations of this Ethics Code or the Charter occurred, or recommending dismissal of the complaint, and the basis for the special investigator's conclusions. A copy of the investigation report shall be provided to the Council and served on the accused.
- F. *Dismissal or hearing.* Upon completion of the investigation, the Council shall review the investigation report and dismiss the complaint if it determines there was no violation of this Ethics Code or of the Charter. If the Council determines, based on the investigation report, that there is probable cause that a violation occurred, it shall by motion set a hearing date, time and place. The investigative report and notice of the hearing shall be served on the accused not less than thirty days prior to the hearing.
- G. *Hearing.* The mayor or mayor pro tem shall preside over the hearing on the complaint and shall determine all procedural issues with the assistance of the Town Attorney. The special investigator shall present the case against the accused. The accused may be represented pro se or by any person of the accused's choice. The hearing shall be conducted so as to provide fundamental fairness, although strict rules of procedure and evidence need not be followed. All witnesses shall be subject to cross-examination. Documentary evidence that can be reasonably authenticated shall be admitted for consideration. A violation of this Ethics Code or the Charter shall be proven by a preponderance of the evidence as determined by two-thirds of all the voting members of the Council. Upon finding that the accused violated this Ethics Code or the Charter, the Council may continue the hearing to discuss and, in its discretion, to receive additional evidence regarding the appropriate penalty.
- H. *Findings.* At the conclusion of the hearing regarding the alleged violation, the Council shall dismiss the charges or find that the accused violated this Ethics Code or the Charter. The Council shall serve on the accused a written findings and order within thirty days after conclusion of the hearing.
- I. *Sanctions.* Upon finding that a Council or board member has violated this Ethics Code or the Charter, the Council may impose an oral or written reprimand, a public censure, non-financial restorative justice measures, or other sanctions as the Council deems just and appropriate depending on the seriousness of the violation and any mitigating circumstances. The Council may also remove any board member from such person's appointed position. The Council may also remove a Council or board member from any committees, boards, or other special or ex officio appointments. If a hearing officer appointed by the Council issued the findings and order, the hearing officer may provide a recommendation regarding sanctions for the Council's consideration.
- J. *Service.* Service of any notice or other document pursuant to this section or this Ethics Code is complete upon mailing certified mail to the person's last known address, or upon personal service.
- K. *Reimbursement of attorney fees.* If the final outcome of any complaint filed pursuant to this section is dismissal or in the event the Council or board member against whom a complaint is filed is found by the Council not to be in violation of the provisions of this Ethics Code or the Charter, then, in that event, the Council or board member may request and the Town may reimburse the Council or board member for any attorney fees actually expended by the Council or board member in his or her

defense of the complaint, up to the amount of two thousand dollars (\$2,000.00). The Council or board member seeking such reimbursement of attorney fees as provided for herein shall file a complete and detailed request for reimbursement with the Council showing amounts expended and specific legal services received and the Council shall then review the request and determine its appropriateness hereunder. In the event the Council has determined by resolution to reimburse such fees, the Town shall reimburse such fees within sixty days of receipt of the request for reimbursement.

- L. Nothing in this section or this Ethics Code shall be construed to preclude other actions that may be available at law against a Council or board member for violations of this Ethics Code or the Charter.

11. Compliance with other laws.

The requirements of this Ethics Code shall be in addition to the applicable requirements of the Town Charter, the Town Code, the Colorado Constitution, and the laws of the state. To the extent any conflict exists between the requirements of this Ethics Code and the requirements of the Town Code, the Colorado Constitution, or the laws of the state, the more restrictive provision shall apply.

