



**TOWN OF WIGGINS
BOARD of TRUSTEES MEETING
AGENDA**

January 26, 2022 at 7:00 P.M.

**304 CENTRAL AVENUE
WIGGINS, CO 80654**

***NOTE: DUE TO LIMITED SEATING CAPACITY, THE PUBLIC IS HIGHLY
ENCOURAGED TO ATTEND THE MEETING VIA ZOOM***

GO TO <https://us06web.zoom.us/j/89138082108> FOR THE MEETING LINK

MEETING AGENDA

I. INTRODUCTIONS

1. Call the Meeting to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda

II. CONSENT AGENDA

1. Approval of Board of Trustees Meeting Minutes December 15, 2021
2. Approval of Bills January 2022

III. REPORTS

1. Town Manager Report
2. Board of Trustees
3. Financials-Actual to Budget

IV. PUBLIC COMMENTS

The Board of Trustees welcomes you and thanks you for your time. If you wish to address the Board of Trustees about a specific concern or to comment on an item, this is the only time set on the agenda for you to do so. We ask that you be respectful and courteous when addressing the board. When you are recognized, please step to the microphone, state your name and address. Your comments will be limited to three (3) minutes. The Board will not respond to your comments this evening, rather they will take your comments and suggestions under advisement and provide direction to the appropriate member of Town Staff for follow-up.

V. CONSIDERATION OF RESOLUTION NO. 01-2022

A Resolution Designating the Place for Posting of Notices of Public Meetings and Establishing the Calendar for Work Sessions and Regular Monthly Meetings of the Town of Wiggins Board of Trustees for the Year 2022.

1. Resolution No. 01-2022

VI. CONSIDERATION OF RESOLUTION NO. 02-2022

A Resolution of the Board of Trustees of the Town of Wiggins Approving a First Amendment to an Agreement with ProCode, Inc. for Building Inspection Services

1. Resolution No. 02-2022

VII. CONSIDERATION OF RESOLUTION NO. 03-2022

A Resolution Ratifying and Adopting the Town of Wiggins Schedule of Service Fees

1. Resolution No. 03-2022

VIII. CONSIDERATION OF RESOLUTION NO. 04-2022

A Resolution Authorizing the Mayor to Sign the 2021 Year End Audit Engagement Letter

1. Resolution No. 04-2022

IX. CONSIDERATION OF RESOLUTION NO. 05-2022

A Resolution Authorizing a Mail Ballot Election to be held for the Town of Wiggins Regular Municipal Election on April 5, 2022

1. Resolution No. 05-2022

X. CONSIDERATION OF RESOLUTION NO. 06-2022

A Resolution Denying a Special Review for a Duplex on Lot 1 of the Vasquez Minor Subdivision on Johnson Street

1. Resolution No. 06-2022

XI. CONSIDERATION OF ORDINANCE NO. 01-2022

An Ordinance Adopting by Reference the 2018 Editions of the International Building Code, International Residential Code, International Mechanical Code, International Fuel Gas Code, International Energy Conservation Code, International Property Maintenance Code, International Existing Building Code, International Swimming Pool & Spa Code and Adopting the Editions of the International Plumbing Code and the National Electric Code as Currently Adopted by the State of Colorado.

1. Ordinance No. 01-2022

XII. ADJOURNMENT

1. Closing Remarks by Mayor and Trustees, and Meeting Adjournment



MINUTES OF MEETING

TOWN OF WIGGINS BOARD OF TRUSTEES MEETING

December 15, 2021 at 7:00 p.m.

CALL TO ORDER & ROLL CALL

A regular meeting of the Town Board of Trustees for the Town of Wiggins, Colorado was held on Wednesday, December 15, 2021. Mayor Jeff Palmer called the meeting to order at 7:06 p.m. The following Trustees answered roll call: Mayor Jeff Palmer Mayor Pro-Tem David Herbstman; Trustees: Bruce Miller, Mark Strickland, Chad Forbes and Jerry Schwindt. Trustee Bryan Flax joined the meeting via Zoom. Staff present were Tom Acre, Town Manager; Chief of Police, Craig Miller; Hope Becker, Town Planning and Zoning Administrator; and Deb Lee, Town Clerk. Nick Cotton-Baez filled in for Town Attorney Melinda Culley.

APPROVAL OF AGENDA

Motion was made by Mayor Pro-Tem David Herbstman to approve the agenda. Seconded by Trustee Bruce Miller. Roll Call: The agenda was approved unanimously.

CONSENT AGENDA AND BILLS

Motion was made by Trustee Bruce Miller to approve the consent agenda with a modification of the date from December 8th instead of November 8th on the Agenda. Second was made by Trustee Jerry Schwindt. Roll Call: the consent agenda was approved unanimously.

TOWN MANAGER REPORT

Town Manager: The Town Manager's report was given by Tom Acre.

He will keep his report brief. Not a lot of extra meetings due to it being the end of the year.

He is continuing to work with USDA. He spoke with them today and got confirmation that our grants and loans funding are not in jeopardy at this time for things that are not under our control.

The Sewer Line Replacement Project under the railroad has not started as the contractor is still waiting for the pipe to come in. He does not have a date yet for its arrival. He is in contact with the contractor periodically on when it will be in. The Mayor asked if the permit is still good. The Town Manager said he thinks it is the length of time for the permit. The engineer is keeping in contact with the railroad to make sure the permit stays valid. Tomorrow he is going to a meeting with the county commissioners on Just Transition – a committee that decides how to utilize funding available to the county for the Pawnee Power Plant going away eventually. The southern area of town stormwater drainage has been mapped. He is working with Diamondback Engineering, and will be looking at a project to bring to the Board after the beginning of next year.

CHIEF OF POLICE, CRAIG MILLER REPORT:

It has been a quiet month for the Police Department.

He met with the Sheriff's Department. Their staffing is down twenty percent. Almost everyone at the meeting discussed the issues of low staffing. The Chief had a person in place that declined the police officer position due to the pay. We cannot compete with the State Patrol and the Denver Metro Area. The Chief has ideas and



thoughts that he will share with Tome and the Board. They have a party that is interested in the position. They are looking at him as a possibility. They are trying to come up with unusual ideas that may attract candidates.

The Mayor asked if the Police Department could look at the weeds due to the wind on empty lots. Chief asked the Mayor to come to him about the issues. Since the Department is short-staffed, they are going off of complaints that are submitted. He can email or put in a request. The Town Manager told the Mayor and Trustees that from an enforcement standpoint Hope and the Chief are going to send letters to the owners of the property, not just the people that live there. Trying to attack enforcement from the Planning and Zoning Department as well as Police for a two-pronged approach.

BOARD OF TRUSTEES REPORTS:

Nothing to report.

FINANCIALS ACTUAL TO BUDGET:

The Town Manager said the only thing to report is he is able to get a little bit surer of his predictions as we get close to the end of the year. Trustee Miller asked if anything concerned him. The Town Manager said the water and sewer budgets are always a concern. In 2021, we were dipping into the fund balances some. We have changed that in 2022. The revenues and expenses have been a concern, we were able to hold the expenses down. were able to buy things we need instead of purchasing wanted items. That has been good due to the good efforts of staff.

PUBLIC COMMENT:

The Mayor, Jeff Palmer opened the meeting for public comments at 7:20 p.m. No public was present who wished to speak. Public comment was closed at 7:21 p.m.

PUBLIC HEARINGS:

Vasquez Special Review Use

Mayor Jeff Palmer, the public hearing at 7:21 p.m.

Hope gave her report about a Special Review Use Application for a duplex in a single-family residential zone for the Vasquez Minor Subdivision.

Francisco Vasquez; Lochbuie, CO came forward with his son Diego Vasquez (to translate) and asked if the Board had any questions. Trustee Miller asked if the Vasquez's will sell the duplexes or manage them. Mr. Vasquez answered the point is to sell them instead of rent as new owners will take better care of the property. An agent told him building duplexes close to houses isn't supposed to affect the value of the houses. Renting them is too much for them to handle.

The Public Hearing was opened for public comment at 7:41 pm

Karol Kopetzky 315 Curry St. The proposed duplex sets directly behind their property. She handed out a map. Her home was one of the first homes built in Wiggins by her grandfather Cobb. They have had five generations in their home and her daughter will make the sixth generation. She wants the Board to help her preserve their family's property value by not allowing any additional duplexes to come into their area that is zoned for single family homes. Their request for denial of this is due to the problems they have dealt with over the past 25 years with the existing duplexes behind them. She consulted a realtor and what is happening with the existing



duplexes will affect their property values. The flood waters from previous floods caused the flood mud to come in and it is slippery. She doesn't know how to fix these issues. The Town Attorney said that the Board cannot use speculation in their decision. Speculation becomes her reality when you look at the pictures she brought. With single family homes, there is less traffic, less animals, less parking issues and all the things she has mentioned before. When it comes down on paper, it is still multi-family instead of the single family that it is zoned.

Allison Kopetzky 315 Curry St spoke. She said she is Bob and Karol's youngest daughter and hopefully the future homeowner. She has a few concerns with multi-family housing coming in behind them. She agrees with what her mom said. She is concerned with the quality of life. She loves this town and this community and the small-town vibe that we have. She has also loved to see the expansion in Kiowa Park. She worries that if we continue to grow that we are growing too fast that we are losing the integrity of this community and the small-town vibe. Do we have all the resources we need to maintain and care for these families that are coming in? She worries that the property value and quality of life of her family will also be impacted by the people moving in. The single-family zoning was established in 2003 for a reason. She trusts the reason the property was zoned as single family is due to the integrity of the Town. For the integrity of the values that we hold. If we increase it to be multi-family, that we compromise or put ourselves in a position to have negative repercussions. Knowing that those building the housing will sell those houses aren't from Wiggins so it is up to us and our families to live with the negative repercussions. Knowing that they just have a back alley separating them.

The Public Comment period of the Public Hearing was closed at 7:53 p.m.

Diego Vasquez asked to show a computer presentation of where the lots would be if they had two separate residences. They will have a much smaller density by having them as a duplex instead of single family. They have lost their architect and that is why the information is not updated. He showed where the duplexes are on the map. The other properties have more density than they plan. Their density is 17% and they plan to landscape the open space.

The Public Hearing was closed at 8:10 p.m.

The Board reviewed the information presented during the Public Hearing. The Trustees and the Mayor expressed concerns about split lots for duplexes, engineering for drainage, grading, drainage problems, ground coverage, and percent of the lot that can be covered, looking to the future, other properties that will be landlocked, previous lot dimensions and Land Development Code. Hope answered all questions. Nick Cotton-Baez said to direct themselves to what is in front of them and not looking forward. They can look at what is there now. Decisions need to be made based on the criteria and the code for what is going on now, not what happens in the future to make sure no appeal can be made.

CONSIDERATION OF RESOLUTION NO. 42-2021

Consideration of Resolution No. 42-2021 – A Resolution Approving a Special Review Use for Use for a Duplex on Lot 1 of the Vasquez Minor Subdivision on Johnson Street

Motion was made by Trustee Mark Strickland to approve Resolution No. 42-2021. Seconded by Mayor Pro Tem David Herbstman. Roll Call: Bruce Miller, Yes; David Herbstman, No; Bryan Flax, Yes; Jerry Schwindt, No; Mark Strickland, Yes; Chad Forbes, No; Mayor Jeffrey Palmer, No. Resolution 42-2021 Failed.



Nick Cotton-Baez, Town Attorney suggested that the Board of Trustees make a motion to direct the Town Attorney to bring a resolution back to the Board at their next meeting stating the reasons for the failure of Resolution 42-2021.

Motion was made by Mayor Pro-Tem David Herbstman for the Town Attorney to create a resolution for the Board to consider at their next meeting stating the reasons for the failure of Resolution 42-2021. Seconded by Trustee Jerry Schwindt. Roll Call: Unanimously Approved.

2022 Budget

The Mayor, Jeff Palmer, opened a public hearing at 8:54 p.m.

The Town Manager gave his report about the 2022 Town of Wiggins Budget and Resolutions: 43-2021; 44-2021; 45-2021; 46-2021 and 47-2021.

The Public Hearing was opened for public comment at 9:17 p.m. No one public was present that wished to comment on the 2022 Budget.

The Public Hearing was closed at 9:17 p.m.

The Board reviewed the information presented during the Public Hearing. The Trustees and the Mayor expressed concerns about the police budget having enough to cover what is needed for that department. Town Manager Acre provided highlights of what is included and changed in the Police Department budget

CONSIDERATION OF RESOLUTION NO. 43-2021

Consideration of Resolution No. 43-2021 - A Resolution Summarizing Expenditures and Revenues for Each Fund and Adopting a Budget for the Town of Wiggins, Colorado for the Calendar Year Beginning on the First Day of January 2022 and Ending on the Last Day of December 2022.

Motion was made by Trustee Jerry Schwindt to approve Resolution No. 43-2021. Seconded by Trustee Mark Strickland. Roll Call: Resolution 43-2021 was unanimously approved.

CONSIDERATION OF RESOLUTION NO. 44-2021

Consideration of Resolution No. 44-2021 - A Resolution Appropriating Sums of Money to the Various Funds and Spending Agencies in the Amounts and for the Purposes Set forth Below for the Town of Wiggins, Colorado for the 2022 Budget Year

Motion was made by Mayor Pro Tem David Herbstman to approve Resolution No. 44-2021. Seconded by Trustee Mark Strickland. Roll Call: Resolution 44-2021 was unanimously approved.



CONSIDERATION OF RESOLUTION NO. 45-2021

Consideration of Resolution No. 45-2021 – A Resolution Levying General Property Taxes for the Taxable Year 2021 to Help Defray the Costs of Government for the Town of Wiggins, Colorado for the 2022 Budget Year. Motion was made by Trustee Chad Forbes to approve Resolution No. 45-2021. Seconded by Trustee Mark Strickland. Roll Call: Resolution 45-2021 was unanimously approved.

CONSIDERATION OF RESOLUTION NO. 46-2021

Consideration of Resolution No. 46-2021 - A Resolution Certifying Compliance with Article X, Section 20 of the Colorado Constitution.

Motion was made by Trustee Mark Strickland to approve Resolution No. 46-2021. Seconded by Trustee Jerry Schwindt. Roll Call: Resolution 46-2021 was unanimously approved.

CONSIDERATION OF RESOLUTION NO. 47-2021

Consideration of Resolution No. 47-2021 - A Resolution Creating a Non-Emergency Reserve for the Town of Wiggins.

Motion was made by Trustee Bryan Flax to approve Resolution No. 47-2021. Seconded by Trustee Chad Forbes. Roll Call: Resolution 47-2021 was unanimously approved.

CONSIDERATION OF ORDINANCE NO. 11-2021

Consideration of Ordinance No. 11-2021 – An Ordinance Regarding the Collection of Municipal Court Assessments.

Motion was made by Trustee Mark Strickland to approve Ordinance No. 11-2021. Seconded by Mayor Pro-Tem David Herbstman. Roll Call: Ordinance No. 11-2021 was unanimously approved.

CONSIDERATION OF RESOLUTION NO. 48-2021

Consideration of Resolution No. 48-2021 - A Resolution Approving a Service Agreement with Professional Finance Company for Collection Services.

Motion was made by Trustee Mark Strickland to approve Resolution No. 48-2021. Seconded by Mayor Pro Tem David Herbstman. Roll Call: Resolution 48-2021 was unanimously approved.

CONSIDERATION OF ORDINANCE NO. 12-2021

Consideration of Ordinance No. 12-2021 – An Ordinance Repealing Ordinance No. 01-2018 and Fixing the Compensation of the Mayor and Trustees.

Motion was made by Trustee Bruce Miller to approve Ordinance No. 12-2021. Seconded by Trustee Chad Forbes. Roll Call: Ordinance No. 12-2021 was unanimously approved.



LIQUOR LICENSE AUTHORITY

Stubs Gas & Oil Inc.

Consideration of Liquor License Renewal for Stubs Gas & Oil Inc. Motion was made by Mayor Pro-Tem David Herbstman to approve the Liquor License Renewal. Seconded by Trustee Mark Strickland. Roll Call: Renewal of Liquor License for Stubs Gas & Oil Inc. was unanimously approved.

Mariana's Mexican Restaurant

Consideration of Liquor License Application for Mariana's Mexican Restaurant. Motion was made by Mayor Pro-Tem David Herbstman to approve the Liquor License Application. Seconded by Trustee Mark Strickland. Roll Call: Renewal of Liquor License of Louie's Liquor was unanimously approved.

ADJOURNMENT

Mayor Palmer adjourned the meeting at 9:47 pm.

Respectfully submitted by:

Deborah Lee, Town Clerk

TOWN of WIGGINS -BILLS PAID

January 2022

| Vendor Name | Description | Amount Paid |
|-----------------------------------|---|-------------|
| ACRE, JOHN T. | 2021 Mileage Sept-Dec | \$403.76 |
| AMERICAN LEGION POST 76 | Year End Donation | \$500.00 |
| BANK OF THE WEST | Synching Fund Knievel Property Loan | \$72,265.50 |
| BANK OF THE WEST | Credit Card Payment | \$4,036.43 |
| BANK OF THE WEST - 1135 | Interest KnievelProperty Loan | \$30,190.92 |
| BLOEDORN LUMBER | Misc. Supplies | \$3,790.34 |
| BLUE LIGHTNING | Internet/Phone | \$517.97 |
| BLUE360 MEDIA | Colorado Peace Officer's Handbook | \$74.75 |
| CASELLE, INC | Financial Software Support | \$829.00 |
| CHS | Propane | \$2,613.67 |
| CIRSA | Workmans Comp Insurance | \$4,148.00 |
| CIRSA | Liability Insurance | \$19,613.69 |
| CIRSA | Property Casualty Insurance | \$1,253.39 |
| CITY OF FORT MORGAN | Glassey Farm Pump Electric | \$8.17 |
| COLORADO ANALYTICAL LABORATORY | Water Analysis | \$1,740.60 |
| COLORADO CUSTOM FIREARMS | Business License Refund | \$5.00 |
| COLORADO TRANSMISSION | Transmission Rebuild | \$3,431.85 |
| COUNTRY HARDWARE | Furnace Road P house | \$3,410.10 |
| EMIL, KIMBERLY A | Municipal Judge Salary | \$312.50 |
| EPIC SPORTS | Recreation Equipment | \$497.99 |
| FAJITAS | Gift Card Comer for Old Time Christmas | \$50.00 |
| GARRETSON'S SPORT CENTER | MVP compo pitching machine | \$1,234.00 |
| GERTGE TECHNOLOGY, LLC | Laptop repair | \$195.00 |
| HAYES POZNANOVIC KORVER, LLC | Water Rights Attorney Fees | \$3,956.00 |
| INVOICE CLOUD | Monthly Software Fee | \$315.10 |
| JARVIS | Recreation Registration Software | \$175.00 |
| JONES IRRIGATION SERVICE | Stormwater Drainage & Street Repair/Constru | \$17,125.00 |
| KAMMERER, WILLIAM M. | Water Shares Lease/Purch Paymt | \$3,510.42 |
| KELLY, PC | Town Legal Fees | \$4,573.50 |
| KIDS AT THEIR BEST (KATB) | Year End Donation | \$1,000.00 |
| LDS | Utility Deposit Refund | \$115.00 |
| LEAF | Copier Lease | \$159.00 |
| LRE Water | Water Engineering | \$12,415.00 |
| LYONS GADDIS | water legal | \$261.50 |
| MAGUIRE IRON INC | RO and Storage Tank Inspections | \$2,500.00 |
| Mark Dubois | Concrete parking bullards and railroad ties | \$260.00 |
| MONTOYA MECHANICAL LLC INC | County Road P Farm House Furnece Replacem | \$965.08 |
| MORGAN COUNTY QUALITY WATER | Water 3261 County Road U | \$48.04 |
| MORGAN COUNTY REA | Utilities Electric | \$8,727.66 |
| OUT WEST SENIOR CENTER | Senior Center donation | \$1,000.00 |
| PITNEY BOWES-PURCHASE POWER | Postage | \$777.63 |
| PRAIRE MOUNTAIN MEDIA | Legal Notices Publication | \$74.52 |
| PROFESSIONAL MANAGEMENT SOLUTIONS | Contract Accounting | \$4,140.00 |
| PURCHASE POWER | Postage | \$600.00 |
| REICKS REPAIR | Add on to sign post | \$42.50 |

TOWN of WIGGINS -BILLS PAID

January 2022

| Vendor Name | Description | Amount Paid |
|------------------------------|--|-------------|
| RH WATER & WASTEWATER, INC. | Contract Operator and Anaytical Expense | \$2,890.00 |
| RUDY'S G.T.O. | Repair tire on John Deere Tractor | \$41.79 |
| STUB'S GAS & OIL, INC. | PW Fuel | \$947.72 |
| THIBAUT, JERRY & PATTI | Utility Refund | \$5.90 |
| TREATMENT TECHNOLOGY | Treatment Chemicals | \$1,735.00 |
| UNCC | Water & Sewer Locate Fees | \$44.88 |
| VERIZON WIRELESS | Cell Phone Charges | \$452.54 |
| WELDON VALLEY DITCH COMPANY | Ditch Aseessments, Kammerer Pond Inclusion I | \$4,071.50 |
| WELLER FABRICATION & MACHINE | Steel Fabrication | \$737.50 |
| WEX BANK | Wiggins PD Fuel | \$381.59 |
| WICKHAM TRACTOR COMPANY | Pallet forks | \$1,150.00 |
| WIGGINS FARM AND AUTO SUPPLY | Misc Supplies | \$459.18 |
| WIGGINS HISTORICAL GROUP | Year End DonationMisc | \$1,000.00 |
| WIGGINS SUPER'S 1846 | Supplies | \$102.71 |
| WOLF WASTE, LLC | Trash removal | \$249.00 |
| XCEL ENERGY | Utilities Natural Gas | \$987.80 |

Total: \$229,120.69**Approved:**

Date:01/24/2022

INCIDENT ANALYSIS - DAY

Date 01/06/2022

Time 10:41:37

Report CFS03

Agency Wiggins Police Dept.