**TOWN OF SEVERANCE
RESOLUTION NO. 2022-08R**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SEVERANCE,
COLORADO, ADOPTING A CODE OF CONDUCT AND ETHICS IN ACCORDANCE
WITH SECTION 3.06 OF THE HOME RULE CHARTER**

WHEREAS, Section 3.06 of the Home Rule Charter of the Town of Severance (the “Charter”) provides that the Town Council “shall adopt by resolution a Code of Conduct and Ethics, which shall address Council conflicts of interest and behavior;” and

WHEREAS, Section 3.06 of the Charter further provides that the Code of Conduct and Ethics adopted by the Town Council shall specify penalties for violations of its provisions as well as for violations of the Charter; and

WHEREAS, upon the Town Council’s adoption of a Code of Conduct and Ethics, it will remain in effect until a newly elected Town Council adopts a new Code of Conduct and Ethics by resolution; and

WHEREAS, the Town Council reviewed and considered a draft Code of Conduct and Ethics at its meeting on January 25, 2022, and provided feedback to the Town Attorney regarding such draft; and

WHEREAS, the Town Attorney incorporated the feedback of the Town Council into the Code of Conduct and Ethics attached to this resolution and incorporated herein by this reference; and

WHEREAS, the Town Council has reviewed and considered the attached Code of Conduct and Ethics and finds that it meets the requirements of the Charter and, further, that the attached Code of Conduct and Ethics will serve the purposes of fostering public trust and promoting public confidence in the integrity of the Town government, providing guidance in the event of conflicts of interests, ensuring that government decisions and policy are made in proper channels of the government structure, and by prohibiting the use of public office for private gain; and

WHEREAS, the Town Council intends to make the attached Code of Conduct and Ethics applicable to the Town’s appointed boards, commissions, and other appointed bodies of the Town by ordinance; and

WHEREAS, the Town Council desires to adopt the attached Code of Conduct and Ethics in accordance with Section 3.06 of the Charter.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE
TOWN OF SEVERANCE COLORADO:**

Section 1. The Town Council hereby adopts the Code of Conduct and Ethics in the form attached to this resolution and incorporated herein by this reference.

RESOLVED AND APPROVED this 22nd day of February, 2022.

TOWN OF SEVERANCE

BY: _____

Matthew Fries, Mayor

ATTEST:

Leah Vanarsdall, Town Clerk

TOWN OF SEVERANCE

ORDINANCE NO. 2022-08

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF SEVERANCE, COLORADO, AMENDING SECTION 2-2-90, "BOARDS AND COMMISSIONS," OF THE SEVERANCE MUNICIPAL CODE REGARDING APPLICABILITY OF THE CODE OF CONDUCT AND ETHICS TO APPOINTED MEMBERS OF TOWN BOARDS AND COMMISSIONS

WHEREAS, Section 3.06 of the Home Rule Charter of the Town of Severance (the "Charter") provides that the Town Council "shall adopt by resolution a Code of Conduct and Ethics, which shall address Council conflicts of interest and behavior;" and

WHEREAS, on February 22, 2022, the Town Council adopted a Code of Conduct and Ethics by its approval of Resolution No. 2022-08R; and

WHEREAS, in Resolution No. 2022-08R, the Town Council found that the adopted Code of Conduct and Ethics will serve the purposes of fostering public trust and promoting public confidence in the integrity of the Town government, providing guidance in the event of conflicts of interests, ensuring that government decisions and policy are made in proper channels of the government structure, and by prohibiting the use of public office for private gain; and

WHEREAS, the Town Council finds that the appointed members of the Town's boards and commissions also hold the public trust and have a fiduciary duty to carry out the responsibilities of their office for the benefit of the Town, and that it is in the best interests of the Town and its residents and businesses for the appointed members of the Town's boards and commissions to follow and be held to the same standards of conduct and ethical guidelines as the Town Council; and

WHEREAS, pursuant to Section 5.02 of the Charter, the Town Council may increase, reduce, or change by ordinance any or all of the duties and procedures of any Town board or commission, and the Town Council may determine the terms and conditions of appointment of all Town boards and commissions by ordinance or resolutions; and

WHEREAS, the Town Council desires to amend the Severance Municipal Code to provide that the Code of Conduct and Ethics adopted by the Town Council in accordance with Section 3.06 of the Charter shall also apply to the Town's boards and commissions, and that members of the Town's boards and commissions shall abide by and be governed by such Code of Conduct and Ethics.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF SEVERANCE, COLORADO: ¹

Section 1. Section 2-2-90. – Boards and commissions, of the Severance Municipal Code is amended to read as follows:

Sec. 2-2-90. Boards and commissions.

(a) The Town Council shall create and appoint members to such boards and commissions as may now or hereafter exist, including but not limited to the following:

- (1) Board of Adjustment;
- (2) Planning Commission; and
- (3) Tree Board.

(b) The code of conduct and ethics adopted by the Town Council in accordance with section 3.06 of the Charter shall apply to and govern the conduct of all Town boards and commissions, including advisory and appeal boards, created by ordinance of the Town Council or as set forth in the Town Charter or Town Code, and the members thereof.

Section 2. If any article, section, paragraph, sentence, clause, or phrase of this ordinance is held to be unconstitutional or invalid for any reason, such decision shall not affect the validity or constitutionality of the remaining portions of this ordinance. The Town Council hereby declares it would have passed this ordinance and each part or parts hereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.

Section 3. All other ordinances or portions thereof inconsistent or conflicting with this ordinance or any portion hereof are hereby repealed to the extent of such inconsistency or conflict.

Section 4. This ordinance is deemed necessary for the immediate protection of the health, welfare and safety of the community.

Section 5. Violations of this ordinance shall be punishable in accordance with Section 1-4-20 of the Severance Municipal Code.

INTRODUCED, READ, ADOPTED, APPROVED, AND ORDERED PUBLISHED IN FULL this 22nd day of February, 2022.

TOWN OF SEVERANCE, COLORADO

Matthew Fries, Mayor

ATTEST:

Leah Vanarsdall, MMC, Town Clerk

APPROVED AS TO FORM:

Hayashi & Macsalka, LLC, Town Attorney

Town Management Report

Nicholas J. Wharton & Lindsay Radcliff-Coombes

February 2022



UPCOMING TOWN MEETINGS & EVENTS

- 02/01-02/14- Hearts in the Park Scavenger Hunt
- 02/16- Planning Commission Meeting
- 02/21- Town Hall Closed- President's Day
- 02/22- Town Council Work Session/Council Meeting
- 02/28- Town Tree Board Meeting
- 03/02- Municipal Court
- 03/08- Town Council Work Session/Council Meeting
- 03/09- SPD Officer Swearing-In
- 03/16- Planning Commission Meeting
- 03/22- Town Council Work Session/Council Meeting

GENERAL MANAGEMENT UPDATES

- North Weld County Water District Contract Updates
 - 2nd Master Meter has been put into service and is officially providing service to the Town.
- Crossing Guards
 - The Town has had two residents sign up and go through crossing guard training. One is volunteering Monday through Friday at Range View, and the other is at Severance Middle School 3 days a week.
- Snowplow and Mag chloride have been ordered. Plow truck to be received in fall of 2022. Mag chloride may not be received until 2023 due to supply chain issues.
- Severance Police Department
 - The Police Department is fully functioning now, as this is the first time in over 2 years where all posted positions have been filled and no employee(s) are out on medical leave.
 - All 4 vehicles arrived on February 12th and are in great condition and under warranty.

CURRENT CAPITAL PROJECTS UPDATES

- Community Park
 - Construction of phases two and three are completed for the Community Park minus two outstanding delivery issues. The delivery and installation of the park equipment have again been delayed and installation will not occur until spring of 2022. Delivery of the restrooms and storage buildings will now be delivered and installed on February 23rd.
- WCR23/HWY392 Traffic Light Project
 - Staff is currently working with CDOT on a possible joint funding effort, and Town Staff will be going to RFP in February. **(No Update)**
- TAP/MMOF Pedestrian Walkway
 - Engineering and environmental drawings have been completed for this project and the RFP bidding process for the construction of this pedestrian connection will be released once staff receives approval from CDOT. The staff has now completed all ROW acquisitions to be able to complete this project now.

- Summit View Drainage Project
 - The kickoff meeting has now occurred, and construction is set to begin mid-February. Updates will occur weather pending.
- 3rd Water Tower
 - Legal is in negotiations with land acquisition and temporary construction easements for this project. Engineering will begin the RFP Process in March. It is anticipated this project will take 18-22 months for the completion of the project.
(No Update)

ADDITIONAL REPORTS INCLUDED IN THE PACKET

- Finance Report
- Public Works Report
- Public Safety Report
- Building Department (SAFEbuilt) Report
- Engineering Report

Public Work Director Report

John ZackleneFeb
15, 2022



WATER/WASTEWATER-

Reporting – A list of approved Lead/Copper sites have been submitted and approved by the state. Additionally, our team with the help of Direct Discharge, are working on submitting an updated wastewater Water Quality Management Plan as required by the State. We had new antennas installed at the WWTP and PW for the Scada system. Scada will be installed on the new Master Meter#2 so we can track our flows. Master Meter #2 went on line 2-9-22.