Dates 12/01/2021 Thru 12/31/2021

| Activity | Sun | Mon | Tue | Wed | Thur | Fri | Sat | Total |
|--|-----|-----|-----|-----|------|-----|-----|-------|
| <div> <div>Agency: WPD Wiggins Police Dept.</div> </div> | | | | | | | | |
| 00600 Theft | 1 | 0 | 0 | 0 | 2 | 0 | 0 | 3 |
| 00700 M/V Theft | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |
| 01100 Fraud | 0 | 1 | 2 | 0 | 0 | 0 | 0 | 3 |
| 02000 Off Agnst Fam & Chld | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |
| 02430 Loud Noise | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 |
| 02660 Harass/threat | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 |
| 02671 Dog At Large | 0 | 1 | 0 | 0 | 1 | 2 | 1 | 5 |
| 02675 Loose Livestock | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |
| 02700 Susp Pers/veh/inc | 0 | 1 | 1 | 2 | 0 | 0 | 0 | 4 |
| 02710 Prowler | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 |
| 03000 Community Policing | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 2 |
| 03010 Assist Other Agency | 1 | 0 | 2 | 0 | 1 | 0 | 0 | 4 |
| 03055 Remove A Party | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| 03060 Funeral Assist | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| 03070 Keep The Peace | 1 | 0 | 1 | 1 | 0 | 0 | 0 | 3 |
| 03080 Medical Assist | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 2 |
| 03100 Welfare Check | 1 | 0 | 0 | 1 | 0 | 0 | 1 | 3 |
| 03120 Extra Patrol | 9 | 8 | 4 | 7 | 8 | 5 | 2 | 43 |
| 03540 Traffic Accident | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |
| 03600 Driving Complaint | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 |
| 03670 Animal Bite | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| 03730 Lost/found | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 |
| 03750 Meet Party | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 2 |
| 03760 Information | 0 | 0 | 3 | 1 | 1 | 1 | 0 | 6 |
| 04000 Alarm | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 2 |
| 07410 Disturbance | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 2 |
| 07530 Traffic Contact | 0 | 1 | 4 | 1 | 4 | 4 | 2 | 16 |
| 07580 Vehicle Inspection | 0 | 2 | 2 | 0 | 0 | 0 | 0 | 4 |
| 09001 911-Welfare Check | 0 | 1 | 0 | 2 | 1 | 1 | 0 | 5 |
| 09007 Animal Welfare Check | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |
| 09900 Follow Up/Investigation | 0 | 4 | 2 | 1 | 1 | 1 | 0 | 9 |
| 09902 Civil Issues | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 |
| 09917 Special Events | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 |
| 35DU Traffic Contact-DUI Inv | 0 | 0 | 0 | 6 | 3 | 6 | 8 | 23 |
| S2T Safe2Tell | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 |
| SEO Select Enforce Off Init | 1 | 2 | 1 | 2 | 6 | 5 | 0 | 17 |
| Wiggins Police Dept. Agency Total | 16 | 25 | 28 | 30 | 32 | 26 | 17 | 174 |
| Total | 16 | 25 | 28 | 30 | 32 | 26 | 17 | 174 |

TOWN OF WIGGINS
COMBINED CASH INVESTMENT
DECEMBER 31, 2021

COMBINED CASH ACCOUNTS

| | | |
|----------|-------------------------------|-----------------|
| 01-10210 | HIGH PLAINS-MAIN CHECKING | 3,450,720.34 |
| 01-10750 | UTILITY CASH CLEARING ACCOUNT | 7,134.42 |
| | | <hr/> |
| | TOTAL COMBINED CASH | 3,457,854.76 |
| 01-20200 | ACCOUNTS PAYABLE | (5.90) |
| 01-10100 | CASH ALLOCATED TO OTHER FUNDS | (3,457,848.86) |
| | | <hr/> |
| | TOTAL UNALLOCATED CASH | .00 |
| | | <hr/> |

CASH ALLOCATION RECONCILIATION

| | | |
|----|---|-----------------|
| 10 | ALLOCATION TO GENERAL FUND | 996,361.07 |
| 20 | ALLOCATION TO WATER ENTERPRISE | 809,332.86 |
| 30 | ALLOCATION TO SEWER ENTERPRISE | 1,079,730.17 |
| 40 | ALLOCATION TO SALES TAX CAPITAL IMPROVEMENT | 561,878.51 |
| 50 | ALLOCATION TO CONSERVATION TRUST | 10,546.25 |
| | | <hr/> |
| | TOTAL ALLOCATIONS TO OTHER FUNDS | 3,457,848.86 |
| | ALLOCATION FROM COMBINED CASH FUND - 01-10100 | (3,457,848.86) |
| | | <hr/> |
| | ZERO PROOF IF ALLOCATIONS BALANCE | .00 |
| | | <hr/> |

TOWN OF WIGGINS
BALANCE SHEET
DECEMBER 31, 2021

GENERAL FUND

ASSETS

| | | | |
|----------|--------------------------------|------------|--------------|
| 10-10100 | CASH IN COMBINED CASH FUND | 996,361.07 | |
| 10-10110 | PETTY CASH (T. MANAGER) | 44.30 | |
| 10-10120 | PETTY CASH (T. CLERK) | 808.39 | |
| 10-10240 | CASH IN BANK COMM HALL FUND SA | 18,808.32 | |
| 10-10250 | COLOTRUST FUND | 107.09 | |
| 10-10260 | CASH IN USE TAX FUND | 267,277.31 | |
| 10-10290 | CD 1718--PERFORM DEP GDM DEVEL | 253.80 | |
| 10-10310 | CASH W/ COUNTY TREASURER | 18,830.49 | |
| 10-10500 | PROPERTY TAXES RECEIVABLE | 403,665.00 | |
| 10-11500 | ACCOUNTS RECEIVABLE | 102,514.20 | |
| | | | |
| | TOTAL ASSETS | | 1,808,669.97 |

LIABILITIES AND EQUITY

LIABILITIES

| | | | |
|----------|-------------------------------|--------------|--------------|
| 10-20200 | ACCOUNTS PAYABLE | 36,181.22 | |
| 10-20210 | PAYABLE TO SCHOOL DISTRICT | 3,265.77 | |
| 10-22210 | DEFERRED PROPERTY TAX | 403,665.00 | |
| 10-22710 | FED/ FICA TAXES PAYABLE | (30,330.57) | |
| 10-22720 | STATE W/H TAXES PAYABLE | 8,300.58 | |
| 10-22740 | POLICE PENSION PAYABLE | 5,108.08 | |
| 10-22760 | DEFERRED COMP CONTRIB PAYABLE | (3,508.33) | |
| 10-22770 | UNEMPLOYMENT PAYABLE | (990.87) | |
| 10-22820 | HEALTH INSURANCE PAYABLE | (18,675.45) | |
| 10-22830 | LIFE INSURANCE PAYABLE | 25.20 | |
| 10-22840 | VISION INSURANCE PAYABLE | 2,424.00 | |
| 10-25320 | FUND BALANCE | 763,048.39 | |
| | | | |
| | TOTAL LIABILITIES | | 1,168,513.02 |

FUND EQUITY

| | | | |
|---------------------------------|------------|------------|--------------|
| UNAPPROPRIATED FUND BALANCE: | | | |
| REVENUE OVER EXPENDITURES - YTD | 640,156.95 | | |
| | | | |
| BALANCE - CURRENT DATE | | 640,156.95 | |
| | | | |
| TOTAL FUND EQUITY | | | 640,156.95 |
| | | | |
| TOTAL LIABILITIES AND EQUITY | | | 1,808,669.97 |

TOWN OF WIGGINS
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2021

GENERAL FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEARNED | PCNT |
|---------------------------------------|---------------|------------------|----------------|-------------------|-----------|
| <u>REVENUES</u> | | | | | |
| 10-31100 CURRENT PROPERTY TAX | 2,242.27 | 405,899.50 | 403,665.00 | (2,234.50) | 100.6 |
| 10-31200 SPECIFIC OWNERSHIP | 2,575.36 | 34,795.91 | 18,500.00 | (16,295.91) | 188.1 |
| 10-31300 1% TOWN SALES TAX | 21,366.05 | 249,445.93 | 130,000.00 | (119,445.93) | 191.9 |
| 10-31301 USE TAX | 23,096.54 | 167,596.26 | 75,000.00 | (92,596.26) | 223.5 |
| 10-31420 CIGARETTE TAX | 335.43 | 2,468.61 | 1,000.00 | (1,468.61) | 246.9 |
| 10-31810 SEVERENCE TAX | .00 | 7,996.49 | 15,000.00 | 7,003.51 | 53.3 |
| 10-31820 FRANCHISE FEE-MORGAN CTY REA | .00 | 8,675.00 | 8,000.00 | (675.00) | 108.4 |
| 10-31821 FRANCHISE FEE-XCEL ENERGY | 600.52 | 8,863.85 | 8,000.00 | (863.85) | 110.8 |
| 10-31823 FRANCHISE FEE-WIGGINS TELE | .00 | 3,312.71 | 2,200.00 | (1,112.71) | 150.6 |
| 10-31900 PENALTIES & INTEREST | 156.96 | 689.23 | .00 | (689.23) | .0 |
| 10-32110 LIQUOR LICENSE (15%) | 150.00 | 386.25 | 200.00 | (186.25) | 193.1 |
| 10-32210 BUILDING PERMITS | 18,132.16 | 139,198.25 | 64,000.00 | (75,198.25) | 217.5 |
| 10-33410 GRANTS (DOLA CARES ACT) | .00 | 74,008.13 | .00 | (74,008.13) | .0 |
| 10-33415 FEDERAL GRANT--ARP | .00 | 151,745.18 | .00 | (151,745.18) | .0 |
| 10-33430 MISCELLANEOUS FEES | 435.63 | 4,205.85 | .00 | (4,205.85) | .0 |
| 10-33530 HIGHWAY USERS TAX | 4,289.06 | 50,136.80 | 32,000.00 | (18,136.80) | 156.7 |
| 10-33550 ADDITIONAL MOTOR VEHICLE | 743.19 | 9,343.66 | 5,000.00 | (4,343.66) | 186.9 |
| 10-33800 ROAD & BRIDGE | 273.72 | 46,213.01 | 28,000.00 | (18,213.01) | 165.1 |
| 10-34210 SPECIAL POLICE SERVICES | .00 | 95.00 | .00 | (95.00) | .0 |
| 10-34215 VIN INSPECTIONS | 30.00 | 585.00 | .00 | (585.00) | .0 |
| 10-34220 BUILDING DEVELOPMENT REVIEW | 98.00 | 6,272.84 | 5,000.00 | (1,272.84) | 125.5 |
| 10-34221 BUILDING INSPECTION PLAN REV | .00 | 250.00 | .00 | (250.00) | .0 |
| 10-34282 PARKS & REC FEES | .00 | 7,563.69 | 9,000.00 | 1,436.31 | 84.0 |
| 10-34284 BASEBALL REG FEES | .00 | 7,640.00 | .00 | (7,640.00) | .0 |
| 10-34286 VOLLEYBALL REG FEES | .00 | 860.00 | .00 | (860.00) | .0 |
| 10-34287 SOCCER REG FEES | .00 | 885.00 | .00 | (885.00) | .0 |
| 10-34289 MISCELLANEOUS ACTIVITY FEES | .00 | 385.00 | .00 | (385.00) | .0 |
| 10-34290 MISCELLANEOUS FEES | .00 | 1,511.00 | .00 | (1,511.00) | .0 |
| 10-35110 COURT FINES-MUNICIPAL | 2,035.00 | 47,839.50 | 15,000.00 | (32,839.50) | 318.9 |
| 10-36000 OTHER MISCELLANEOUS | .00 | 4,694.52 | .00 | (4,694.52) | .0 |
| 10-36005 CASH OVER/SHORT | .00 | .01 | .00 | .01 | .0 |
| 10-36010 DOG LICENSES/CLINIC | 10.00 | 470.00 | 300.00 | (170.00) | 156.7 |
| 10-36011 BUSINESS LICENSES | 5.00 | 4,419.80 | 1,000.00 | (3,419.80) | 442.0 |
| 10-36012 CONTRACTOR LICENSES | 375.00 | 2,625.00 | 1,200.00 | (1,425.00) | 218.8 |
| 10-36013 GOLF CART LICENSES | .00 | 370.00 | 100.00 | (270.00) | 370.0 |
| 10-36030 SPECIAL EVENT FEES | .00 | 1,150.00 | .00 | (1,150.00) | .0 |
| 10-36040 INSURANCE PROCEEDS | .00 | 46,200.80 | .00 | (46,200.80) | .0 |
| 10-36100 INTEREST ON SAVINGS | 4.74 | 19.44 | .00 | (19.44) | .0 |
| 10-36310 BUILDING & FARM RENT | 550.00 | 5,210.00 | 6,000.00 | 790.00 | 86.8 |
| 10-36420 REFUNDS | 10,878.58 | 17,441.60 | .00 | (17,441.60) | .0 |
| 10-36500 CONTRIBUTIONS/DONATIONS | .00 | 395.00 | .00 | (395.00) | .0 |
| 10-36501 SPONSORSHIPS | .00 | 465.00 | .00 | (465.00) | .0 |
| 10-36511 GRANTS--LEAF | .00 | 3,940.98 | .00 | (3,940.98) | .0 |
| 10-36512 GRANTS--DUI | .00 | 1,739.00 | .00 | (1,739.00) | .0 |
| 10-36513 GRANTS--TRAINING | .00 | 2,107.00 | .00 | (2,107.00) | .0 |
| TOTAL FUND REVENUE | 88,383.21 | 1,530,115.78 | 828,165.00 | (701,950.78) | 184.8 |

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2021

GENERAL FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEXPENDED | PCNT |
|---|---------------|------------|------------|--------------|-------|
| <u>GENERAL GOVERNMENTAL</u> | | | | | |
| 10-410-13 FINANCIAL AUDIT | .00 | 7,667.17 | 4,000.00 | (3,667.17) | 191.7 |
| 10-410-32 PROFESSIONAL SERVICES | 1,324.98 | 18,289.91 | 15,000.00 | (3,289.91) | 121.9 |
| 10-410-34 CODIFICATION | .00 | .00 | 12,000.00 | 12,000.00 | .0 |
| 10-410-35 COPIER LEASE | 39.75 | 548.93 | 477.00 | (71.93) | 115.1 |
| 10-410-40 EMPLOYEE TRAINING | .00 | 2,620.94 | 5,000.00 | 2,379.06 | 52.4 |
| 10-410-41 TELEPHONE & INTERNET | .03 | 1,114.97 | 800.00 | (314.97) | 139.4 |
| 10-410-42 UTILITIES--ELECTRIC | 230.92 | 1,489.19 | 3,000.00 | 1,510.81 | 49.6 |
| 10-410-43 OFFICE BLDG REPAIRS & MAINT | 1,090.00 | 3,534.85 | 4,000.00 | 465.15 | 88.4 |
| 10-410-44 POSTAGE METER LEASE | .00 | 695.33 | 1,400.00 | 704.67 | 49.7 |
| 10-410-45 UTILITES-GAS | 142.20 | 864.11 | 1,200.00 | 335.89 | 72.0 |
| 10-410-46 CELL PHONE | .00 | 812.85 | 980.00 | 167.15 | 82.9 |
| 10-410-48 TRASH | .00 | .00 | 270.00 | 270.00 | .0 |
| 10-410-52 INSURANCE & BONDS | .00 | 30,647.11 | 20,000.00 | (10,647.11) | 153.2 |
| 10-410-54 ADVERTISING | .00 | 374.79 | 500.00 | 125.21 | 75.0 |
| 10-410-55 POSTAGE & SHIPPING | 208.03 | 1,641.52 | 1,200.00 | (441.52) | 136.8 |
| 10-410-58 TRAVEL & MEETINGS | .00 | 1,516.93 | 3,500.00 | 1,983.07 | 43.3 |
| 10-410-61 OPERATING SUPPLIES | 918.47 | 13,325.29 | 5,600.00 | (7,725.29) | 238.0 |
| 10-410-68 COPIER EXPENSE | .00 | 127.02 | 390.00 | 262.98 | 32.6 |
| 10-410-70 IT SUPPORT | .00 | 313.98 | 15,000.00 | 14,686.02 | 2.1 |
| 10-410-71 COMPUTER SOFTWARE | 331.17 | 4,045.42 | 3,000.00 | (1,045.42) | 134.9 |
| 10-410-90 DUES & SUBSCRIPTIONS | .00 | 1,255.00 | 2,500.00 | 1,245.00 | 50.2 |
| 10-410-91 NEWSLETTERS & PUBLICATIONS | 74.52 | 341.54 | .00 | (341.54) | .0 |
| TOTAL GENERAL GOVERNMENTAL | 4,360.07 | 91,226.85 | 99,817.00 | 8,590.15 | 91.4 |
| <u>ADMINISTRATION DEPARTMENT</u> | | | | | |
| 10-411-15 ADMINISTRATION DEPT EMPLOYEES | 12,640.25 | 89,974.65 | 84,636.91 | (5,337.74) | 106.3 |
| 10-411-20 EMPLOYEE BENEFITS | 773.77 | 9,360.24 | 13,302.72 | 3,942.48 | 70.4 |
| 10-411-22 FICA & MEDICARE | 685.60 | 6,579.62 | 6,424.67 | (154.95) | 102.4 |
| 10-411-23 457 RETIREMENT | 289.77 | 663.58 | 3,394.11 | 2,730.53 | 19.6 |
| 10-411-25 UNEMPLOYMENT INS | .00 | 105.57 | 253.91 | 148.34 | 41.6 |
| 10-411-26 WORKERS' COMPENSATION | .00 | .00 | 149.60 | 149.60 | .0 |
| 10-411-27 EMPLOYEE APPRECIATION | 170.93 | 889.77 | 1,000.00 | 110.23 | 89.0 |
| 10-411-28 TA VEHICLE STIPEND | .00 | .00 | 1,000.00 | 1,000.00 | .0 |
| TOTAL ADMINISTRATION DEPARTMENT | 14,560.32 | 107,573.43 | 110,161.92 | 2,588.49 | 97.7 |