Sampling – All testing for water and wastewater sampling has been transferred back to Weld County. Currently the Town complies for all testing and sampling requirements. We are doing 6 samples per month currently. All samplings have been going well with no town issues.

Water Tanks- Water tank inspections were completed in 2021. The older tank is scheduled for the start of repairs the week of the 21st. The old metal overflow culvert has been replaced at the water tanks. We are currently working on An Emergency Response Plan with Dave Lewis from Direct Discharge for our town's water supply. Hydrant maintenance is completed, and all issues have been fixed. Water Valve exercising is still in process.

Jetting- Sewer main jetting of the entire town is complete. There was approximately 38 miles of main line cleaned. We have approximately 5 hot spots to watch for. We are looking into a maintenance program to have our old manholes lined and repaired starting in old town and Lakeview in 2022. We are looking into having the Bald Ridge lift station lined as well in this program. Baldridge lift station will be getting all 4 isolation valves replaced shortly. Jet truck has had its new hoses and reel installed.

STORM WATER

- We have started ditch maintenance. All ditches, inlets and outlets will be cleared of debris and sediment build up as weather permits.
- Culvert grates are being repaired and painted as needed. Safety grates are built and installed on the Baldridge inlet and the box culvert under Ponderosa at Sunset Ridge. All other safety grates have been approved to be built and installed in 2022 by a local welder but is now pending?

STREETS

- Fuel station is operational.
- Pothole patching is ongoing.
- Street sign replacement has begun throughout Lake View-Timber Ridge- Summit View and old town.

- Winter maintenance has begun on equipment. Mowers-Tractors-small equipment.
- Bat Barn electrical and light installs are complete.
- New plow truck and equipment have been ordered and is possibly 1 year out.
- All quotes are in for paving jobs this year. Just need to prioritize with Nick.
- Street sweeping as weather permits.

PARKS

- Playground equipment has been inspected and repaired for Cirs standards.
- Irrigation blowouts are complete.
- We are getting quotes for the Dog Park expansion.
- Tailholt garden project will start soon, weather pending.
- Gates have been installed at the Ballpark access roads.
- Playground equipment for Community Park is scheduled for delivery on 2-16-22.

February Engineering Report

Chris Messersmith, Colorado Civil Group, Inc. (CCG)
February 15, 2022



Capital Improvement Projects

SH 392 – WCR 23 Intersection Improvements

Town staff, CCG, and CDOT met on February 10, 2022, to discuss the traffic signal design/installation and CDOT cost sharing opportunities. CDOT requested an overall opinion of cost for the project to determine the availability of funds. CCG submitted this opinion of cost on February 14, 2022. Town staff intends to present the cost sharing information at the Town Council meeting on February 22, 2022. Once Town staff receives direction from the Town Council on how to proceed, the traffic signal design Request for Proposal (RFP) will be advertised.

CDOT TAP/MMOF Trail Project

All the right-of-way, trail easements, and temporary construction easements have been acquired except for one property owner along WCR 23. Town Staff has made one final attempt to secure this right-of-way and temporary construction easement from this property owner. Once Town staff receives a final response regarding this issue, the Construction Drawings and related documents will be submitted to CDOT for review and comment. The project will be advertised for bids after CDOT comments are addressed and final construction plans have been approved by CDOT.

Community Park Phases 2 & 3

Community Park Phases 2 & 3 construction is ramping back up. The contractor will be on site in the coming weeks preparing for the installation of the CXT restroom structure. The construction of CXT restroom structure began in October 2021 and is being built off-site. We are anticipating delivery and installation of the structure in the next few weeks. The water service for the CXT restroom was to be provided by the NWCWD and is now subject to the water tap moratorium. CCG and Town staff are exploring other options for this water service. Town staff is currently working with the playground consultant and awaiting firm dates on the playground structure installation due to material shortages. Playground equipment is anticipated to be delivered by the end of the first quarter in 2022. Town staff is coordinating with the Town of Windsor on the shed, with construction anticipated to start very soon. The Town of Windsor would like to have access to the fields in March 2022.

Summit View Spillway Improvements

The Notice to Proceed was issued to Dunrite Excavating, Inc. (DEI) on January 24, 2022. The Pre-Construction Meeting was held on February 7, 2022. DEI intends to start construction in February. Substantial Completion is April 1, 2022.

Master Meter No. 2

Master Meter No. 2 (MM-2) was placed into service by the NWCWD on February 9, 2022. Currently CCG is working with Town staff and the NWCWD to balance (hydraulic) MM-2 with the at-grade water tanks and booster pump station. The goal is for MM-2 to be the primary water supply for the

Town and the booster pump station providing the redundant (secondary) supply. CCG is working with the NWCWD, Town staff, and Timber Line Electric & Control Corporation to monitor and control the Master Meters and booster pump station.

Secondary Water Connection/Supply

Town Staff, CCG and the City of Greeley met on January 24, 2022, to discuss a potential water system connection. CCG is reviewing possible water line route alternatives and projecting future water demands based on the potential expansion of the Town's water service area.

Elevated Water Tank

CCG has completed the preliminary design for the elevated water tank. Town management and the Town attorney will contact the property owner regarding the property and temporary construction easement acquisition. Previous negotiations between the property owner and Town staff have not been successful. CCG is projecting future water storage requirements based on the potential expansion of the Town's water service area.

Police Chief Report

Jim Gerdeman, Chief of Police

January 2022



Projects Updates

- The Severance Police Department started the year with full staffing; one Chief, two Sergeants, seven Patrol Officers, one Community Service Officer, and one Records / Evidence Technician.
- The AXON body-worn cameras are assigned to each officer. All the officers received 4 hours of training on the body-worn cameras and evidence.com operation.
- The Severance Police Department is reviewing the Field Training program and forms. The sergeants also review the POST training requirements for 2022 and schedule officers' training for the 2022 year.

Community Support and Relations

- The Severance Police Department has received several thank you cards and food donations showing appreciation of the officers' service to the community.
- The Severance Police Department is working with the Severance Schools to improve our response to non-criminal events at each school.

2022 January Report

The charts will provide an overview of the Severance Police Department's activities from January 1 to January 31, 2022.

1. Chart #1 represents the Severance Police Department's incident activity report for January. The police department took 29 written reports with 6 arrests.
2. Chart #2 represents calls of service for January. The chart displays the hours at the bottom with the graph's monthly total number of calls for service. The times with the highest number of calls for service are after 9:00 AM and before 3:00 PM.
3. Chart #3 represents traffic contacts by officers for January. The chart displays the hours at the bottom with the graph's monthly total number of traffic contacts.