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2021

GENERAL FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEXPENDED | PCNT |
|--|---------------|------------|-----------|--------------|-------|
| <u>JUDICIAL DEPARTMENT</u> | | | | | |
| 10-412-00 CONTRACT-JUDGE | .00 | 4,062.50 | 3,500.00 | (562.50) | 116.1 |
| 10-412-01 CONTRACT-TOWN PROSECUTOR | .00 | 4,095.00 | 2,500.00 | (1,595.00) | 163.8 |
| 10-412-35 COPIER LEASE | 23.85 | 260.16 | 286.20 | 26.04 | 90.9 |
| 10-412-41 TELEPHONE & INTERNET | .00 | .00 | 100.00 | 100.00 | .0 |
| 10-412-55 POSTAGE | 101.13 | 201.89 | 200.00 | (1.89) | 101.0 |
| 10-412-61 OFFICE SUPPLIES | .00 | 613.66 | 500.00 | (113.66) | 122.7 |
| 10-412-68 COPIER EXPENSE | .00 | .00 | 234.00 | 234.00 | .0 |
| 10-412-70 IT SUPPORT | .00 | .00 | 1,000.00 | 1,000.00 | .0 |
| 10-412-71 COMPUTER SOFTWARE | .00 | .00 | 145.83 | 145.83 | .0 |
| TOTAL JUDICIAL DEPARTMENT | 124.98 | 9,233.21 | 8,466.03 | (767.18) | 109.1 |
| <u>MAYOR & LEGISLATIVE BOARDS</u> | | | | | |
| 10-413-10 MAYOR COMPENSATION | 200.00 | 2,400.00 | 2,400.00 | .00 | 100.0 |
| 10-413-11 BOARD OF TRUSTEES COMPENSATION | 240.00 | 2,840.00 | 2,880.00 | 40.00 | 98.6 |
| 10-413-12 BOARD OF TRUSTEES APPRECIATION | 268.07 | 531.59 | 500.00 | (31.59) | 106.3 |
| 10-413-22 FICA & MEDICARE | 33.66 | 400.86 | 403.92 | 3.06 | 99.2 |
| 10-413-26 WORKER'S COMPENSATION | .00 | .00 | 140.00 | 140.00 | .0 |
| 10-413-40 BOARD OF TRUSTEES TRAINING | .00 | .00 | 3,000.00 | 3,000.00 | .0 |
| 10-413-51 E & O INSURANCE | .00 | .00 | 1,850.00 | 1,850.00 | .0 |
| 10-413-58 BOARD TRAVEL & MEETINGS | .00 | 75.98 | 700.00 | 624.02 | 10.9 |
| 10-413-90 DUES & SUBSCRIPTIONS | .00 | .00 | 1,000.00 | 1,000.00 | .0 |
| TOTAL MAYOR & LEGISLATIVE BOARDS | 741.73 | 6,248.43 | 12,873.92 | 6,625.49 | 48.5 |
| <u>ELECTIONS</u> | | | | | |
| 10-414-00 ELECTIONS | .00 | 1,210.42 | 3,000.00 | 1,789.58 | 40.4 |
| TOTAL ELECTIONS | .00 | 1,210.42 | 3,000.00 | 1,789.58 | 40.4 |
| <u>TREASURER'S OFFICE</u> | | | | | |
| 10-415-15 COLLECTIONS (TREASURERS FEE) | 47.99 | 8,116.58 | 6,800.00 | (1,316.58) | 119.4 |
| 10-415-30 TOWN LEGAL | 4,573.50 | 51,535.50 | 35,000.00 | (16,535.50) | 147.2 |
| 10-415-40 REPORTING & PUBLISHING | .00 | 508.53 | 1,200.00 | 691.47 | 42.4 |
| TOTAL TREASURER'S OFFICE | 4,621.49 | 60,160.61 | 43,000.00 | (17,160.61) | 139.9 |

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2021

GENERAL FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEXPENDED | PCNT |
|--|---------------|------------|------------|--------------|-------|
| <u>COMMUNITY PROGRAMS</u> | | | | | |
| 10-419-00 FOURTH OF JULY FESTIVAL | .00 | 18,164.10 | 12,575.00 | (5,589.10) | 144.5 |
| 10-419-01 WIGGINS OLD TIME CHRISTMAS | 4,461.66 | 9,846.97 | 3,900.00 | (5,946.97) | 252.5 |
| 10-419-05 BUSINESS DIST BEAUTIFICATION | 181.14 | 1,740.75 | 2,000.00 | 259.25 | 87.0 |
| 10-419-20 DONATIONS | 3,500.00 | 5,038.44 | 2,900.00 | (2,138.44) | 173.7 |
| 10-419-50 ECONOMIC DEVELOPMENT | .00 | 12,750.56 | 6,600.00 | (6,150.56) | 193.2 |
| 10-419-53 ECONOMIC DEVELOPMENT-TELEPHONE | .00 | 362.10 | .00 | (362.10) | .0 |
| 10-419-99 OTHER MISCELLANEOUS | .00 | 215.23 | .00 | (215.23) | .0 |
| TOTAL COMMUNITY PROGRAMS | 8,142.80 | 48,118.15 | 27,975.00 | (20,143.15) | 172.0 |
| <u>POLICE DEPARTMENT</u> | | | | | |
| 10-421-04 EQUIPMENT | 1,397.32 | 2,139.29 | 9,250.00 | 7,110.71 | 23.1 |
| 10-421-10 CAPITAL OUTLAY LEASE | .00 | 16,165.59 | .00 | (16,165.59) | .0 |
| 10-421-15 POLICE SALARIES | 22,194.92 | 161,711.50 | 163,272.93 | 1,561.43 | 99.0 |
| 10-421-20 EMPLOYEE BENEFITS | 6,533.60 | 30,257.08 | 33,256.80 | 2,999.72 | 91.0 |
| 10-421-22 FICA & MEDICARE | 199.68 | 2,212.51 | 1,620.00 | (592.51) | 136.6 |
| 10-421-23 PENSION-FPPA | 980.72 | 13,425.86 | 16,327.29 | 2,901.43 | 82.2 |
| 10-421-24 DEATH & DISABILITY-FPPA | 64.98 | 772.42 | 2,285.82 | 1,513.40 | 33.8 |
| 10-421-25 UNEMPLOYMENT INSURANCE | .00 | 162.45 | 489.82 | 327.37 | 33.2 |
| 10-421-26 WORKERS' COMPENSATION | .00 | .00 | 7,510.00 | 7,510.00 | .0 |
| 10-421-28 FARM HOUSE UTILITIES-GAS & ELC | 48.04 | 2,800.00 | 750.00 | (2,050.00) | 373.3 |
| 10-421-29 UNIFORMS | 239.38 | 1,470.11 | 2,500.00 | 1,029.89 | 58.8 |
| 10-421-30 PROFESSIONAL LEGAL SERVICES | .00 | .00 | 1,000.00 | 1,000.00 | .0 |
| 10-421-35 COPIER LEASE | 7.95 | 86.71 | 95.40 | 8.69 | 90.9 |
| 10-421-40 TRAINING | .00 | 2,497.01 | 2,100.00 | (397.01) | 118.9 |
| 10-421-41 TELEPHONE & INTERNET | .00 | 187.02 | 700.00 | 512.98 | 26.7 |
| 10-421-42 COM CENTER PHONE LINE | .00 | 482.47 | 1,821.10 | 1,338.63 | 26.5 |
| 10-421-43 REPAIRS AND MAINTENANCE (AUTO) | .00 | 5,877.89 | 5,525.00 | (352.89) | 106.4 |
| 10-421-44 UTILITIES-ELECTRIC | .00 | 1,037.79 | 750.00 | (287.79) | 138.4 |
| 10-421-45 UTILITIES-GAS | .00 | .00 | 400.00 | 400.00 | .0 |
| 10-421-46 CELL PHONE | .00 | 1,755.87 | 1,650.00 | (105.87) | 106.4 |
| 10-421-48 TRASH | .00 | .00 | 270.00 | 270.00 | .0 |
| 10-421-49 OTHER MISCELLANEOUS | 79.31 | 808.55 | 100.00 | (708.55) | 808.6 |
| 10-421-52 INSURANCE & BONDS | .00 | 22,846.66 | 16,500.00 | (6,346.66) | 138.5 |
| 10-421-55 PRINTING | .00 | .00 | 600.00 | 600.00 | .0 |
| 10-421-60 SPECIAL DETAIL SERVICES | .00 | 46.80 | .00 | (46.80) | .0 |
| 10-421-61 OFFICE/GEN OPERATING SUPPLIES | 48.77 | 500.01 | 2,125.00 | 1,624.99 | 23.5 |
| 10-421-62 FUEL | 381.59 | 8,390.15 | 7,000.00 | (1,390.15) | 119.9 |
| 10-421-64 CRIME PREVENTION | .00 | 363.91 | 850.00 | 486.09 | 42.8 |
| 10-421-68 COPIER EXPENSE | .00 | .00 | 78.00 | 78.00 | .0 |
| 10-421-70 IT SUPPORT | .00 | .00 | 2,500.00 | 2,500.00 | .0 |
| 10-421-71 COMPUTER SOFTWARE | .00 | 1,582.00 | 627.66 | (954.34) | 252.1 |
| 10-421-85 ANIMAL CONTROL | .00 | 56.30 | 700.00 | 643.70 | 8.0 |
| TOTAL POLICE DEPARTMENT | 32,176.26 | 277,635.95 | 282,654.82 | 5,018.87 | 98.2 |

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2021

GENERAL FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEXPENDED | PCNT |
|--|---------------|------------|-----------|--------------|-------|
| <u>BUILDING INSPECTION DEPARTMENT</u> | | | | | |
| 10-424-20 BUILDING INSPECTIONS MATERIALS | .00 | 45.48 | 850.00 | 804.52 | 5.4 |
| 10-424-30 DEVELOPMENT REVIEW MISC EXP | .00 | 3,780.00 | 5,000.00 | 1,220.00 | 75.6 |
| 10-424-40 EMPLOYEE TRAINING | .00 | .00 | 1,500.00 | 1,500.00 | .0 |
| TOTAL BUILDING INSPECTION DEPARTMEN | .00 | 3,825.48 | 7,350.00 | 3,524.52 | 52.1 |
| <u>PUBLIC WORKS ADMINISTRATION</u> | | | | | |
| 10-430-11 SALARY - PW MAINTENANCE(1) | 14,742.98 | 37,156.62 | .00 | (37,156.62) | .0 |
| 10-430-12 SALARY-PW MAINTENANCE(2) | 667.16 | 667.16 | .00 | (667.16) | .0 |
| 10-430-15 SALARY-PW SEASONAL (MOWING) | 1,077.80 | 7,360.25 | 6,797.79 | (562.46) | 108.3 |
| 10-430-16 PW EMPLOYEES-FULL TIME | .00 | 40,001.09 | 53,434.35 | 13,433.26 | 74.9 |
| 10-430-20 EMPLOYEE BENEFITS - PW | 355.40 | 9,238.69 | 13,857.00 | 4,618.31 | 66.7 |
| 10-430-22 FICA & MEDICARE | 814.24 | 5,692.20 | 4,493.01 | (1,199.19) | 126.7 |
| 10-430-23 457 RETIREMENT | 70.66 | 1,429.71 | 1,603.03 | 173.32 | 89.2 |
| 10-430-25 UNEMPLOYMENT INSURANCE - PW | 23.45 | 174.98 | 180.70 | 5.72 | 96.8 |
| 10-430-26 WORKERS' COMPENSATION - PW | .00 | .00 | 8,250.00 | 8,250.00 | .0 |
| TOTAL PUBLIC WORKS ADMINISTRATION | 17,751.69 | 101,720.70 | 88,615.88 | (13,104.82) | 114.8 |

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2021

GENERAL FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEXPENDED | PCNT |
|---|---------------|------------|------------|--------------|-------|
| <u>PUBLIC WORKS & STREETS DEPT</u> | | | | | |
| 10-431-00 UNIFORMS - PW | .00 | 213.24 | 3,500.00 | 3,286.76 | 6.1 |
| 10-431-10 CAPITAL LEASE | .00 | .00 | 16,200.00 | 16,200.00 | .0 |
| 10-431-20 REPAIRS-EQUIPMENT & VEHICLES | 708.01 | 15,046.95 | 9,500.00 | (5,546.95) | 158.4 |
| 10-431-21 STREETS-SIGNS & MATERIAL | .00 | 3,759.00 | 3,000.00 | (759.00) | 125.3 |
| 10-431-22 REPAIRS & MAINTENANCE-STREETS | .00 | 8,016.38 | 20,000.00 | 11,983.62 | 40.1 |
| 10-431-23 EQUIPMENT RENTAL | .00 | .00 | 200.00 | 200.00 | .0 |
| 10-431-35 COPIER LEASE | 7.95 | 86.72 | 95.40 | 8.68 | 90.9 |
| 10-431-39 GIS | .00 | 279.00 | 250.00 | (29.00) | 111.6 |
| 10-431-40 EMPLOYEE TRAINING | .00 | .00 | 2,500.00 | 2,500.00 | .0 |
| 10-431-41 UTILITIES - ELECTRIC | 253.78 | 1,984.52 | 1,500.00 | (484.52) | 132.3 |
| 10-431-43 BUIDING MAINT | 707.22 | 9,005.52 | 3,000.00 | (6,005.52) | 300.2 |
| 10-431-45 UTILITIES-GAS | 142.20 | 630.30 | 1,200.00 | 569.70 | 52.5 |
| 10-431-46 CELL PHONE | .00 | 365.04 | 975.00 | 609.96 | 37.4 |
| 10-431-47 TELEPHONE & INTERNET | .03 | 1,805.93 | 800.00 | (1,005.93) | 225.7 |
| 10-431-48 TRASH | .00 | .00 | 540.00 | 540.00 | .0 |
| 10-431-52 INSURANCE - PW | .00 | 18,831.95 | 9,611.49 | (9,220.46) | 195.9 |
| 10-431-55 POSTAGE & SHIPPING-PW | 30.00 | 33.59 | .00 | (33.59) | .0 |
| 10-431-60 STREET LIGHTING - PW | 1,008.87 | 9,735.87 | 9,600.00 | (135.87) | 101.4 |
| 10-431-61 OFFICE SUPPLIES | .00 | 258.82 | 1,400.00 | 1,141.18 | 18.5 |
| 10-431-62 FUEL - PW | 315.91 | 4,866.76 | 7,000.00 | 2,133.24 | 69.5 |
| 10-431-63 CONTRACT REFUSE REMOVAL - PW | 249.00 | 3,235.00 | 2,000.00 | (1,235.00) | 161.8 |
| 10-431-64 LEVEE REPAIR & MAINT | .00 | 794.97 | 1,500.00 | 705.03 | 53.0 |
| 10-431-65 TREE PROGRAM | .00 | .00 | 1,500.00 | 1,500.00 | .0 |
| 10-431-66 PEST/WEED CONTROL - PW | .00 | 1,889.26 | 1,600.00 | (289.26) | 118.1 |
| 10-431-68 COPIER EXPENSE | .00 | .00 | 78.00 | 78.00 | .0 |
| 10-431-70 IT SUPPORT | .00 | .00 | 2,500.00 | 2,500.00 | .0 |
| 10-431-71 COMPUTER SOFTWARE | .00 | 252.00 | 423.66 | 171.66 | 59.5 |
| 10-431-74 EQUIPMENT- CAPITAL OUTLAY | .00 | 91.85 | 2,250.00 | 2,158.15 | 4.1 |
| 10-431-99 OTHER MISCELLANEOUS - PW | 2,137.50 | 4,349.85 | .00 | (4,349.85) | .0 |
| TOTAL PUBLIC WORKS & STREETS DEPT | 5,560.47 | 85,532.52 | 102,723.55 | 17,191.03 | 83.3 |
| <u>STORMWATER</u> | | | | | |
| 10-432-59 STORMWATER ENGINEERING/DESIGN | .00 | 15,291.31 | .00 | (15,291.31) | .0 |
| 10-432-60 STORMWATER CONSTRUCTION | 11,362.50 | 11,362.50 | .00 | (11,362.50) | .0 |
| 10-432-62 CULVERT/DITCH MAINT | 3,150.00 | 4,873.74 | .00 | (4,873.74) | .0 |
| TOTAL STORMWATER | 14,512.50 | 31,527.55 | .00 | (31,527.55) | .0 |

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2021

GENERAL FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEXPENDED | PCNT |
|--|---------------|------------|------------|---------------|---------|
| <u>PARK & RECREATION</u> | | | | | |
| 10-451-10 CONTRACT LABOR | .00 | .00 | 1,500.00 | 1,500.00 | .0 |
| 10-451-11 SALARIES - P&R DIRECTOR (SEAS) | 500.00 | 500.00 | .00 | (500.00) | .0 |
| 10-451-12 SALARIES - SUMMER HELP (SEAS) | 1,730.52 | 13,806.50 | 2,937.60 | (10,868.90) | 470.0 |
| 10-451-22 FICA P&R | 170.65 | 1,094.57 | 219.14 | (875.43) | 499.5 |
| 10-451-25 UNEMPLOYMENT INSURANCE | 4.18 | 40.48 | 8.82 | (31.66) | 459.0 |
| 10-451-26 WORKERS' COMPENSATION | .00 | .00 | 1,500.00 | 1,500.00 | .0 |
| 10-451-30 SPECIAL EVENTS - P&R | .00 | 137.39 | 1,000.00 | 862.61 | 13.7 |
| 10-451-38 CELL PHONE | .00 | 406.24 | 490.00 | 83.76 | 82.9 |
| 10-451-39 TELEPHONE & INTERNET | .03 | 910.82 | 1,200.00 | 289.18 | 75.9 |
| 10-451-41 UTILITIES - ELECTRIC | 13.53 | 8,071.43 | 6,600.00 | (1,471.43) | 122.3 |
| 10-451-43 PARK REPAIR AND MAINTENANCE | .00 | 16,889.91 | 10,000.00 | (6,889.91) | 168.9 |
| 10-451-44 CAPITAL OUTLAY - PARKS | .00 | 2,049.40 | .00 | (2,049.40) | .0 |
| 10-451-48 TRASH | .00 | .00 | 800.00 | 800.00 | .0 |
| 10-451-52 INSURANCE - P&R | .00 | 299.51 | .00 | (299.51) | .0 |
| 10-451-61 OPERATING SUPPLIES - P&R | 379.99 | 5,461.98 | 1,500.00 | (3,961.98) | 364.1 |
| 10-451-62 PARKS & RECREATION PROGRAMS | 1,234.00 | 13,963.47 | 9,000.00 | (4,963.47) | 155.2 |
| 10-451-83 SOFTBALL | .00 | 11.99 | .00 | (11.99) | .0 |
| 10-451-87 SOCCER | 497.99 | 497.99 | .00 | (497.99) | .0 |
| 10-451-89 MISC ACTIVITY | .00 | 54.95 | .00 | (54.95) | .0 |
| 10-451-90 UNIFORMS & EQUIPMENT P&R | .00 | 2,089.05 | .00 | (2,089.05) | .0 |
| 10-451-91 MISC FEES | .00 | (383.76) | 500.00 | 883.76 | (76.8) |
| 10-451-92 PARK CONCESSION EXPENSE | .00 | 43.61 | 1,200.00 | 1,156.39 | 3.6 |
| TOTAL PARK & RECREATION | 4,530.89 | 65,945.53 | 38,455.56 | (27,489.97) | 171.5 |
| TOTAL FUND EXPENDITURES | 107,083.20 | 889,958.83 | 825,093.68 | (64,865.15) | 107.9 |
| NET REVENUE OVER EXPENDITURES | (18,699.99) | 640,156.95 | 3,071.32 | (637,085.63) | 20843. |

TOWN OF WIGGINS
BALANCE SHEET
DECEMBER 31, 2021

WATER ENTERPRISE

ASSETS

| | | | |
|----------|--------------------------------|-----------------|---------------|
| 20-10100 | CASH IN COMBINED CASH FUND | 809,332.86 | |
| 20-10120 | CASH ON HAND | 50.00 | |
| 20-10210 | WATER ENTERPRISE CLEARING ACCT | 7,603.69 | |
| 20-10250 | COLOTRUST-WATER FUND | 107.09 | |
| 20-10251 | HIGH PLAINS WATER ENTPR FUND | 182,717.63 | |
| 20-10260 | COLOTRUST - DEVELOPMENT FEES | 107.16 | |
| 20-10261 | 2011 USDA DEBT SERV RESERVE | 101,232.88 | |
| 20-10262 | 2013 USDA DEBT SERV RESERVE | 154,532.50 | |
| 20-10270 | COLOTRUST-WATER BOND ACCOUNT | 22.11 | |
| 20-10271 | 63.23% BOTW DEBT SERVICE | 20,783.23 | |
| 20-10273 | 2020 BOTW LOAN--SINKING FUND | 319,803.77 | |
| 20-10280 | COLOTRUST-WATER BOND RESERVE | 108.09 | |
| 20-10281 | BANK OF THE WEST WTR RESRVS | 21,295.09 | |
| 20-10282 | 2020 BOTW LOAN--D.S. RESERVE | 255,883.59 | |
| 20-10290 | OPERATION & MAINTENANCE FUND | 107.15 | |
| 20-11500 | ACCOUNTS RECEIVABLE | 55,506.80 | |
| 20-14000 | CWCB LOAN PROCEEDS ESCROW | 1,133,775.50 | |
| 20-16100 | LAND | 661,549.57 | |
| 20-16200 | WATER RIGHTS | 4,916,334.11 | |
| 20-16300 | CONSTRUCTION IN PROGRESS | 46,000.00 | |
| 20-16400 | PLANT EQUIPMENT | 7,346,946.20 | |
| 20-16401 | OTHER EQUIPMENT | 28,834.06 | |
| 20-16410 | ACCUMULATED DEPRECIATION | (1,642,525.25) | |
| | TOTAL ASSETS | | 14,420,107.83 |