Chart 1

Department Incident Activity Report



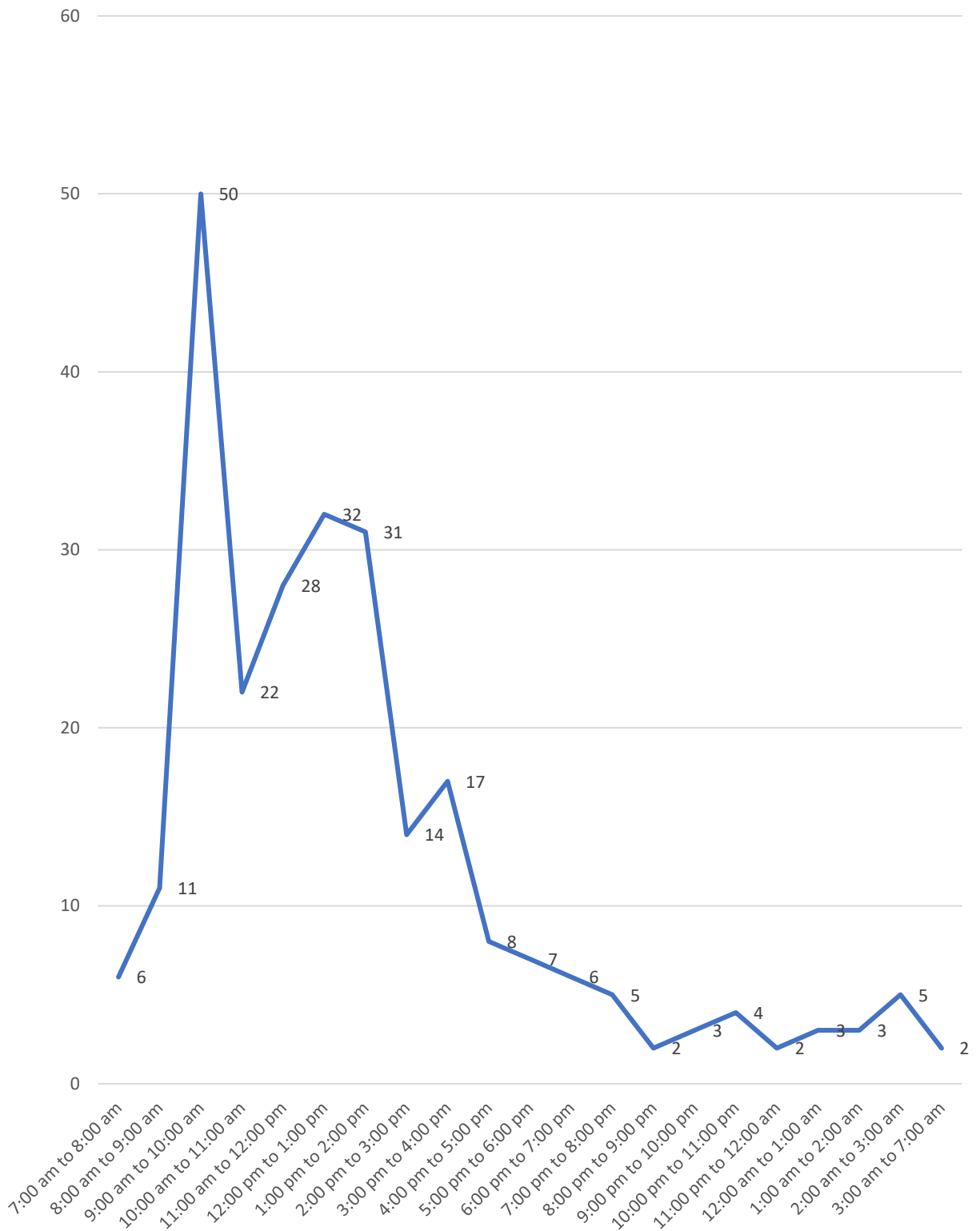
SEVERANCE POLICE DEPARTMENT
 3 SOUTH TIMBER RIDGE PKWY
 SEVERANCE, CO 80550
 970-685-9708

Date Reported: **01/01/2022 - 01/31/2022** |

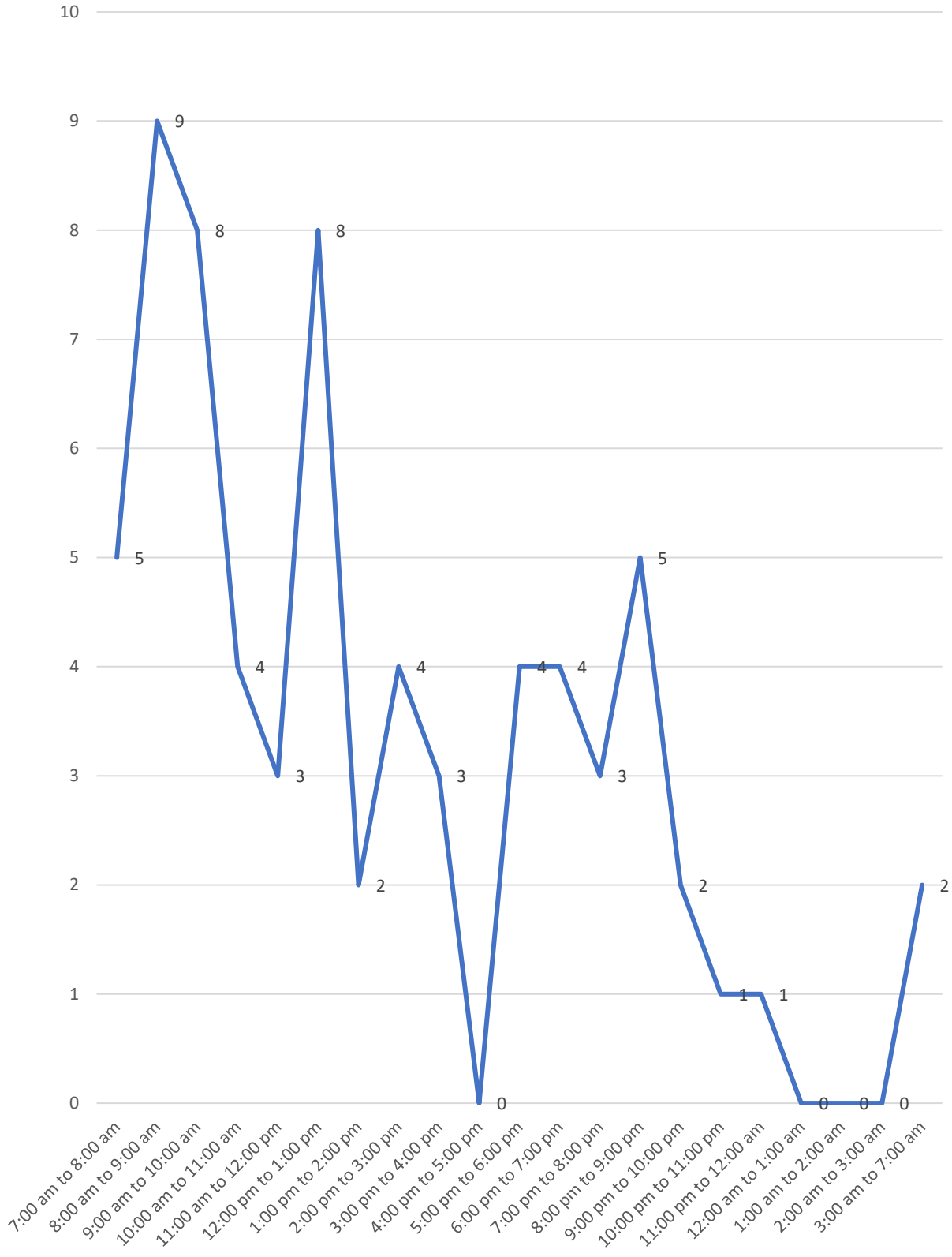
Show Subclasses: **True** | Include Disposition Tags: **True**

Classification	Events Rptd	Unfounded	Actual	Clr Arrest	Clr Exception	Clr Juveniles	Total Clr	Percent Clr
ABANDONED	1	0	1	0	0	0	1	100.0
Abandon Vehicle	1	0	1	0	0	0	1	100.0
AGENCY ASSIST	1	0	1	0	0	0	1	100.0
Assist Other Agency	1	0	1	0	0	0	1	100.0
ANIMAL PROBLEM	2	0	2	1	0	0	2	100.0
Animal Attack	2	0	2	1	0	0	2	100.0
ASSAULT	3	0	3	1	0	2	3	100.0
Simple Assault	3	0	3	1	0	2	3	100.0
CANCELLED REPORT	2	0	2	0	0	0	1	50.0
CANCELLED REPORT	2	0	2	0	0	0	1	50.0
FRAUD	1	0	1	0	0	0	1	100.0
Identity Theft	1	0	1	0	0	0	1	100.0
HARASSMENT	1	0	1	0	0	0	1	100.0
Electronic Communication	1	0	1	0	0	0	1	100.0
INCIDENT REPORT	5	0	5	0	0	0	5	100.0
INCIDENT REPORT	5	0	5	0	0	0	5	100.0
MENTAL SUBJECT	1	0	1	0	0	0	1	100.0
Mental Subject	1	0	1	0	0	0	1	100.0
ORDINANCE VIOLATION	2	0	2	1	0	0	2	100.0
Ordinance Violation	2	0	2	1	0	0	2	100.0
OTHER SEX OFFENSE	2	0	2	0	0	0	0	0.0
Sex Offense, Other	2	0	2	0	0	0	0	0.0
PROPERTY	2	0	2	0	0	0	2	100.0
Found Property	2	0	2	0	0	0	2	100.0
STOLEN VEHICLE	1	0	1	0	0	0	1	100.0
Vehicle Theft, Auto	1	0	1	0	0	0	1	100.0
THEFT	1	0	1	0	0	0	1	100.0
Larceny, From Vehicle	1	0	1	0	0	0	1	100.0
TRAFFIC ACCIDENT	4	0	4	3	0	0	4	100.0
Traffic Accident, Private Prop Damg	1	0	1	1	0	0	1	100.0
Traffic Accident, Vehicle Damage	3	0	3	2	0	0	3	100.0
Event Totals	29	0	29	6	0	2	26	89.7