LIABILITIES AND EQUITY

LIABILITIES

| | | | |
|----------|--------------------------------|--------------|--------------|
| 20-20200 | ACCOUNTS PAYABLE | 21,339.93 | |
| 20-20300 | ACCRUED COMPENSATED ABSENCES | 3,946.96 | |
| 20-20301 | ACCR'D COMP ABS--CURR. PORTION | 986.74 | |
| 20-20400 | ACCRUED INTEREST PAYABLE | 137,407.82 | |
| 20-22530 | 2013 USDA | 481,333.12 | |
| 20-22540 | REVENUE BOND PAYABLE-REA | 2,783,729.68 | |
| 20-22550 | BOTW LOAN--63.23% WATER | 1,827,739.03 | |
| 20-22600 | CAPITAL LEASES PAYABLE | 262,928.57 | |
| 20-22650 | 2017 CWCB NOTE PAYABLE | 2,408,850.00 | |
| 20-22900 | CUSTOMER DEPOSIT LIABILITY | 25,801.00 | |
| | TOTAL LIABILITIES | | 7,954,062.85 |

FUND EQUITY

| | | | |
|----------|---------------------------------|--------------|------------|
| 20-27900 | RETAINED EARNINGS | 5,834,246.68 | |
| | UNAPPROPRIATED FUND BALANCE: | | |
| 20-29001 | SUSPENSE | 201,931.60 | |
| | REVENUE OVER EXPENDITURES - YTD | 429,866.70 | |
| | BALANCE - CURRENT DATE | | 631,798.30 |

TOWN OF WIGGINS
BALANCE SHEET
DECEMBER 31, 2021

WATER ENTERPRISE

TOTAL FUND EQUITY

6,466,044.98

TOTAL LIABILITIES AND EQUITY

14,420,107.83

TOWN OF WIGGINS
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2021

WATER ENTERPRISE

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEARNED | PCNT |
|---|----------------|------------------|------------------|-------------------|-----------|
| <u>REVENUES</u> | | | | | |
| 20-34000 WATER SALES | 56,680.34 | 817,572.26 | 615,000.00 | (202,572.26) | 132.9 |
| 20-34001 CUSTOMER DEPOSITS | 890.00 | 35,406.00 | 45,000.00 | 9,594.00 | 78.7 |
| 20-34002 BULK WATER SALES | 716.00 | (11,172.30) | 3,000.00 | 14,172.30 | (372.4) |
| 20-34440 TAP FEES & ACQUISITION FEES | 109,000.00 | 632,500.00 | 500,000.00 | (132,500.00) | 126.5 |
| 20-34450 MISCELLANEOUS WATER INCOME | 1,805.00 | 22,840.56 | 5,000.00 | (17,840.56) | 456.8 |
| 20-36000 WATER DEVELOPMENT CONTRIBUTION | 50.00 | 326.24 | .00 | (326.24) | .0 |
| 20-36001 RENTAL INCOME | .00 | 17,703.90 | 10,000.00 | (7,703.90) | 177.0 |
| 20-36100 INTEREST EARNED | 110.50 | 438.26 | .00 | (438.26) | .0 |
| TOTAL FUND REVENUE | 169,251.84 | 1,515,614.92 | 1,178,000.00 | (337,614.92) | 128.7 |

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2021

WATER ENTERPRISE

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEXPENDED | PCNT |
|--|---------------|------------|------------|-------------|-------|
| <u>PROFESSIONAL SERVICES</u> | | | | | |
| 20-410-13 FINANCIAL AUDIT | .00 | 3,833.58 | 4,000.00 | 166.42 | 95.8 |
| 20-410-30 LEGAL SERVICE | 261.50 | 2,847.50 | 5,000.00 | 2,152.50 | 57.0 |
| 20-410-31 WATER RIGHTS EXPENSES | .00 | 101,912.81 | 95,000.00 | (6,912.81) | 107.3 |
| 20-410-32 PROFESSIONAL SERVICES | 5,795.57 | 118,229.03 | 135,000.00 | 16,770.97 | 87.6 |
| 20-410-33 POSTAGE | 406.04 | 2,659.22 | 2,000.00 | (659.22) | 133.0 |
| 20-410-34 WATER DEPOSIT REFUND | .00 | 256.33 | 1,000.00 | 743.67 | 25.6 |
| 20-410-38 PROFESSIONAL SERVICES | .00 | 11,524.50 | 10,000.00 | (1,524.50) | 115.3 |
| 20-410-40 TRAVEL, MEETINGS, & TRAINING | .00 | 110.30 | 4,000.00 | 3,889.70 | 2.8 |
| 20-410-59 DESIGN/SYSTEM ENGINEERING | .00 | 5,144.00 | 100,000.00 | 94,856.00 | 5.1 |
| TOTAL PROFESSIONAL SERVICES | 6,463.11 | 246,517.27 | 356,000.00 | 109,482.73 | 69.3 |

WATER ADMINISTRATION

| | | | | | |
|--|-----------|------------|-----------|--------------|-------|
| 20-411-12 EMPLOYEE SALARY-ADMINISTRATION | .00 | 60,993.56 | 66,943.20 | 5,949.64 | 91.1 |
| 20-411-15 ADMINISTRATION DEPT EMPLOYEES | 10,458.74 | 12,401.79 | .00 | (12,401.79) | .0 |
| 20-411-20 EMPLOYEE BENEFITS | 12,809.16 | 19,068.32 | 9,977.04 | (9,091.28) | 191.1 |
| 20-411-22 FICA & MEDICARE | 577.44 | 5,321.47 | 4,993.96 | (327.51) | 106.6 |
| 20-411-23 457 RETIREMENT | 270.85 | 3,015.57 | 3,005.80 | (9.77) | 100.3 |
| 20-411-25 UNEMPLOYMENT INSURANCE | .00 | 92.02 | 200.83 | 108.81 | 45.8 |
| 20-411-26 WORKERS' COMPENSATION | .00 | .00 | 145.20 | 145.20 | .0 |
| 20-411-72 UTILITY BILLING SOFTWARE EXP | .00 | .00 | 2,920.00 | 2,920.00 | .0 |
| TOTAL WATER ADMINISTRATION | 24,116.19 | 100,892.73 | 88,186.03 | (12,706.70) | 114.4 |

PUBLIC WORKS ADMINISTRATION

| | | | | | |
|---------------------------------------|----------|-----------|-----------|-----------|------|
| 20-430-11 SALARY-PW MAINTENANCE | 4,339.42 | 31,982.54 | 37,640.43 | 5,657.89 | 85.0 |
| 20-430-15 EMPL SALARY-PW P/T SEASONAL | .00 | .00 | 4,242.54 | 4,242.54 | .0 |
| 20-430-20 EMPLOYEE BENEFITS | 177.70 | 5,404.05 | 8,868.48 | 3,464.43 | 60.9 |
| 20-430-22 FICA & MEDICARE | 108.44 | 2,033.91 | 3,124.47 | 1,090.56 | 65.1 |
| 20-430-23 457 RETIREMENT | 35.34 | 753.99 | 1,129.21 | 375.22 | 66.8 |
| 20-430-25 UNEMPLOYMENT INSURANCE | .00 | 30.18 | 125.65 | 95.47 | 24.0 |
| 20-430-26 WORKERS' COMPENSATION | .00 | .00 | 3,345.00 | 3,345.00 | .0 |
| TOTAL PUBLIC WORKS ADMINISTRATION | 4,660.90 | 40,204.67 | 58,475.78 | 18,271.11 | 68.8 |

SUPPLIES

| | | | | | |
|--|--------|----------|-----------|----------|------|
| 20-431-20 REPAIRS-EQUIPMENT & VEHICLES | .00 | 10.98 | .00 | (10.98) | .0 |
| 20-431-22 EQUIPMENT REPAIRS AND MAINT | .00 | 604.97 | 5,000.00 | 4,395.03 | 12.1 |
| 20-431-62 FUEL | 315.91 | 4,785.74 | 5,500.00 | 714.26 | 87.0 |
| 20-431-74 EQUIPMENT R&M | .00 | 11.99 | .00 | (11.99) | .0 |
| 20-431-75 VEHICLE REPAIR | .00 | 4,150.37 | 5,000.00 | 849.63 | 83.0 |
| TOTAL SUPPLIES | 315.91 | 9,564.05 | 15,500.00 | 5,935.95 | 61.7 |

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2021

WATER ENTERPRISE

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEXPENDED | PCNT |
|--|---------------|--------------|---------------|---------------|-------|
| <u>OPERATIONS</u> | | | | | |
| 20-432-00 LINE MAINTENANCE | .00 | .00 | 5,000.00 | 5,000.00 | .0 |
| 20-432-05 UTILITY LOCATE EXPENSE | 17.58 | 85.19 | .00 | (85.19) | .0 |
| 20-432-30 CONTRACT OPERATOR | 800.00 | 6,509.96 | 5,000.00 | (1,509.96) | 130.2 |
| 20-432-35 COPIER LEASE | 39.75 | 433.60 | 477.00 | 43.40 | 90.9 |
| 20-432-37 ANALYTICAL/SAMPLING EXPENSE | 2,368.90 | 12,668.86 | 10,000.00 | (2,668.86) | 126.7 |
| 20-432-39 GIS | .00 | 1,125.00 | 1,125.00 | .00 | 100.0 |
| 20-432-40 TELEPHONE & INTERNET | .03 | 241.09 | 800.00 | 558.91 | 30.1 |
| 20-432-41 UTILITIES-ELECTRIC | 1,716.11 | 59,692.31 | 65,000.00 | 5,307.69 | 91.8 |
| 20-432-45 UTILITIES-GAS | 142.20 | 3,649.28 | 500.00 | (3,149.28) | 729.9 |
| 20-432-46 CELL PHONE | .00 | .00 | 764.10 | 764.10 | .0 |
| 20-432-48 TRASH | .00 | .00 | 100.00 | 100.00 | .0 |
| 20-432-49 UTILITIES-PROPANE | 2,151.89 | 3,851.20 | 4,500.00 | 648.80 | 85.6 |
| 20-432-50 PERMIT FEES | .00 | 220.00 | 1,000.00 | 780.00 | 22.0 |
| 20-432-52 INSURANCE AND BONDS | .00 | 9,189.31 | 10,000.00 | 810.69 | 91.9 |
| 20-432-53 BOOSTER STATION MAINTENANCE | 1,500.00 | 11,715.06 | 20,000.00 | 8,284.94 | 58.6 |
| 20-432-54 WATER MAIN INSTALLATION EXP | 250.00 | 5,639.31 | 7,500.00 | 1,860.69 | 75.2 |
| 20-432-55 METER INSTALL EXPENSE | 2,362.50 | 33,544.00 | 20,000.00 | (13,544.00) | 167.7 |
| 20-432-56 MAINTENANCE (PLANT) RO | 1,950.97 | 3,535.34 | 70,000.00 | 66,464.66 | 5.1 |
| 20-432-57 TREATMENT/OPERATING SUPPLIES | .00 | 3,794.58 | 7,500.00 | 3,705.42 | 50.6 |
| 20-432-59 WATER WELL MAINTENANCE | .00 | 496.71 | 1,000.00 | 503.29 | 49.7 |
| 20-432-61 OFFICE SUPPLIES | .00 | 728.66 | 1,500.00 | 771.34 | 48.6 |
| 20-432-68 COPIER EXPENSE | .00 | 130.87 | 390.00 | 259.13 | 33.6 |
| 20-432-70 IT SUPPORT | .00 | .00 | 500.00 | 500.00 | .0 |
| 20-432-73 CAPITAL OUTLAY | .00 | .00 | 50,000.00 | 50,000.00 | .0 |
| 20-432-75 SYSTEM REPAIR & MAINTENANCE | .00 | 6,145.23 | .00 | (6,145.23) | .0 |
| 20-432-85 WATER LEASES | .00 | 64,275.00 | 70,000.00 | 5,725.00 | 91.8 |
| 20-432-87 EQUIPMENT | .00 | 1,861.50 | 5,000.00 | 3,138.50 | 37.2 |
| 20-432-99 OTHER MISCELLANEOUS EXPENSE | .00 | 1,684.96 | 1,000.00 | (684.96) | 168.5 |
| TOTAL OPERATIONS | 13,299.93 | 231,217.02 | 358,656.10 | 127,439.08 | 64.5 |
| <u>DEBT SERVICE</u> | | | | | |
| 20-471-09 LOAN PMT-CWCB | .00 | .00 | 45,000.00 | 45,000.00 | .0 |
| 20-471-11 LOAN PAYMENT-USDA | .00 | 147,072.00 | 147,000.00 | (72.00) | 100.1 |
| 20-471-12 LEASE/PURCHASE PAYMTS-KAMMERER | .00 | 35,104.20 | 42,162.00 | 7,057.80 | 83.3 |
| 20-471-13 BOTW SINKING FUND PYMT | .00 | 182,773.92 | 26,000.00 | (156,773.92) | 703.0 |
| 20-471-14 BOTW INTEREST PYMT | .00 | 92,402.36 | 172,000.00 | 79,597.64 | 53.7 |
| TOTAL DEBT SERVICE | .00 | 457,352.48 | 432,162.00 | (25,190.48) | 105.8 |
| TOTAL FUND EXPENDITURES | 48,856.04 | 1,085,748.22 | 1,308,979.91 | 223,231.69 | 83.0 |
| NET REVENUE OVER EXPENDITURES | 120,395.80 | 429,866.70 | (130,979.91) | (560,846.61) | 328.2 |

TOWN OF WIGGINS
BALANCE SHEET
DECEMBER 31, 2021

SEWER ENTERPRISE

ASSETS

| | | | |
|--------------|-------------------------------|---------------|--------------|
| 30-10100 | CASH IN COMBINED CASH FUND | 1,079,730.17 | |
| 30-10250 | COLOTRUST FUND | 107.09 | |
| 30-10251 | HIGH PLAINS SEWER ENTPR FUND | 63,621.50 | |
| 30-10260 | COLOTRUST SEWER PROJECT | 107.09 | |
| 30-10271 | 36.77% BOTW DEBT SERVICE | 11,926.39 | |
| 30-10273 | 2020 BOTW LOAN--SINKING FUND | 185,974.73 | |
| 30-10282 | 2020 BOTW LOAN--D.S. RESERVE | 148,803.41 | |
| 30-10290 | CD 1726--STORM SEWER WGNS SCH | 12,131.28 | |
| 30-11500 | ACCOUNTS RECEIVABLE | 22,666.41 | |
| 30-16100 | LAND | 821,659.00 | |
| 30-16200 | BUILDINGS | 130,310.00 | |
| 30-16300 | CONSTRUCTION IN PROGRESS | 22,867.50 | |
| 30-16400 | EQUIPMENT | 2,118,488.31 | |
| 30-16401 | OTHER EQUIPMENT | 25,098.72 | |
| 30-16410 | ACCUMULATED DEPRECIATION-EQ | (717,624.34) | |
| TOTAL ASSETS | | | 3,925,867.26 |

LIABILITIES AND EQUITY

LIABILITIES

| | | | |
|-------------------|--------------------------------|--------------|--------------|
| 30-20200 | ACCOUNTS PAYABLE | (33,603.35) | |
| 30-20300 | ACCRUED COMPENSATED ABSENCES | 3,946.96 | |
| 30-20301 | ACCR'D COMP ABS--CURR. PORTION | 986.74 | |
| 30-20400 | ACCRUED INTEREST PAYABLE | 11,663.59 | |
| 30-22550 | BOTH 36.77% SEWER LOAN | 1,062,880.97 | |
| 30-22900 | CUSTOMER DEPOSIT LIABILITY | 7,585.00 | |
| 30-22905 | DEVELOPER PERFORMANCE DEPOSIT | 11,750.00 | |
| TOTAL LIABILITIES | | | 1,065,209.91 |

FUND EQUITY

| | | | |
|------------------------------|---------------------------------|--------------|--------------|
| 30-27900 | RETAINED EARNINGS | 2,656,012.75 | |
| UNAPPROPRIATED FUND BALANCE: | | | |
| 30-29001 | SUSPENSE | 106,220.12 | |
| | REVENUE OVER EXPENDITURES - YTD | 98,424.48 | |
| BALANCE - CURRENT DATE | | 204,644.60 | |
| TOTAL FUND EQUITY | | | 2,860,657.35 |
| TOTAL LIABILITIES AND EQUITY | | | 3,925,867.26 |

TOWN OF WIGGINS
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2021

SEWER ENTERPRISE

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEARNED | PCNT |
|---------------------------------------|---------------|----------------|----------------|----------------|----------|
| <u>REVENUES</u> | | | | | |
| 30-33420 DOLA GRANT | .00 | .00 | 155,000.00 | 155,000.00 | .0 |
| 30-34000 SEWER SALES | 20,883.05 | 242,558.17 | 200,000.00 | (42,558.17) | 121.3 |
| 30-34001 CUSTOMER DEPOSITS | 6,720.00 | 48,111.67 | 2,500.00 | (45,611.67) | 1924.5 |
| 30-34440 TAP FEES | 46,000.00 | 286,000.00 | 250,000.00 | (36,000.00) | 114.4 |
| 30-36100 INTEREST EARNED | 16.04 | 63.59 | .00 | (63.59) | .0 |
| 30-39110 TRANSFER FROM SALES TAX FUND | .00 | .00 | 85,000.00 | 85,000.00 | .0 |
| TOTAL FUND REVENUE | 73,619.09 | 576,733.43 | 692,500.00 | 115,766.57 | 83.3 |

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2021

SEWER ENTERPRISE

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEXPENDED | PCNT |
|---|---------------|------------|-----------|--------------|-------|
| <u>PROFESSIONAL SERVICES</u> | | | | | |
| 30-410-13 FINANCIAL AUDIT | .00 | 3,833.58 | 3,200.00 | (633.58) | 119.8 |
| 30-410-30 LEGAL SERVICE | .00 | .00 | 6,500.00 | 6,500.00 | .0 |
| 30-410-32 PROFESSIONAL SERVICES | 1,360.70 | 18,107.19 | 10,000.00 | (8,107.19) | 181.1 |
| 30-410-33 POSTAGE | 406.03 | 2,692.53 | 1,500.00 | (1,192.53) | 179.5 |
| 30-410-34 SEWER DEPOSIT REFUND | .00 | .00 | 500.00 | 500.00 | .0 |
| 30-410-35 COPIER LEASE | 39.75 | 433.57 | 477.00 | 43.43 | 90.9 |
| 30-410-40 TRAINING | .00 | 495.17 | 3,000.00 | 2,504.83 | 16.5 |
| 30-410-67 OFFICE SUPPLIES | .00 | 18.48 | 500.00 | 481.52 | 3.7 |
| 30-410-68 COPIER EXPENSE | .00 | .00 | 390.00 | 390.00 | .0 |
| TOTAL PROFESSIONAL SERVICES | 1,806.48 | 25,580.52 | 26,067.00 | 486.48 | 98.1 |
| <u>SEWER ADMINISTRATION</u> | | | | | |
| 30-411-14 EMPL SALARY'S-ADMINISTRATION | .00 | 49,071.19 | 66,943.20 | 17,872.01 | 73.3 |
| 30-411-15 ADMINISTRATION DEPT EMPLOYEES | 10,071.09 | 23,936.29 | .00 | (23,936.29) | .0 |
| 30-411-20 EMPLOYEE BENEFITS | 12,809.15 | 19,068.21 | 9,977.04 | (9,091.17) | 191.1 |
| 30-411-22 FICA & MEDICARE | 547.80 | 5,291.46 | 4,993.96 | (297.50) | 106.0 |
| 30-411-23 457 RETIREMENT | 259.20 | 3,003.70 | 3,005.80 | 2.10 | 99.9 |
| 30-411-25 UNEMPLOYMENT INSURANCE | .00 | 92.01 | 200.83 | 108.82 | 45.8 |
| 30-411-26 WORKERS' COMPENSATION | .00 | .00 | 145.20 | 145.20 | .0 |
| 30-411-70 IT SUPPORT | .00 | .00 | 250.00 | 250.00 | .0 |
| 30-411-72 UTILITY SOFTWARE EXP | .00 | .00 | 2,920.00 | 2,920.00 | .0 |
| TOTAL SEWER ADMINISTRATION | 23,687.24 | 100,462.86 | 88,436.03 | (12,026.83) | 113.6 |
| <u>PUBLIC WORKS ADMINISTRATION</u> | | | | | |
| 30-430-11 SALARY-PW MAINTENANCE | 4,339.42 | 10,895.05 | .00 | (10,895.05) | .0 |
| 30-430-12 SALARY-PW MAINTENANCE | 1,203.31 | 25,382.54 | 45,290.88 | 19,908.34 | 56.0 |
| 30-430-13 EMPL SALARY-PW P/T SEASONAL | .00 | 3,614.16 | 4,242.54 | 628.38 | 85.2 |
| 30-430-20 EMPLOYEE BENEFITS | 177.70 | 5,404.05 | 10,531.32 | 5,127.27 | 51.3 |
| 30-430-22 FICA & MEDICARE | 200.46 | 2,639.12 | 3,695.19 | 1,056.07 | 71.4 |
| 30-430-23 457 RETIREMENT | 35.33 | 753.87 | 1,358.73 | 604.86 | 55.5 |
| 30-430-25 UNEMPLOYMENT | 1.09 | 51.31 | 148.60 | 97.29 | 34.5 |
| 30-430-26 WORKERS' COMPENSATION | .00 | 7,487.75 | 2,625.00 | (4,862.75) | 285.3 |
| TOTAL PUBLIC WORKS ADMINISTRATION | 5,957.31 | 56,227.85 | 67,892.26 | 11,664.41 | 82.8 |