January 2022 Calls for Service 261



January 2022 Traffic Contacts 68



Finance Director Report

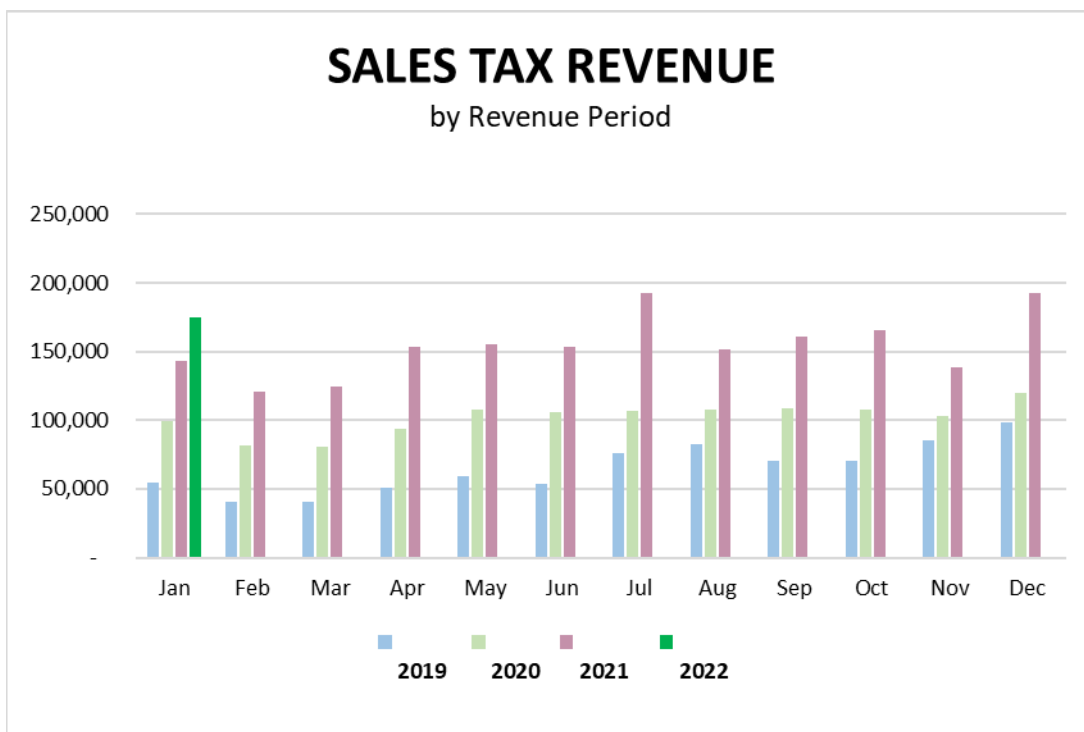
Nancy E. Mueller, CPA
February 15, 2021



Sales Tax Revenues

Sales tax revenues continue to be strong with January revenues 22% higher than the same period in 2021 and 75% greater than in January 2020.

January 2022 Sales Tax Revenue Period = \$174,498.



PLEASE NOTE THIS IS BY REVENUE PERIOD
LATE OR AMENDED FILINGS ARE INCLUDED

Property Tax Revenues

Property taxes are collected throughout the year, but typically 95% are received in the first six months with February, April, and June having the highest collection amounts. Weld County allows homeowners to make full payment by April 30th or to pay ½ by February 28th and ½ by June 15th.