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2021

SEWER ENTERPRISE

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEXPENDED | PCNT |
|--|---------------|------------|------------|--------------|-------|
| <u>WWTP</u> | | | | | |
| 30-431-22 EQUIPMENT MTNCE & REPAIRS | .00 | 142.97 | 20,000.00 | 19,857.03 | .7 |
| 30-431-41 UTILITIES-ELECTRIC | .00 | .00 | 11,000.00 | 11,000.00 | .0 |
| 30-431-45 UTILITIES-GAS | .00 | .00 | 400.00 | 400.00 | .0 |
| 30-431-48 TRASH | .00 | .00 | 876.00 | 876.00 | .0 |
| 30-431-51 WWTP ENGINEERING & CONTINGENCY | .00 | 3,300.00 | .00 | (3,300.00) | .0 |
| 30-431-59 ENGINEERING DESIGN | .00 | 24,375.00 | 5,000.00 | (19,375.00) | 487.5 |
| 30-431-62 FUEL | 315.90 | 3,447.36 | 3,500.00 | 52.64 | 98.5 |
| 30-431-74 CAPITAL OUTLAY WWTP | .00 | 22,648.65 | 60,000.00 | 37,351.35 | 37.8 |
| 30-431-75 VEHICLE REPAIRS | .00 | 2,650.16 | 5,000.00 | 2,349.84 | 53.0 |
| TOTAL WWTP | 315.90 | 56,564.14 | 105,776.00 | 49,211.86 | 53.5 |
| <u>OPERATIONS</u> | | | | | |
| 30-432-00 LINE MAINTENANCE | .00 | 720.00 | 12,000.00 | 11,280.00 | 6.0 |
| 30-432-05 UTILITY LOCATE EXPENSE | 17.58 | 162.35 | .00 | (162.35) | .0 |
| 30-432-30 CONTRACT OPERATOR | 800.00 | 6,509.95 | 5,000.00 | (1,509.95) | 130.2 |
| 30-432-39 COMPUTER SOFTWARE-GIS | .00 | 1,125.00 | 1,125.00 | .00 | 100.0 |
| 30-432-41 UTILITIES(ELECTRIC) | 253.37 | 29,084.29 | 11,000.00 | (18,084.29) | 264.4 |
| 30-432-42 TELEPHONE/INTERNET | .05 | 116.60 | 800.00 | 683.40 | 14.6 |
| 30-432-45 UTILITIES --GAS | 142.19 | 175.30 | 100.00 | (75.30) | 175.3 |
| 30-432-46 CELL PHONE | .00 | .00 | 764.10 | 764.10 | .0 |
| 30-432-50 PERMIT FEES | .00 | 2,428.00 | 1,650.00 | (778.00) | 147.2 |
| 30-432-51 ANALYTICAL/SAMPLING EXPENSE | 839.00 | 2,796.40 | 4,500.00 | 1,703.60 | 62.1 |
| 30-432-52 INSURANCE AND BONDS | .00 | 8,814.87 | 12,668.40 | 3,853.53 | 69.6 |
| 30-432-53 SEWER CLEANING/VIDEO | .00 | 4,130.02 | 15,000.00 | 10,869.98 | 27.5 |
| 30-432-55 GENERAL MAINT CENT LIFT ST | .00 | 625.00 | 1,000.00 | 375.00 | 62.5 |
| 30-432-56 GENERAL MAINT OF PLANT | 195.97 | 1,282.96 | 2,500.00 | 1,217.04 | 51.3 |
| 30-432-57 GENERAL MAINT JOHNSON LT ST | .00 | 625.00 | 2,000.00 | 1,375.00 | 31.3 |
| 30-432-58 STORM WATER-LIFT STATION | .00 | 5,560.00 | 1,000.00 | (4,560.00) | 556.0 |
| 30-432-59 ENGINEERING DESIGN | .00 | 3,339.84 | 15,000.00 | 11,660.16 | 22.3 |
| 30-432-60 TREATMENT OPERATIONS | 867.50 | 13,631.92 | 12,000.00 | (1,631.92) | 113.6 |
| 30-432-61 OFFICE SUPPLIES | .00 | 659.98 | 1,500.00 | 840.02 | 44.0 |
| 30-432-75 CAPITAL OUTLAY - LINES | .00 | 8,666.00 | 331,730.00 | 323,064.00 | 2.6 |
| 30-432-99 OTHER MISCELLANEOUS EXPENSE | .00 | 98.68 | 1,000.00 | 901.32 | 9.9 |
| TOTAL OPERATIONS | 3,115.66 | 90,552.16 | 432,337.50 | 341,785.34 | 20.9 |
| <u>DEBT SERVICE</u> | | | | | |
| 30-471-13 BOTW SINKING FUND PYMT | (22,202.40) | 84,085.68 | 150,000.00 | 65,914.32 | 56.1 |
| 30-471-14 BOTW INTEREST PYMT | 11,101.20 | 64,835.74 | .00 | (64,835.74) | .0 |
| TOTAL DEBT SERVICE | (11,101.20) | 148,921.42 | 150,000.00 | 1,078.58 | 99.3 |
| TOTAL FUND EXPENDITURES | 23,781.39 | 478,308.95 | 870,508.79 | 392,199.84 | 55.0 |

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2021

SEWER ENTERPRISE

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEXPENDED | PCNT |
|-------------------------------|---------------|------------|---------------|---------------|------|
| NET REVENUE OVER EXPENDITURES | 49,837.70 | 98,424.48 | (178,008.79) | (276,433.27) | 55.3 |

TOWN OF WIGGINS
BALANCE SHEET
DECEMBER 31, 2021

SALES TAX CAPITAL IMPROVEMENT

| <u>ASSETS</u> | | | |
|-------------------------------|---------------------------------|------------|------------|
| 40-10100 | CASH IN COMBINED CASH FUND | 561,878.51 | |
| 40-10250 | COLOTRUST FUND | 107.09 | |
| 40-10251 | HIGH PLAINS 1% TAX FUND | 15,172.22 | |
| 40-11500 | ACCOUNTS RECEIVABLE | 36,453.77 | |
| | | | |
| | TOTAL ASSETS | | 613,611.59 |
| | | | |
| <u>LIABILITIES AND EQUITY</u> | | | |
| | | | |
| <u>LIABILITIES</u> | | | |
| 40-25320 | FUND BALANCE | 364,158.89 | |
| | | | |
| | TOTAL LIABILITIES | | 364,158.89 |
| | | | |
| <u>FUND EQUITY</u> | | | |
| | | | |
| | UNAPPROPRIATED FUND BALANCE: | | |
| | REVENUE OVER EXPENDITURES - YTD | 249,452.70 | |
| | | | |
| | BALANCE - CURRENT DATE | 249,452.70 | |
| | | | |
| | TOTAL FUND EQUITY | | 249,452.70 |
| | | | |
| | TOTAL LIABILITIES AND EQUITY | | 613,611.59 |

TOWN OF WIGGINS
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2021

SALES TAX CAPITAL IMPROVEMENT

| | | <u>PERIOD ACTUAL</u> | <u>YTD ACTUAL</u> | <u>BUDGET</u> | <u>UNEARNED</u> | <u>PCNT</u> |
|----------|--------------------|----------------------|-------------------|-------------------|----------------------|--------------|
| | <u>REVENUES</u> | | | | | |
| 40-31300 | 1% TOWN SALES TAX | 21,366.06 | 249,445.75 | 130,000.00 | (119,445.75) | 191.9 |
| 40-36100 | INTEREST EARNED | .65 | 6.95 | 12.00 | 5.05 | 57.9 |
| | | | | | | |
| | TOTAL FUND REVENUE | <u>21,366.71</u> | <u>249,452.70</u> | <u>130,012.00</u> | <u>(119,440.70)</u> | <u>191.9</u> |

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2021

SALES TAX CAPITAL IMPROVEMENT

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEXPENDED | PCNT |
|------------------------------------|---------------|------------|-----------|---------------|-------|
| <u>CAPITAL PROJECTS</u> | | | | | |
| 40-430-00 CAPITAL PROJECTS - SEWER | .00 | .00 | 85,000.00 | 85,000.00 | .0 |
| TOTAL CAPITAL PROJECTS | .00 | .00 | 85,000.00 | 85,000.00 | .0 |
| TOTAL FUND EXPENDITURES | .00 | .00 | 85,000.00 | 85,000.00 | .0 |
| NET REVENUE OVER EXPENDITURES | 21,366.71 | 249,452.70 | 45,012.00 | (204,440.70) | 554.2 |

TOWN OF WIGGINS
BALANCE SHEET
DECEMBER 31, 2021

CONSERVATION TRUST

ASSETS

| | | | |
|----------|-------------------------------|-----------|-----------|
| 50-10100 | CASH IN COMBINED CASH FUND | 10,546.25 | |
| 50-10250 | COLOTRUST FUND | 107.09 | |
| 50-10251 | HIGH PLAINS CNSRVTN TRST FUND | 14,219.79 | |
| | | <hr/> | |
| | TOTAL ASSETS | | 24,873.13 |
| | | | <hr/> |

LIABILITIES AND EQUITY

LIABILITIES

| | | | |
|----------|-------------------|-----------|-----------|
| 50-25320 | FUND BALANCE | 10,648.70 | |
| | | <hr/> | |
| | TOTAL LIABILITIES | | 10,648.70 |

FUND EQUITY

| | | | |
|---------------------------------|-----------|-----------|-----------|
| UNAPPROPRIATED FUND BALANCE: | | | |
| REVENUE OVER EXPENDITURES - YTD | 14,224.43 | | |
| | <hr/> | | |
| BALANCE - CURRENT DATE | | 14,224.43 | |
| | | <hr/> | |
| TOTAL FUND EQUITY | | | 14,224.43 |
| | | | <hr/> |
| TOTAL LIABILITIES AND EQUITY | | | 24,873.13 |
| | | | <hr/> |

TOWN OF WIGGINS
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2021

CONSERVATION TRUST

| | | <u>PERIOD ACTUAL</u> | <u>YTD ACTUAL</u> | <u>BUDGET</u> | <u>UNEARNED</u> | <u>PCNT</u> |
|----------|----------------------------|----------------------|-------------------|---------------|-----------------|-------------|
| | <u>REVENUES</u> | | | | | |
| 50-33501 | CT - ST PROCEEDS (LOTTERY) | 3,582.31 | 14,210.22 | .00 | (14,210.22) | .0 |
| 50-36100 | INTEREST EARNED | 3.58 | 14.21 | 5,500.00 | 5,485.79 | .3 |
| | | | | | | |
| | TOTAL FUND REVENUE | 3,585.89 | 14,224.43 | 5,500.00 | (8,724.43) | 258.6 |

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2021

CONSERVATION TRUST

| | | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEXPENDED | PCNT |
|-----------|-------------------------------|---------------|------------|-------------|--------------|-------|
| | <u>ADMINISTRATION</u> | | | | | |
| 50-411-11 | GROUNDSKEEPER SALARY | .00 | .00 | 7,344.00 | 7,344.00 | .0 |
| 50-411-22 | FICA | .00 | .00 | 547.86 | 547.86 | .0 |
| | TOTAL ADMINISTRATION | .00 | .00 | 7,891.86 | 7,891.86 | .0 |
| | <u>PARK OPERATIONS</u> | | | | | |
| 50-452-60 | REPAIRS AND MAINTENANCE | .00 | .00 | 1,500.00 | 1,500.00 | .0 |
| | TOTAL PARK OPERATIONS | .00 | .00 | 1,500.00 | 1,500.00 | .0 |
| | TOTAL FUND EXPENDITURES | .00 | .00 | 9,391.86 | 9,391.86 | .0 |
| | NET REVENUE OVER EXPENDITURES | 3,585.89 | 14,224.43 | (3,891.86) | (18,116.29) | 365.5 |

TOWN OF WIGGINS
COMBINED CASH INVESTMENT
JANUARY 31, 2022

COMBINED CASH ACCOUNTS

| | | |
|------------------------|-------------------------------|--------------|
| 01-10210 | HIGH PLAINS-MAIN CHECKING | 76,246.55 |
| 01-10750 | UTILITY CASH CLEARING ACCOUNT | (71,290.73) |
| TOTAL COMBINED CASH | | 4,955.82 |
| TOTAL UNALLOCATED CASH | | 4,955.82 |

CASH ALLOCATION RECONCILIATION

| | |
|-----------------------------------|-----|
| TOTAL ALLOCATIONS TO OTHER FUNDS | .00 |
| ZERO PROOF IF ALLOCATIONS BALANCE | .00 |

TOWN OF WIGGINS
BALANCE SHEET
JANUARY 31, 2022

GENERAL FUND

LIABILITIES AND EQUITY

LIABILITIES

| | | | | |
|-------------------|----------------------------|---|------------|------------|
| 10-20200 | ACCOUNTS PAYABLE | (| 30,860.51) | |
| 10-20210 | PAYABLE TO SCHOOL DISTRICT | | 1,088.59 | |
| 10-22710 | FED/ FICA TAXES PAYABLE | | 3,572.20 | |
| 10-22720 | STATE W/H TAXES PAYABLE | | 658.00 | |
| 10-22740 | POLICE PENSION PAYABLE | | 1,133.56 | |
| 10-22770 | UNEMPLOYMENT PAYABLE | | 52.42 | |
| 10-22820 | HEALTH INSURANCE PAYABLE | | 369.50 | |
| 10-22825 | AFLAC PAYABLE | | 43.36 | |
| 10-22840 | VISION INSURANCE PAYABLE | | 3.00 | |
| | | | | |
| TOTAL LIABILITIES | | | (| 23,939.88) |

FUND EQUITY

| | | | | |
|---------------------------------|--|-----------|-----------|-----------|
| UNAPPROPRIATED FUND BALANCE: | | | | |
| REVENUE OVER EXPENDITURES - YTD | | 34,091.91 | | |
| | | | | |
| BALANCE - CURRENT DATE | | | 34,091.91 | |
| | | | | |
| TOTAL FUND EQUITY | | | | 34,091.91 |
| | | | | |
| TOTAL LIABILITIES AND EQUITY | | | | 10,152.03 |

TOWN OF WIGGINS
REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2022

GENERAL FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEARNED | PCNT |
|---------------------------------------|---------------|---------------|------------------|------------------|---------|
| <u>REVENUES</u> | | | | | |
| 10-31100 CURRENT PROPERTY TAX | .00 | .00 | 499,772.00 | 499,772.00 | .0 |
| 10-31200 SPECIFIC OWNERSHIP | 2,824.47 | 2,824.47 | 25,000.00 | 22,175.53 | 11.3 |
| 10-31300 1% TOWN SALES TAX | .00 | .00 | 200,000.00 | 200,000.00 | .0 |
| 10-31301 USE TAX | 28,479.12 | 28,479.12 | 120,000.00 | 91,520.88 | 23.7 |
| 10-31420 CIGARETTE TAX | .00 | .00 | 1,800.00 | 1,800.00 | .0 |
| 10-31810 SEVERENCE TAX | .00 | .00 | 6,500.00 | 6,500.00 | .0 |
| 10-31820 FRANCHISE FEE-MORGAN CTY REA | 2,291.00 | 2,291.00 | 8,000.00 | 5,709.00 | 28.6 |
| 10-31821 FRANCHISE FEE-XCEL ENERGY | 1,008.58 | 1,008.58 | 8,000.00 | 6,991.42 | 12.6 |
| 10-31823 FRANCHISE FEE-WIGGINS TELE | 904.46 | 904.46 | 2,750.00 | 1,845.54 | 32.9 |
| 10-32110 LIQUOR LICENSE (15%) | .00 | .00 | 175.00 | 175.00 | .0 |
| 10-32210 BUILDING PERMITS | 20,414.28 | 20,414.28 | 50,000.00 | 29,585.72 | 40.8 |
| 10-33412 DOLA EIAF 2021 | .00 | .00 | 82,500.00 | 82,500.00 | .0 |
| 10-33415 FEDERAL GRANT--ARP | .00 | .00 | 146,160.00 | 146,160.00 | .0 |
| 10-33530 HIGHWAY USERS TAX | .00 | .00 | 38,000.00 | 38,000.00 | .0 |
| 10-33550 ADDITIONAL MOTOR VEHICLE | 680.89 | 680.89 | 6,000.00 | 5,319.11 | 11.4 |
| 10-33800 ROAD & BRIDGE | .00 | .00 | 38,000.00 | 38,000.00 | .0 |
| 10-34215 VIN INSPECTIONS | 30.00 | 30.00 | 250.00 | 220.00 | 12.0 |
| 10-34220 BUILDING DEVELOPMENT REVIEW | 250.00 | 250.00 | 5,000.00 | 4,750.00 | 5.0 |
| 10-34221 BUILDING INSPECTION PLAN REV | .00 | .00 | 1,000.00 | 1,000.00 | .0 |
| 10-34283 SOFTBALL REG FEES | .00 | .00 | 2,000.00 | 2,000.00 | .0 |
| 10-34284 BASEBALL REG FEES | .00 | .00 | 11,000.00 | 11,000.00 | .0 |
| 10-34286 VOLLEYBALL REG FEES | .00 | .00 | 1,000.00 | 1,000.00 | .0 |
| 10-34287 SOCCER REG FEES | .00 | .00 | 1,500.00 | 1,500.00 | .0 |
| 10-34289 MISCELLANEOUS ACTIVITY FEES | .00 | .00 | 2,000.00 | 2,000.00 | .0 |
| 10-35110 COURT FINES-MUNICIPAL | 3,285.00 | 3,285.00 | 30,000.00 | 26,715.00 | 11.0 |
| 10-36010 DOG LICENSES/CLINIC | 50.00 | 50.00 | 300.00 | 250.00 | 16.7 |
| 10-36011 BUSINESS LICENSES | 80.00 | 80.00 | 3,500.00 | 3,420.00 | 2.3 |
| 10-36012 CONTRACTOR LICENSES | 300.00 | 300.00 | 1,800.00 | 1,500.00 | 16.7 |
| 10-36013 GOLF CART LICENSES | 20.00 | 20.00 | 150.00 | 130.00 | 13.3 |
| 10-36100 INTEREST ON SAVINGS | .00 | .00 | 10.00 | 10.00 | .0 |
| 10-36310 BUILDING & FARM RENT | 615.00 | 615.00 | 6,000.00 | 5,385.00 | 10.3 |
| 10-39160 TRANSFER FROM SALES TAX FUND | .00 | .00 | 50,000.00 | 50,000.00 | .0 |
| 10-39210 SALE OF FIXED ASSETS | 475.00 | 475.00 | .00 | (475.00) | .0 |
| TOTAL FUND REVENUE | 61,707.80 | 61,707.80 | 1,348,167.00 | 1,286,459.20 | 4.6 |

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2022

GENERAL FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEXPENDED | PCNT |
|---------------------------------------|-----------------|-----------------|-------------------|-------------------|------------|
| <u>GENERAL GOVERNMENTAL</u> | | | | | |
| 10-410-13 FINANCIAL AUDIT | .00 | .00 | 9,000.00 | 9,000.00 | .0 |
| 10-410-32 PROFESSIONAL SERVICES | .00 | .00 | 15,000.00 | 15,000.00 | .0 |
| 10-410-34 CODIFICATION | .00 | .00 | 12,000.00 | 12,000.00 | .0 |
| 10-410-35 COPIER LEASE | .00 | .00 | 477.00 | 477.00 | .0 |
| 10-410-40 EMPLOYEE TRAINING | .00 | .00 | 5,000.00 | 5,000.00 | .0 |
| 10-410-41 TELEPHONE & INTERNET | .00 | .00 | 800.00 | 800.00 | .0 |
| 10-410-42 UTILITIES--ELECTRIC | .00 | .00 | 3,000.00 | 3,000.00 | .0 |
| 10-410-43 OFFICE BLDG REPAIRS & MAINT | .00 | .00 | 2,000.00 | 2,000.00 | .0 |
| 10-410-44 POSTAGE METER LEASE | .00 | .00 | 525.00 | 525.00 | .0 |
| 10-410-45 UTILITES-GAS | .00 | .00 | 1,200.00 | 1,200.00 | .0 |
| 10-410-46 CELL PHONE | .00 | .00 | 980.00 | 980.00 | .0 |
| 10-410-48 TRASH | .00 | .00 | 270.00 | 270.00 | .0 |
| 10-410-52 INSURANCE & BONDS | 977.64 | 977.64 | 25,000.00 | 24,022.36 | 3.9 |
| 10-410-54 ADVERTISING | .00 | .00 | 250.00 | 250.00 | .0 |
| 10-410-55 POSTAGE & SHIPPING | .00 | .00 | 1,500.00 | 1,500.00 | .0 |
| 10-410-58 TRAVEL & MEETINGS | .00 | .00 | 3,500.00 | 3,500.00 | .0 |
| 10-410-61 OPERATING SUPPLIES | .00 | .00 | 10,000.00 | 10,000.00 | .0 |
| 10-410-68 COPIER EXPENSE | .00 | .00 | 600.00 | 600.00 | .0 |
| 10-410-70 IT SUPPORT | .00 | .00 | 15,000.00 | 15,000.00 | .0 |
| 10-410-71 COMPUTER SOFTWARE | 315.10 | 315.10 | 3,000.00 | 2,684.90 | 10.5 |
| 10-410-90 DUES & SUBSCRIPTIONS | .00 | .00 | 2,500.00 | 2,500.00 | .0 |
| TOTAL GENERAL GOVERNMENTAL | 1,292.74 | 1,292.74 | 111,602.00 | 110,309.26 | 1.2 |

ADMINISTRATION DEPARTMENT

| | | | | | |
|---|-----------------|-----------------|-------------------|-------------------|------------|
| 10-411-15 ADMINISTRATION DEPT EMPLOYEES | 3,541.87 | 3,541.87 | 86,649.00 | 83,107.13 | 4.1 |
| 10-411-20 EMPLOYEE BENEFITS | .00 | .00 | 13,847.00 | 13,847.00 | .0 |
| 10-411-22 FICA & MEDICARE | 268.20 | 268.20 | 6,629.00 | 6,360.80 | 4.1 |
| 10-411-23 457 RETIREMENT | 141.88 | 141.88 | 6,190.00 | 6,048.12 | 2.3 |
| 10-411-25 UNEMPLOYMENT INS | 10.51 | 10.51 | 254.00 | 243.49 | 4.1 |
| 10-411-26 WORKERS' COMPENSATION | 97.00 | 97.00 | 150.00 | 53.00 | 64.7 |
| 10-411-27 EMPLOYEE APPRECIATION | .00 | .00 | 1,000.00 | 1,000.00 | .0 |
| 10-411-28 TA VEHICLE STIPEND | .00 | .00 | 1,000.00 | 1,000.00 | .0 |
| TOTAL ADMINISTRATION DEPARTMENT | 4,059.46 | 4,059.46 | 115,719.00 | 111,659.54 | 3.5 |

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2022

GENERAL FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEXPENDED | PCNT |
|--|---------------|------------|-----------|------------|-------|
| <u>JUDICIAL DEPARTMENT</u> | | | | | |
| 10-412-00 CONTRACT-JUDGE | 312.50 | 312.50 | 3,600.00 | 3,287.50 | 8.7 |
| 10-412-01 CONTRACT-TOWN PROSECUTOR | .00 | .00 | 3,000.00 | 3,000.00 | .0 |
| 10-412-35 COPIER LEASE | .00 | .00 | 125.00 | 125.00 | .0 |
| 10-412-41 TELEPHONE & INTERNET | .00 | .00 | 100.00 | 100.00 | .0 |
| 10-412-55 POSTAGE | .00 | .00 | 50.00 | 50.00 | .0 |
| 10-412-61 OFFICE SUPPLIES | .00 | .00 | 150.00 | 150.00 | .0 |
| 10-412-68 COPIER EXPENSE | .00 | .00 | 200.00 | 200.00 | .0 |
| 10-412-70 IT SUPPORT | .00 | .00 | 100.00 | 100.00 | .0 |
| 10-412-71 COMPUTER SOFTWARE | .00 | .00 | 200.00 | 200.00 | .0 |
| TOTAL JUDICIAL DEPARTMENT | 312.50 | 312.50 | 7,525.00 | 7,212.50 | 4.2 |
| <u>MAYOR & LEGISLATIVE BOARDS</u> | | | | | |
| 10-413-10 MAYOR COMPENSATION | .00 | .00 | 2,400.00 | 2,400.00 | .0 |
| 10-413-11 BOARD OF TRUSTEES COMPENSATION | .00 | .00 | 2,880.00 | 2,880.00 | .0 |
| 10-413-12 BOARD OF TRUSTEES APPRECIATION | .00 | .00 | 500.00 | 500.00 | .0 |
| 10-413-22 FICA & MEDICARE | .00 | .00 | 404.00 | 404.00 | .0 |
| 10-413-26 WORKER'S COMPENSATION | 21.00 | 21.00 | 140.00 | 119.00 | 15.0 |
| 10-413-40 BOARD OF TRUSTEES TRAINING | .00 | .00 | 3,000.00 | 3,000.00 | .0 |
| 10-413-51 E & O INSURANCE | 2,984.63 | 2,984.63 | 2,000.00 | (984.63) | 149.2 |
| 10-413-58 BOARD TRAVEL & MEETINGS | .00 | .00 | 5,000.00 | 5,000.00 | .0 |
| 10-413-90 DUES & SUBSCRIPTIONS | .00 | .00 | 2,500.00 | 2,500.00 | .0 |
| TOTAL MAYOR & LEGISLATIVE BOARDS | 3,005.63 | 3,005.63 | 18,824.00 | 15,818.37 | 16.0 |
| <u>ELECTIONS</u> | | | | | |
| 10-414-00 ELECTIONS | .00 | .00 | 3,000.00 | 3,000.00 | .0 |
| TOTAL ELECTIONS | .00 | .00 | 3,000.00 | 3,000.00 | .0 |
| <u>TREASURER'S OFFICE</u> | | | | | |
| 10-415-15 COLLECTIONS (TREASURERS FEE) | .00 | .00 | 8,000.00 | 8,000.00 | .0 |
| 10-415-30 TOWN LEGAL | .00 | .00 | 35,000.00 | 35,000.00 | .0 |
| 10-415-40 REPORTING & PUBLISHING | .00 | .00 | 1,200.00 | 1,200.00 | .0 |
| TOTAL TREASURER'S OFFICE | .00 | .00 | 44,200.00 | 44,200.00 | .0 |
| <u>ECONOMIC DEVELOPMENT</u> | | | | | |
| 10-416-50 ECONOMIC DEVELOPMENT | .00 | .00 | 20,000.00 | 20,000.00 | .0 |
| 10-416-51 MEMBERSHP FEE/DUES | .00 | .00 | 4,500.00 | 4,500.00 | .0 |
| TOTAL ECONOMIC DEVELOPMENT | .00 | .00 | 24,500.00 | 24,500.00 | .0 |

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2022

GENERAL FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEXPENDED | PCNT |
|-------------------------------------|---------------|------------|------------|------------|------|
| <u>COMMUNITY DEVELOPMENT</u> | | | | | |
| 10-417-30 COMMUNITY MEETING | .00 | .00 | 1,000.00 | 1,000.00 | .0 |
| 10-417-35 COPIER LEASE | .00 | .00 | 95.00 | 95.00 | .0 |
| 10-417-44 POSTAGE | .00 | .00 | 105.00 | 105.00 | .0 |
| 10-417-55 POSTAGE MACHINE LEASE | .00 | .00 | 500.00 | 500.00 | .0 |
| 10-417-61 OFFICE SUPPLIES | .00 | .00 | 120.00 | 120.00 | .0 |
| 10-417-63 ABATEMENT | .00 | .00 | 500.00 | 500.00 | .0 |
| 10-417-68 COPIER EXPENSE | .00 | .00 | 120.00 | 120.00 | .0 |
| 10-417-70 IT SUPPORT | .00 | .00 | 200.00 | 200.00 | .0 |
| 10-417-71 COMPUTER SOFTWARE | .00 | .00 | 100.00 | 100.00 | .0 |
| 10-417-85 CODE ENFORCEMENT | .00 | .00 | 500.00 | 500.00 | .0 |
| 10-417-91 NEWSLETTER | .00 | .00 | 2,100.00 | 2,100.00 | .0 |
| TOTAL COMMUNITY DEVELOPMENT | .00 | .00 | 5,340.00 | 5,340.00 | .0 |
| <u>PLANNING & ZONING</u> | | | | | |
| 10-418-30 LEGAL/ENGINEERING SUPPORT | .00 | .00 | 3,500.00 | 3,500.00 | .0 |
| 10-418-35 COPIER LEASE | .00 | .00 | 95.00 | 95.00 | .0 |
| 10-418-40 STAFF TRAINING | .00 | .00 | 1,000.00 | 1,000.00 | .0 |
| 10-418-41 TELEPHONE & INTERNET | .00 | .00 | 425.00 | 425.00 | .0 |
| 10-418-44 POSTAGE | .00 | .00 | 105.00 | 105.00 | .0 |
| 10-418-49 COMMISSION TRAINING | .00 | .00 | 500.00 | 500.00 | .0 |
| 10-418-51 MEMBERSHIPS/PUBLICATIONS | .00 | .00 | 200.00 | 200.00 | .0 |
| 10-418-54 NOTICES/PUBLICATION | .00 | .00 | 1,000.00 | 1,000.00 | .0 |
| 10-418-55 POSTAGE | .00 | .00 | 420.00 | 420.00 | .0 |
| 10-418-61 OFFICE SUPPLIES | .00 | .00 | 50.00 | 50.00 | .0 |
| 10-418-68 COPIER EXPENSE | .00 | .00 | 100.00 | 100.00 | .0 |
| 10-418-70 IT SUPPORT | .00 | .00 | 100.00 | 100.00 | .0 |
| 10-418-71 COMPUTER SOFTWARE | .00 | .00 | 100.00 | 100.00 | .0 |
| 10-418-93 COMPREHENSIVE PLAN | .00 | .00 | 82,500.00 | 82,500.00 | .0 |
| 10-418-94 ZONING MAP | .00 | .00 | 5,000.00 | 5,000.00 | .0 |
| 10-418-97 LAND DEVELOPMENT CODE | .00 | .00 | 37,500.00 | 37,500.00 | .0 |
| 10-418-98 IMPACT FEE STUDY | .00 | .00 | 30,000.00 | 30,000.00 | .0 |
| TOTAL PLANNING & ZONING | .00 | .00 | 162,595.00 | 162,595.00 | .0 |

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2022

GENERAL FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEXPENDED | PCNT |
|--|---------------|------------|---------------|---------------|--------|
| <u>COMMUNITY PROGRAMS</u> | | | | | |
| 10-419-00 FOURTH OF JULY FESTIVAL | .00 | .00 | 20,000.00 | 20,000.00 | .0 |
| 10-419-01 WIGGINS OLD TIME CHRISTMAS | .00 | .00 | 4,000.00 | 4,000.00 | .0 |
| 10-419-02 FALL HARVEST FEST | .00 | .00 | 4,000.00 | 4,000.00 | .0 |
| 10-419-05 BUSINESS DIST BEAUTIFICATION | .00 | .00 | 2,000.00 | 2,000.00 | .0 |
| 10-419-10 EVENTS COORINATOR | .00 | .00 | 25,000.00 | 25,000.00 | .0 |
| 10-419-20 DONATIONS | .00 | .00 | 10,000.00 | 10,000.00 | .0 |
| 10-419-58 COMMUNITY MEETING | .00 | .00 | 2,000.00 | 2,000.00 | .0 |
| 10-419-62 MAIN STREET PROGRAMS | .00 | .00 | 20,000.00 | 20,000.00 | .0 |
| 10-419-65 TREES/TREE PLANTING | .00 | .00 | 2,000.00 | 2,000.00 | .0 |
| 10-419-66 PLANTERS | .00 | .00 | 1,500.00 | 1,500.00 | .0 |
| 10-419-91 NEWSLETTER/EVENT POSTCARD | .00 | .00 | 1,200.00 | 1,200.00 | .0 |
| TOTAL COMMUNITY PROGRAMS | .00 | .00 | 91,700.00 | 91,700.00 | .0 |

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2022

GENERAL FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEXPENDED | PCNT |
|--|---------------|------------|------------|------------|------|
| <u>POLICE DEPARTMENT</u> | | | | | |
| 10-421-02 CONTRACT SERVICES | .00 | .00 | 3,600.00 | 3,600.00 | .0 |
| 10-421-04 EQUIPMENT | .00 | .00 | 45,250.00 | 45,250.00 | .0 |
| 10-421-15 POLICE SALARIES | 5,028.50 | 5,028.50 | 179,727.00 | 174,698.50 | 2.8 |
| 10-421-20 EMPLOYEE BENEFITS | .00 | .00 | 28,649.00 | 28,649.00 | .0 |
| 10-421-21 VEHICLE/MOBILE EQUIPMENT | .00 | .00 | 6,000.00 | 6,000.00 | .0 |
| 10-421-22 FICA & MEDICARE | 72.29 | 72.29 | 13,749.00 | 13,676.71 | .5 |
| 10-421-23 PENSION-FPPA | 460.36 | 460.36 | 16,175.00 | 15,714.64 | 2.9 |
| 10-421-24 DEATH & DISABILITY-FPPA | 32.49 | 32.49 | 2,876.00 | 2,843.51 | 1.1 |
| 10-421-25 UNEMPLOYMENT INSURANCE | 14.96 | 14.96 | 539.00 | 524.04 | 2.8 |
| 10-421-26 WORKERS' COMPENSATION | 1,916.50 | 1,916.50 | 7,510.00 | 5,593.50 | 25.5 |
| 10-421-29 UNIFORMS | .00 | .00 | 3,000.00 | 3,000.00 | .0 |
| 10-421-30 PROFESSIONAL LEGAL SERVICES | .00 | .00 | 1,000.00 | 1,000.00 | .0 |
| 10-421-35 COPIER LEASE | .00 | .00 | 95.00 | 95.00 | .0 |
| 10-421-40 TRAINING | .00 | .00 | 3,000.00 | 3,000.00 | .0 |
| 10-421-41 TELEPHONE & INTERNET | .00 | .00 | 2,735.00 | 2,735.00 | .0 |
| 10-421-42 COM CENTER PHONE LINE | .00 | .00 | 1,821.00 | 1,821.00 | .0 |
| 10-421-43 REPAIRS AND MAINTENANCE (AUTO) | 5.75 | 5.75 | 5,525.00 | 5,519.25 | .1 |
| 10-421-44 UTILITIES-ELECTRIC | .00 | .00 | 750.00 | 750.00 | .0 |
| 10-421-45 UTILITIES-GAS | .00 | .00 | 400.00 | 400.00 | .0 |
| 10-421-46 CELL PHONE | .00 | .00 | 350.00 | 350.00 | .0 |
| 10-421-48 TRASH | .00 | .00 | 270.00 | 270.00 | .0 |
| 10-421-49 OTHER MISCELLANEOUS | .00 | .00 | 1,000.00 | 1,000.00 | .0 |
| 10-421-52 INSURANCE & BONDS | 4,322.91 | 4,322.91 | 25,000.00 | 20,677.09 | 17.3 |
| 10-421-55 PRINTING | .00 | .00 | 800.00 | 800.00 | .0 |
| 10-421-61 OFFICE/GEN OPERATING SUPPLIES | .00 | .00 | 1,000.00 | 1,000.00 | .0 |
| 10-421-62 FUEL | .00 | .00 | 8,500.00 | 8,500.00 | .0 |
| 10-421-64 CRIME PREVENTION | .00 | .00 | 500.00 | 500.00 | .0 |
| 10-421-68 COPIER EXPENSE | .00 | .00 | 100.00 | 100.00 | .0 |
| 10-421-70 IT SUPPORT | .00 | .00 | 2,500.00 | 2,500.00 | .0 |
| 10-421-71 COMPUTER SOFTWARE | .00 | .00 | 9,760.00 | 9,760.00 | .0 |
| 10-421-72 AMUNITION | .00 | .00 | 1,700.00 | 1,700.00 | .0 |
| 10-421-73 LEXIPOLE | .00 | .00 | 2,239.00 | 2,239.00 | .0 |
| 10-421-85 ANIMAL CONTROL | .00 | .00 | 100.00 | 100.00 | .0 |
| 10-421-90 MEMBERSHIP DUES | .00 | .00 | 253.00 | 253.00 | .0 |
| TOTAL POLICE DEPARTMENT | 11,853.76 | 11,853.76 | 376,473.00 | 364,619.24 | 3.2 |
| <u>BUILDING INSPECTION DEPARTMENT</u> | | | | | |
| 10-424-20 BUILDING INSPECTIONS MATERIALS | .00 | .00 | 1,000.00 | 1,000.00 | .0 |
| 10-424-30 DEVELOPMENT REVIEW MISC EXP | .00 | .00 | 5,000.00 | 5,000.00 | .0 |
| 10-424-31 COMMERCIAL BUILDING REVIEW | .00 | .00 | 5,000.00 | 5,000.00 | .0 |
| 10-424-32 RESIDENTIAL BUILDING REVIEW | .00 | .00 | 5,000.00 | 5,000.00 | .0 |
| 10-424-40 EMPLOYEE TRAINING | .00 | .00 | 2,000.00 | 2,000.00 | .0 |
| TOTAL BUILDING INSPECTION DEPARTMEN | .00 | .00 | 18,000.00 | 18,000.00 | .0 |

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2022

GENERAL FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEXPENDED | PCNT |
|---|---------------|------------|-----------|------------|------|
| <u>PUBLIC WORKS ADMINISTRATION</u> | | | | | |
| 10-430-11 SALARY - PW MAINTENANCE(1) | 2,662.91 | 2,662.91 | 30,779.00 | 28,116.09 | 8.7 |
| 10-430-15 SALARY-PW SEASONAL (MOWING) | .00 | .00 | 6,000.00 | 6,000.00 | .0 |
| 10-430-16 PW EMPLOYEES-FULL TIME | .00 | .00 | 32,718.00 | 32,718.00 | .0 |
| 10-430-20 EMPLOYEE BENEFITS - PW | .00 | .00 | 13,857.00 | 13,857.00 | .0 |
| 10-430-22 FICA & MEDICARE | 190.29 | 190.29 | 4,493.00 | 4,302.71 | 4.2 |
| 10-430-23 457 RETIREMENT | 31.87 | 31.87 | 1,603.00 | 1,571.13 | 2.0 |
| 10-430-25 UNEMPLOYMENT INSURANCE - PW | 7.44 | 7.44 | 181.00 | 173.56 | 4.1 |
| 10-430-26 WORKERS' COMPENSATION - PW | 1,029.00 | 1,029.00 | 8,250.00 | 7,221.00 | 12.5 |
| TOTAL PUBLIC WORKS ADMINISTRATION | 3,921.51 | 3,921.51 | 97,881.00 | 93,959.49 | 4.0 |
| <u>PUBLIC WORKS & STREETS DEPT</u> | | | | | |
| 10-431-00 UNIFORMS - PW | .00 | .00 | 3,500.00 | 3,500.00 | .0 |
| 10-431-20 REPAIRS-EQUIPMENT & VEHICLES | .00 | .00 | 9,500.00 | 9,500.00 | .0 |
| 10-431-21 STREETS-SIGNS & MATERIAL | .00 | .00 | 10,000.00 | 10,000.00 | .0 |
| 10-431-22 REPAIRS & MAINTENANCE-STREETS | 42.50 | 42.50 | .00 (| 42.50) | .0 |
| 10-431-23 EQUIPMENT RENTAL | .00 | .00 | 200.00 | 200.00 | .0 |
| 10-431-24 REPAIRS & MAINTENANCE-STREETS | .00 | .00 | 10,000.00 | 10,000.00 | .0 |
| 10-431-25 FARM HOUSE MAINT | .00 | .00 | 1,000.00 | 1,000.00 | .0 |
| 10-431-28 FARM HOUSE UTILITIES | .00 | .00 | 2,700.00 | 2,700.00 | .0 |
| 10-431-35 COPIER LEASE | .00 | .00 | 95.00 | 95.00 | .0 |
| 10-431-39 GIS | .00 | .00 | 250.00 | 250.00 | .0 |
| 10-431-40 EMPLOYEE TRAINING | .00 | .00 | 2,500.00 | 2,500.00 | .0 |
| 10-431-41 UTILITIES - ELECTRIC | .00 | .00 | 1,500.00 | 1,500.00 | .0 |
| 10-431-43 BUIDING MAINT | .00 | .00 | 3,000.00 | 3,000.00 | .0 |
| 10-431-45 UTILITIES-GAS | .00 | .00 | 1,200.00 | 1,200.00 | .0 |
| 10-431-46 CELL PHONE | .00 | .00 | 975.00 | 975.00 | .0 |
| 10-431-47 TELEPHONE & INTERNET | .00 | .00 | 800.00 | 800.00 | .0 |
| 10-431-48 TRASH | .00 | .00 | 540.00 | 540.00 | .0 |
| 10-431-52 INSURANCE - PW | 3,189.24 | 3,189.24 | 9,611.00 | 6,421.76 | 33.2 |
| 10-431-60 STREET LIGHTING - PW | .00 | .00 | 9,600.00 | 9,600.00 | .0 |
| 10-431-61 OFFICE SUPPLIES | .00 | .00 | 1,400.00 | 1,400.00 | .0 |
| 10-431-62 FUEL - PW | .00 | .00 | 8,500.00 | 8,500.00 | .0 |
| 10-431-63 CONTRACT REFUSE REMOVAL - PW | .00 | .00 | 2,000.00 | 2,000.00 | .0 |
| 10-431-65 TREE PROGRAM | .00 | .00 | 1,500.00 | 1,500.00 | .0 |
| 10-431-66 PEST/WEED CONTROL - PW | .00 | .00 | 1,600.00 | 1,600.00 | .0 |
| 10-431-68 COPIER EXPENSE | .00 | .00 | 78.00 | 78.00 | .0 |
| 10-431-70 IT SUPPORT | .00 | .00 | 2,500.00 | 2,500.00 | .0 |
| 10-431-71 COMPUTER SOFTWARE | .00 | .00 | 424.00 | 424.00 | .0 |
| 10-431-74 EQUIPMENT- CAPITAL OUTLAY | .00 | .00 | 2,250.00 | 2,250.00 | .0 |
| TOTAL PUBLIC WORKS & STREETS DEPT | 3,231.74 | 3,231.74 | 87,223.00 | 83,991.26 | 3.7 |

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2022

GENERAL FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEXPENDED | PCNT |
|--|---------------|------------|--------------|--------------|--------|
| <u>STORMWATER</u> | | | | | |
| 10-432-59 STORMWATER ENGINEERING/DESIGN | .00 | .00 | 5,000.00 | 5,000.00 | .0 |
| 10-432-60 STORMWATER CONSTRUCTION | .00 | .00 | 50,000.00 | 50,000.00 | .0 |
| 10-432-61 RETENTION/DETENTION POND MAINT | .00 | .00 | 5,000.00 | 5,000.00 | .0 |
| 10-432-62 CULVERT/DITCH MAINT | .00 | .00 | 1,000.00 | 1,000.00 | .0 |
| 10-432-63 3RD AVE STORM LIFT STATION | .00 | .00 | 1,000.00 | 1,000.00 | .0 |
| 10-432-64 STREET SWEEPING | .00 | .00 | 500.00 | 500.00 | .0 |
| 10-432-65 LEVEE REPAIR & MAINT | .00 | .00 | 2,000.00 | 2,000.00 | .0 |
| TOTAL STORMWATER | .00 | .00 | 64,500.00 | 64,500.00 | .0 |
| <u>PARK & RECREATION</u> | | | | | |
| 10-451-11 SALARIES - P&R DIRECTOR (SEAS) | .00 | .00 | 17,991.00 | 17,991.00 | .0 |
| 10-451-12 SALARIES - SUMMER HELP (SEAS) | 376.01 | 376.01 | 16,141.00 | 15,764.99 | 2.3 |
| 10-451-16 SALARIES-PW FULL-TIME | .00 | .00 | 5,006.00 | 5,006.00 | .0 |
| 10-451-22 FICA P&R | 8.09 | 8.09 | 641.00 | 632.91 | 1.3 |
| 10-451-25 UNEMPLOYMENT INSURANCE | .32 | .32 | 25.00 | 24.68 | 1.3 |
| 10-451-26 WORKERS' COMPENSATION | 514.25 | 514.25 | 1,500.00 | 985.75 | 34.3 |
| 10-451-30 SPECIAL EVENTS - P&R | .00 | .00 | 1,000.00 | 1,000.00 | .0 |
| 10-451-38 CELL PHONE | .00 | .00 | 490.00 | 490.00 | .0 |
| 10-451-39 TELEPHONE & INTERNET | .00 | .00 | 1,200.00 | 1,200.00 | .0 |
| 10-451-40 TRAINING | .00 | .00 | 1,000.00 | 1,000.00 | .0 |
| 10-451-41 UTILITIES - ELECTRIC | (960.12) | (960.12) | 12,000.00 | 12,960.12 | (8.0) |
| 10-451-43 PARK REPAIR AND MAINTENANCE | .00 | .00 | 15,000.00 | 15,000.00 | .0 |
| 10-451-44 CAPITAL OUTLAY - PARKS | .00 | .00 | 15,000.00 | 15,000.00 | .0 |
| 10-451-48 TRASH | .00 | .00 | 800.00 | 800.00 | .0 |
| 10-451-55 NEWSLETTERS/POSTCARDS | .00 | .00 | 1,200.00 | 1,200.00 | .0 |
| 10-451-60 BACKGROUND CHECKS | .00 | .00 | 735.00 | 735.00 | .0 |
| 10-451-61 OPERATING SUPPLIES - P&R | .00 | .00 | 4,500.00 | 4,500.00 | .0 |
| 10-451-62 PARKS & RECREATION PROGRAMS | .00 | .00 | 3,000.00 | 3,000.00 | .0 |
| 10-451-70 IT SUPPORT | .00 | .00 | 100.00 | 100.00 | .0 |
| 10-451-71 COMPUTER SOFTWARE | .00 | .00 | 2,100.00 | 2,100.00 | .0 |
| 10-451-83 SOFTBALL | .00 | .00 | 2,000.00 | 2,000.00 | .0 |
| 10-451-84 BASEBALL | .00 | .00 | 10,100.00 | 10,100.00 | .0 |
| 10-451-86 VOLLEYBALL | .00 | .00 | 1,000.00 | 1,000.00 | .0 |
| 10-451-87 SOCCER | .00 | .00 | 1,200.00 | 1,200.00 | .0 |
| 10-451-88 SUMMER ACTIVITY | .00 | .00 | 2,000.00 | 2,000.00 | .0 |
| 10-451-90 UNIFORMS & EQUIPMENT P&R | .00 | .00 | 500.00 | 500.00 | .0 |
| 10-451-92 PARK CONCESSION EXPENSE | .00 | .00 | 100.00 | 100.00 | .0 |
| 10-451-93 MEMBERSHIP/PUBLICATIONS | .00 | .00 | 200.00 | 200.00 | .0 |
| TOTAL PARK & RECREATION | (61.45) | (61.45) | 116,529.00 | 116,590.45 | (.1) |
| TOTAL FUND EXPENDITURES | 27,615.89 | 27,615.89 | 1,345,611.00 | 1,317,995.11 | 2.1 |
| NET REVENUE OVER EXPENDITURES | 34,091.91 | 34,091.91 | 2,556.00 | (31,535.91) | 1333.8 |

TOWN OF WIGGINS
BALANCE SHEET
JANUARY 31, 2022

WATER ENTERPRISE

LIABILITIES AND EQUITY

LIABILITIES

| | | | | |
|----------|-------------------|---|---------|---------|
| 20-20200 | ACCOUNTS PAYABLE | (| 816.99) | |
| | TOTAL LIABILITIES | | (| 816.99) |

FUND EQUITY

| | | | | |
|---------------------------------|---|--------|--------|---------|
| UNAPPROPRIATED FUND BALANCE: | | | | |
| REVENUE OVER EXPENDITURES - YTD | (| 17.41) | | |
| BALANCE - CURRENT DATE | | (| 17.41) | |
| TOTAL FUND EQUITY | | | (| 17.41) |
| TOTAL LIABILITIES AND EQUITY | | | (| 834.40) |

TOWN OF WIGGINS
REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2022

WATER ENTERPRISE

| | | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEARNED | PCNT |
|----------|-----------------------------|---------------|------------|--------------|--------------|------|
| | REVENUES | | | | | |
| 20-34000 | WATER SALES | .00 | .00 | 882,000.00 | 882,000.00 | .0 |
| 20-34001 | CUSTOMER DEPOSITS | 356.00 | 356.00 | 35,000.00 | 34,644.00 | 1.0 |
| 20-34002 | BULK WATER SALES | 436.00 | 436.00 | 3,000.00 | 2,564.00 | 14.5 |
| 20-34440 | TAP FEES & ACQUISITION FEES | 11,500.00 | 11,500.00 | 800,000.00 | 788,500.00 | 1.4 |
| 20-34450 | MISCELLANEOUS WATER INCOME | .00 | .00 | 15,000.00 | 15,000.00 | .0 |
| 20-36001 | RENTAL INCOME | .00 | .00 | 12,000.00 | 12,000.00 | .0 |
| | | | | | | |
| | TOTAL FUND REVENUE | 12,292.00 | 12,292.00 | 1,747,000.00 | 1,734,708.00 | .7 |

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2022

WATER ENTERPRISE

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEXPENDED | PCNT |
|--|---------------|------------|------------|-------------|------|
| <u>PROFESSIONAL SERVICES</u> | | | | | |
| 20-410-13 FINANCIAL AUDIT | .00 | .00 | 4,000.00 | 4,000.00 | .0 |
| 20-410-30 LEGAL SERVICE | .00 | .00 | 5,000.00 | 5,000.00 | .0 |
| 20-410-31 WATER RIGHTS EXPENSES | .00 | .00 | 95,000.00 | 95,000.00 | .0 |
| 20-410-32 PROFESSIONAL SERVICES | .00 | .00 | 90,000.00 | 90,000.00 | .0 |
| 20-410-33 POSTAGE | .00 | .00 | 2,000.00 | 2,000.00 | .0 |
| 20-410-34 WATER DEPOSIT REFUND | .00 | .00 | 1,000.00 | 1,000.00 | .0 |
| 20-410-38 PROFESSIONAL SERVICES | .00 | .00 | 10,000.00 | 10,000.00 | .0 |
| 20-410-40 TRAVEL, MEETINGS, & TRAINING | .00 | .00 | 4,000.00 | 4,000.00 | .0 |
| 20-410-44 POSTAGE MACHINE LEASE | .00 | .00 | 105.00 | 105.00 | .0 |
| 20-410-59 DESIGN/SYSTEM ENGINEERING | .00 | .00 | 5,000.00 | 5,000.00 | .0 |
| TOTAL PROFESSIONAL SERVICES | .00 | .00 | 216,105.00 | 216,105.00 | .0 |
| <u>WATER ADMINISTRATION</u> | | | | | |
| 20-411-12 EMPLOYEE SALARY-ADMINISTRATION | .00 | .00 | 65,793.00 | 65,793.00 | .0 |
| 20-411-15 ADMINISTRATION DEPT EMPLOYEES | 2,800.80 | 2,800.80 | .00 | (2,800.80) | .0 |
| 20-411-20 EMPLOYEE BENEFITS | .00 | .00 | 10,505.00 | 10,505.00 | .0 |
| 20-411-22 FICA & MEDICARE | 211.05 | 211.05 | 5,033.00 | 4,821.95 | 4.2 |
| 20-411-23 457 RETIREMENT | 125.59 | 125.59 | 5,116.00 | 4,990.41 | 2.5 |
| 20-411-25 UNEMPLOYMENT INSURANCE | 8.28 | 8.28 | 197.00 | 188.72 | 4.2 |
| 20-411-26 WORKERS' COMPENSATION | .00 | .00 | 145.00 | 145.00 | .0 |
| 20-411-72 UTILITY BILLING SOFTWARE EXP | .00 | .00 | 2,920.00 | 2,920.00 | .0 |
| TOTAL WATER ADMINISTRATION | 3,145.72 | 3,145.72 | 89,709.00 | 86,563.28 | 3.5 |
| <u>PUBLIC WORKS ADMINISTRATION</u> | | | | | |
| 20-430-11 SALARY-PW MAINTENANCE | 531.29 | 531.29 | 30,040.00 | 29,508.71 | 1.8 |
| 20-430-15 EMPL SALARY-PW P/T SEASONAL | .00 | .00 | 1,950.00 | 1,950.00 | .0 |
| 20-430-20 EMPLOYEE BENEFITS | .00 | .00 | 5,730.00 | 5,730.00 | .0 |
| 20-430-22 FICA & MEDICARE | 33.93 | 33.93 | 2,298.00 | 2,264.07 | 1.5 |
| 20-430-23 457 RETIREMENT | 15.94 | 15.94 | 901.00 | 885.06 | 1.8 |
| 20-430-25 UNEMPLOYMENT INSURANCE | 1.32 | 1.32 | 90.00 | 88.68 | 1.5 |
| 20-430-26 WORKERS' COMPENSATION | 354.75 | 354.75 | 3,345.00 | 2,990.25 | 10.6 |
| TOTAL PUBLIC WORKS ADMINISTRATION | 937.23 | 937.23 | 44,354.00 | 43,416.77 | 2.1 |
| <u>SUPPLIES</u> | | | | | |
| 20-431-22 EQUIPMENT REPAIRS AND MAINT | .00 | .00 | 5,000.00 | 5,000.00 | .0 |
| 20-431-62 FUEL | .00 | .00 | 6,000.00 | 6,000.00 | .0 |
| 20-431-75 VEHICLE REPAIR | .00 | .00 | 5,000.00 | 5,000.00 | .0 |
| TOTAL SUPPLIES | .00 | .00 | 16,000.00 | 16,000.00 | .0 |

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2022

WATER ENTERPRISE

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEXPENDED | PCNT |
|--|---------------|------------|--------------|--------------|------|
| <u>OPERATIONS</u> | | | | | |
| 20-432-00 LINE MAINTENANCE | .00 | .00 | 2,500.00 | 2,500.00 | .0 |
| 20-432-30 CONTRACT OPERATOR | .00 | .00 | 6,000.00 | 6,000.00 | .0 |
| 20-432-35 COPIER LEASE | .00 | .00 | 477.00 | 477.00 | .0 |
| 20-432-37 ANALYTICAL/SAMPLING EXPENSE | 19.70 | 19.70 | 12,000.00 | 11,980.30 | .2 |
| 20-432-39 GIS | .00 | .00 | 1,125.00 | 1,125.00 | .0 |
| 20-432-40 TELEPHONE & INTERNET | .00 | .00 | 800.00 | 800.00 | .0 |
| 20-432-41 UTILITIES-ELECTRIC | .00 | .00 | 70,000.00 | 70,000.00 | .0 |
| 20-432-45 UTILITIES-GAS | .00 | .00 | 500.00 | 500.00 | .0 |
| 20-432-46 CELL PHONE | .00 | .00 | 764.00 | 764.00 | .0 |
| 20-432-48 TRASH | .00 | .00 | 100.00 | 100.00 | .0 |
| 20-432-49 UTILITIES-PROPANE | .00 | .00 | 100.00 | 100.00 | .0 |
| 20-432-50 PERMIT FEES | .00 | .00 | 300.00 | 300.00 | .0 |
| 20-432-52 INSURANCE AND BONDS | 4,696.34 | 4,696.34 | 8,000.00 | 3,303.66 | 58.7 |
| 20-432-53 BOOSTER STATION MAINTENANCE | .00 | .00 | 12,000.00 | 12,000.00 | .0 |
| 20-432-54 WATER MAIN INSTALLATION EXP | .00 | .00 | 7,500.00 | 7,500.00 | .0 |
| 20-432-55 METER INSTALL EXPENSE | .00 | .00 | 30,000.00 | 30,000.00 | .0 |
| 20-432-56 MAINTENANCE (PLANT) RO | .00 | .00 | 15,000.00 | 15,000.00 | .0 |
| 20-432-57 TREATMENT/OPERATING SUPPLIES | .00 | .00 | 7,500.00 | 7,500.00 | .0 |
| 20-432-59 WATER WELL MAINTENANCE | .00 | .00 | 1,000.00 | 1,000.00 | .0 |
| 20-432-61 OFFICE SUPPLIES | .00 | .00 | 1,500.00 | 1,500.00 | .0 |
| 20-432-68 COPIER EXPENSE | .00 | .00 | 390.00 | 390.00 | .0 |
| 20-432-70 IT SUPPORT | .00 | .00 | 500.00 | 500.00 | .0 |
| 20-432-85 WATER LEASES | .00 | .00 | 70,000.00 | 70,000.00 | .0 |
| 20-432-87 EQUIPMENT | .00 | .00 | 5,000.00 | 5,000.00 | .0 |
| 20-432-90 CAPITAL IMPROVEMENT PROJECT | .00 | .00 | 100,000.00 | 100,000.00 | .0 |
| 20-432-99 OTHER MISCELLANEOUS EXPENSE | .00 | .00 | 1,000.00 | 1,000.00 | .0 |
| TOTAL OPERATIONS | 4,716.04 | 4,716.04 | 354,056.00 | 349,339.96 | 1.3 |
| <u>DEBT SERVICE</u> | | | | | |
| 20-471-09 LOAN PMT-CWCB | .00 | .00 | 45,000.00 | 45,000.00 | .0 |
| 20-471-11 LOAN PAYMENT-USDA | .00 | .00 | 147,000.00 | 147,000.00 | .0 |
| 20-471-12 LEASE/PURCHASE PAYMTS-KAMMERER | 3,510.42 | 3,510.42 | 42,125.00 | 38,614.58 | 8.3 |
| 20-471-13 BOTW SINKING FUND PYMT | .00 | .00 | 40,000.00 | 40,000.00 | .0 |
| 20-471-14 BOTW INTEREST PYMT | .00 | .00 | 95,000.00 | 95,000.00 | .0 |
| TOTAL DEBT SERVICE | 3,510.42 | 3,510.42 | 369,125.00 | 365,614.58 | 1.0 |
| TOTAL FUND EXPENDITURES | 12,309.41 | 12,309.41 | 1,089,349.00 | 1,077,039.59 | 1.1 |
| NET REVENUE OVER EXPENDITURES | (17.41) | (17.41) | 657,651.00 | 657,668.41 | .0 |

TOWN OF WIGGINS
BALANCE SHEET
JANUARY 31, 2022

SEWER ENTERPRISE

LIABILITIES AND EQUITY

LIABILITIES

| | | | | |
|----------|-------------------|---|-----------|-----------|
| 30-20200 | ACCOUNTS PAYABLE | (| 1,555.52) | |
| | TOTAL LIABILITIES | | (| 1,555.52) |

FUND EQUITY

| | | | | |
|---------------------------------|---|-----------|-----------|-----------|
| UNAPPROPRIATED FUND BALANCE: | | | | |
| REVENUE OVER EXPENDITURES - YTD | (| 2,806.29) | | |
| BALANCE - CURRENT DATE | | (| 2,806.29) | |
| TOTAL FUND EQUITY | | | (| 2,806.29) |
| TOTAL LIABILITIES AND EQUITY | | | (| 4,361.81) |

TOWN OF WIGGINS
REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2022

SEWER ENTERPRISE

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEARNED | PCNT |
|---------------------------------------|---------------|------------|------------|------------|-------|
| <u>REVENUES</u> | | | | | |
| 30-33420 DOLA GRANT | .00 | .00 | 155,000.00 | 155,000.00 | .0 |
| 30-34000 SEWER SALES | .00 | .00 | 248,400.00 | 248,400.00 | .0 |
| 30-34001 CUSTOMER DEPOSITS | 104.00 | 104.00 | 35,000.00 | 34,896.00 | .3 |
| 30-34440 TAP FEES | 6,000.00 | 6,000.00 | 320,000.00 | 314,000.00 | 1.9 |
| 30-39110 TRANSFER FROM SALES TAX FUND | .00 | .00 | 85,000.00 | 85,000.00 | .0 |
| | <hr/> | <hr/> | <hr/> | <hr/> | <hr/> |
| TOTAL FUND REVENUE | 6,104.00 | 6,104.00 | 843,400.00 | 837,296.00 | .7 |
| | <hr/> | <hr/> | <hr/> | <hr/> | <hr/> |

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2022

SEWER ENTERPRISE

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEXPENDED | PCNT |
|---|---------------|------------|-----------|------------|-------|
| <u>PROFESSIONAL SERVICES</u> | | | | | |
| 30-410-13 FINANCIAL AUDIT | .00 | .00 | 8,000.00 | 8,000.00 | .0 |
| 30-410-30 LEGAL SERVICE | .00 | .00 | 500.00 | 500.00 | .0 |
| 30-410-32 PROFESSIONAL SERVICES | .00 | .00 | 15,000.00 | 15,000.00 | .0 |
| 30-410-33 POSTAGE | .00 | .00 | 2,100.00 | 2,100.00 | .0 |
| 30-410-34 SEWER DEPOSIT REFUND | .00 | .00 | 500.00 | 500.00 | .0 |
| 30-410-35 COPIER LEASE | .00 | .00 | 477.00 | 477.00 | .0 |
| 30-410-40 TRAINING | .00 | .00 | 1,000.00 | 1,000.00 | .0 |
| 30-410-44 POSTAGE MACHINE LEASE | .00 | .00 | 105.00 | 105.00 | .0 |
| 30-410-67 OFFICE SUPPLIES | .00 | .00 | 200.00 | 200.00 | .0 |
| 30-410-68 COPIER EXPENSE | .00 | .00 | 600.00 | 600.00 | .0 |
| TOTAL PROFESSIONAL SERVICES | .00 | .00 | 28,482.00 | 28,482.00 | .0 |
| <u>SEWER ADMINISTRATION</u> | | | | | |
| 30-411-14 EMPL SALARY'S-ADMINISTRATION | .00 | .00 | 45,524.00 | 45,524.00 | .0 |
| 30-411-15 ADMINISTRATION DEPT EMPLOYEES | 2,800.80 | 2,800.80 | .00 (| 2,800.80) | .0 |
| 30-411-20 EMPLOYEE BENEFITS | .00 | .00 | 7,162.00 | 7,162.00 | .0 |
| 30-411-22 FICA & MEDICARE | 211.06 | 211.06 | 3,483.00 | 3,271.94 | 6.1 |
| 30-411-23 457 RETIREMENT | 125.58 | 125.58 | 3,610.00 | 3,484.42 | 3.5 |
| 30-411-25 UNEMPLOYMENT INSURANCE | 8.28 | 8.28 | 137.00 | 128.72 | 6.0 |
| 30-411-26 WORKERS' COMPENSATION | .00 | .00 | 145.00 | 145.00 | .0 |
| 30-411-70 IT SUPPORT | .00 | .00 | 250.00 | 250.00 | .0 |
| 30-411-72 UTILITY SOFTWARE EXP | .00 | .00 | 2,920.00 | 2,920.00 | .0 |
| TOTAL SEWER ADMINISTRATION | 3,145.72 | 3,145.72 | 63,231.00 | 60,085.28 | 5.0 |
| <u>PUBLIC WORKS ADMINISTRATION</u> | | | | | |
| 30-430-11 SALARY-PW MAINTENANCE | 531.29 | 531.29 | .00 (| 531.29) | .0 |
| 30-430-12 SALARY-PW MAINTENANCE | 270.27 | 270.27 | 30,040.00 | 29,769.73 | .9 |
| 30-430-13 EMPL SALARY-PW P/T SEASONAL | .00 | .00 | 1,950.00 | 1,950.00 | .0 |
| 30-430-20 EMPLOYEE BENEFITS | .00 | .00 | 5,730.00 | 5,730.00 | .0 |
| 30-430-22 FICA & MEDICARE | 33.94 | 33.94 | 2,298.00 | 2,264.06 | 1.5 |
| 30-430-23 457 RETIREMENT | 15.94 | 15.94 | 901.00 | 885.06 | 1.8 |
| 30-430-25 UNEMPLOYMENT | 1.31 | 1.31 | 149.00 | 147.69 | .9 |
| 30-430-26 WORKERS' COMPENSATION | 215.50 | 215.50 | 90.00 (| 125.50) | 239.4 |
| TOTAL PUBLIC WORKS ADMINISTRATION | 1,068.25 | 1,068.25 | 41,158.00 | 40,089.75 | 2.6 |

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2022

SEWER ENTERPRISE

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEXPENDED | PCNT |
|--|---------------|-------------|------------|------------|--------|
| <u>WWTP</u> | | | | | |
| 30-431-22 EQUIPMENT MTNCE & REPAIRS | .00 | .00 | 10,000.00 | 10,000.00 | .0 |
| 30-431-41 UTILITIES-ELECTRIC | .00 | .00 | 11,000.00 | 11,000.00 | .0 |
| 30-431-45 UTILITIES-GAS | .00 | .00 | 400.00 | 400.00 | .0 |
| 30-431-48 TRASH | .00 | .00 | 876.00 | 876.00 | .0 |
| 30-431-51 WWTP ENGINEERING & CONTINGENCY | .00 | .00 | 5,000.00 | 5,000.00 | .0 |
| 30-431-59 ENGINEERING DESIGN | .00 | .00 | 5,000.00 | 5,000.00 | .0 |
| 30-431-62 FUEL | .00 | .00 | 3,500.00 | 3,500.00 | .0 |
| 30-431-74 CAPITAL OUTLAY WWTP | .00 | .00 | 25,000.00 | 25,000.00 | .0 |
| 30-431-75 VEHICLE REPAIRS | .00 | .00 | 5,000.00 | 5,000.00 | .0 |
| TOTAL WWTP | .00 | .00 | 65,776.00 | 65,776.00 | .0 |
| <u>OPERATIONS</u> | | | | | |
| 30-432-00 LINE MAINTENANCE | .00 | .00 | 12,000.00 | 12,000.00 | .0 |
| 30-432-30 CONTRACT OPERATOR | .00 | .00 | 6,000.00 | 6,000.00 | .0 |
| 30-432-39 COMPUTER SOFTWARE-GIS | .00 | .00 | 1,125.00 | 1,125.00 | .0 |
| 30-432-41 UTILITIES(ELECTRIC) | .00 | .00 | 25,000.00 | 25,000.00 | .0 |
| 30-432-42 TELEPHONE/INTERNET | .00 | .00 | 800.00 | 800.00 | .0 |
| 30-432-45 UTILITIES --GAS | .00 | .00 | 100.00 | 100.00 | .0 |
| 30-432-46 CELL PHONE | .00 | .00 | 764.00 | 764.00 | .0 |
| 30-432-50 PERMIT FEES | .00 | .00 | 1,650.00 | 1,650.00 | .0 |
| 30-432-51 ANALYTICAL/SAMPLING EXPENSE | .00 | .00 | 4,500.00 | 4,500.00 | .0 |
| 30-432-52 INSURANCE AND BONDS | 4,696.32 | 4,696.32 | 8,000.00 | 3,303.68 | 58.7 |
| 30-432-53 SEWER CLEANING/VIDEO | .00 | .00 | 15,000.00 | 15,000.00 | .0 |
| 30-432-55 GENERAL MAINT CENT LIFT ST | .00 | .00 | 1,000.00 | 1,000.00 | .0 |
| 30-432-56 GENERAL MAINT OF PLANT | .00 | .00 | 2,500.00 | 2,500.00 | .0 |
| 30-432-57 GENERAL MAINT JOHNSON LT ST | .00 | .00 | 2,000.00 | 2,000.00 | .0 |
| 30-432-59 ENGINEERING DESIGN | .00 | .00 | 15,000.00 | 15,000.00 | .0 |
| 30-432-60 TREATMENT OPERATIONS | .00 | .00 | 10,000.00 | 10,000.00 | .0 |
| 30-432-61 OFFICE SUPPLIES | .00 | .00 | 1,500.00 | 1,500.00 | .0 |
| 30-432-75 CAPITAL OUTLAY - LINES | .00 | .00 | 331,730.00 | 331,730.00 | .0 |
| 30-432-99 OTHER MISCELLANEOUS EXPENSE | .00 | .00 | 1,000.00 | 1,000.00 | .0 |
| TOTAL OPERATIONS | 4,696.32 | 4,696.32 | 439,669.00 | 434,972.68 | 1.1 |
| <u>DEBT SERVICE</u> | | | | | |
| 30-471-13 BOTW SINKING FUND PYMT | .00 | .00 | 80,000.00 | 80,000.00 | .0 |
| TOTAL DEBT SERVICE | .00 | .00 | 80,000.00 | 80,000.00 | .0 |
| TOTAL FUND EXPENDITURES | 8,910.29 | 8,910.29 | 718,316.00 | 709,405.71 | 1.2 |
| NET REVENUE OVER EXPENDITURES | (2,806.29) | (2,806.29) | 125,084.00 | 127,890.29 | (2.2) |

TOWN OF WIGGINS
REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2022

SALES TAX CAPITAL IMPROVEMENT

| | | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEARNED | PCNT |
|--------------------|-------------------|---------------|------------|------------|------------|------|
| <u>REVENUES</u> | | | | | | |
| 40-31300 | 1% TOWN SALES TAX | .00 | .00 | 200,000.00 | 200,000.00 | .0 |
| 40-36100 | INTEREST EARNED | .00 | .00 | 5.00 | 5.00 | .0 |
| TOTAL FUND REVENUE | | .00 | .00 | 200,005.00 | 200,005.00 | .0 |

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2022

SALES TAX CAPITAL IMPROVEMENT

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEXPENDED | PCNT |
|--|---------------|------------|--------------|--------------|------|
| <u>CAPITAL PROJECTS</u> | | | | | |
| 40-430-00 CAPITAL PROJECTS - SEWER | .00 | .00 | 85,000.00 | 85,000.00 | .0 |
| 40-430-05 CIP-NORTH STORM DETENTION | .00 | .00 | 75,000.00 | 75,000.00 | .0 |
| 40-430-10 CIP-MAIN STREET C&G 3RD TO 5TH | .00 | .00 | 60,000.00 | 60,000.00 | .0 |
| TOTAL CAPITAL PROJECTS | .00 | .00 | 220,000.00 | 220,000.00 | .0 |
| TOTAL FUND EXPENDITURES | .00 | .00 | 220,000.00 | 220,000.00 | .0 |
| NET REVENUE OVER EXPENDITURES | .00 | .00 | (19,995.00) | (19,995.00) | .0 |

TOWN OF WIGGINS
REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2022

CONSERVATION TRUST

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEARNED | PCNT |
|-------------------------------------|---------------|------------|---------------|---------------|--------|
| <u>REVENUES</u> | | | | | |
| 50-33501 CT - ST PROCEEDS (LOTTERY) | .00 | .00 | 10,000.00 | 10,000.00 | .0 |
| 50-36100 INTEREST EARNED | .00 | .00 | 10.00 | 10.00 | .0 |
| | _____ | _____ | _____ | _____ | _____ |
| TOTAL FUND REVENUE | .00 | .00 | 10,010.00 | 10,010.00 | .0 |
| | _____ | _____ | _____ | _____ | _____ |

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2022

CONSERVATION TRUST

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEXPENDED | PCNT |
|-----------------------------------|---------------|------------|----------|------------|------|
| <u>ADMINISTRATION</u> | | | | | |
| 50-411-11 GROUNDSCKEEPER SALARY | .00 | .00 | 5,460.00 | 5,460.00 | .0 |
| 50-411-22 FICA | .00 | .00 | 418.00 | 418.00 | .0 |
| 50-411-25 UNEMPLOYMENT | .00 | .00 | 16.00 | 16.00 | .0 |
| 50-411-26 WORKERS' COMPENSATION | .00 | .00 | 100.00 | 100.00 | .0 |
| TOTAL ADMINISTRATION | .00 | .00 | 5,994.00 | 5,994.00 | .0 |
| <u>PARK OPERATIONS</u> | | | | | |
| 50-452-60 REPAIRS AND MAINTENANCE | .00 | .00 | 3,000.00 | 3,000.00 | .0 |
| TOTAL PARK OPERATIONS | .00 | .00 | 3,000.00 | 3,000.00 | .0 |
| TOTAL FUND EXPENDITURES | .00 | .00 | 8,994.00 | 8,994.00 | .0 |
| NET REVENUE OVER EXPENDITURES | .00 | .00 | 1,016.00 | 1,016.00 | .0 |



STAFF SUMMARY

Board of Trustee Meeting January 26, 2022

DATE: January 5, 2022

AGENDA ITEM NUMBER.: 5

TOPOIC: Resolution No. 01-2022 – Designating the Place for Posting of Notices of Public Meetings and Establishing the Calendar for Work Sessions and Regular Monthly Meetings of the Town of Wiggins Board of Trustees for the Year 2022.

STAFF MEMBER RESPONSIBLE: Tom Acre, Town Manager

BACKGROUND:

Each year at the first meeting of the Board of Trustee the posting place for notice of meetings of the Board of Trustees must be designated. This requirement is specified by the Open Meetings Law of the State of Colorado in C.R.S. § 24-6-402(2)(c). Any time three or more Trustees meet for the purpose of discussing Town business, constitutes a meeting that requires posting. Posting of the Board of Trustees meetings includes posting the agenda of the meeting so the public has information on the topics planned for discussion. This process informs the public of the meeting specifics so they may comment or attend as they see fit. One addition over what has been done in the past, is posting of the notice of meetings on town websites is being encouraged by the State.

SUMMARY:

Notices of meetings of the Board of Trustees of the Town of Wiggins shall be posted on the Town of Wiggins Website, townofwiggins.colorado.gov and/or at the front entrance of the Town of Wiggins Town Hall, 304 Central Avenue, Wiggins, CO 80654.

The Board may call a special meeting as provided by law. If there is a special meeting or other information regarding the meeting, it shall be posted 24 hours in advance at the locations specified above.

FISCAL IMPACT:

Adoption of this Resolution does not impact the Town's 2022 adopted budget.

APPLICABILITY TO TOWN OBJECTS AND GOALS TO PROVIDE SERVICES:

This supports the Board's desire to inform the public and have a transparent government.

OPTIONS AVAILABLE TO THE BOARD OF TRUSTEES:

The Board of Trustees could adopt this Resolution as presented, request a modification, or not adopt the Resolution.

MOTION FOR APPROVAL: I make a motion to adopt Resolution No. 01-2022 - A Resolution Designating the Place for Posting of Notices of Meetings of the Board of Trustees of the Town of Wiggins for 2021.

ACTION REQUESTED:

MOTION, SECOND, ROLL-CALL VOTE

(Resolutions require affirmative votes from the majority of Trustees present)

**TOWN OF WIGGINS, COLORADO
RESOLUTION NO. 01 -2022**

A Resolution Designating the Place for Posting of Notices of Public Meetings and Establishing the Calendar for Work Sessions and Regular Monthly Meetings of the Town of Wiggins Board of Trustees for the Year 2022

WHEREAS, C.R.S. § 24-6-402(2)(c) requires the Board of Trustees to designate the public place or places for posting of notices of the Board's public meetings.

WHEREAS, the Town of Wiggins sets the meetings to occur on the second and fourth Wednesday of each month; and

WHEREAS, the first meeting of the month is planned to be a work session and the second meeting of the month is planned to be a regular Board meeting; and

WHEREAS, the meeting dates may be adjusted and/or postponed by the Board due to scheduling conflicts such as holidays or as necessary; and,

WHEREAS, the board may determine that work session items and/or regular Board business may occur on each meeting date as needed.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF WIGGINS, COLORADO:

Section 1. Pursuant to Section 24-6-402(2)(c), C.R.S., notices of meetings of the Board of Trustees of the Town of Wiggins shall be posted on the Town of Wiggins website at townofwiggins.colorado.gov and/or in the display case located at the front of the Wiggins Town Hall, 304 Central Avenue, Wiggins, CO 80654.

Section 2: For the calendar year 2022, the Board of Trustees shall meet on the second Wednesday for a work session and the fourth Wednesday of the month for its regular meeting as follows:

Work Session

January 12, 2022
February 9, 2022
March 9, 2022
April 13, 2022
May 11, 2022
June 8, 2022
July 13, 2022
August 10, 2022
September 14, 2022
October 12, 2022
November 9, 2022
December 7, 2022

Regular Meeting

January 26, 2022
February 23, 2022
March 23, 2022
April 27, 2022
May 25, 2022
June 22, 2022
July 27, 2022
August 24, 2022
September 28, 2022
October 26, 2022
November 23, 2022
December 21, 2022

Section 3: Meeting dates may be adjusted by a week due scheduling conflicts such as holidays.

Section 4: The Board may call a special meeting as provided by law. If there is a special meeting or other information regarding the meetings, it shall be posted 24 hours in advance on the Town's website and/or in the display case on the front of Town Hall, 304 Central Avenue, Wiggins, Colorado.

INTRODUCED, READ, and ADOPTED THIS 26th DAY OF JANUARY, 2022.

TOWN OF WIGGINS, COLORADO

Jeffrey Palmer, Mayor

ATTEST:

Deborah Lee, Town Clerk



STAFF SUMMARY

Board of Trustees Meeting January 26, 2022

DATE: January 20, 2022

AGEND ITEM NUMBER: 6

TOPIC: Consideration of Resolution 02-2022 – A Resolution of the Board of Trustees of the Town of Wiggins Approving a First Amendment to an Agreement with ProCode, Inc. for Building Inspection Services

STAFF MEMBER RESPONSIBLE: Hope Becker, Planning & Zoning Administrator

BACKGROUND:

Staff introduced ProCode, Inc to the Board of Trustees in the January 2021 meetings as a commercial inspection company for the new commercial growth the Town of Wiggins anticipated. The Town has staff certified to do residential inspections but none qualified to perform commercial inspections and plan reviews. Staff recommended, and the Trustees approved, the contract with ProCode, Inc to provide additional services to the community that the office staff could not adequately provide.

During the 2022 budget discussions, the Board of Trustees requested staff look into contracting with ProCode for residential building inspections. While the Town has staff with the required knowledge to do residential building inspections and has been performing these inspections, these inspections do take Public Works staff away from the core Public Works functions. The Town is overcoming recent staffing challenges and currently has a staffing mix that works best when the ability to concentrate on Public Works related activities is present. Contracting with an outside company to perform building inspections is often used by communities who do not need a full-time building inspector and staff has other responsibilities.

SUMMARY:

ProCode is currently performing commercial building inspection services for the Town under a contract entered into with the Town in January 2021 and routinely performs all building inspections for other communities. Staff has had conversations with ProCode, Inc regarding the potential inclusion of the Town's residential building inspection to their building inspection

contract. ProCode has confirmed that they are qualified and have the man-power to perform residential building inspections in addition to their commercial inspection commitments for the Town of Wiggins.

ProCode, Inc would provide prompt inspections for builders and homeowners. Inspections that are called in prior to 4 pm of a business day will be scheduled for the next business day. Adding residential inspections services to ProCode's contract allows the Town to benefit from ProCode's digital permitting software which is part of their full service option.

The Town currently relies on the state for electrical and plumbing inspections. ProCode has the required certifications and capability to perform electrical and plumbing inspections for the Town and has included this as an option for consideration. The Board of Trustees expressed concerns in the January 2021 meetings regarding the allowance of a third-party inspection company performing electrical and plumbing inspections and the strict requirements the State of Colorado has in place for these fields. The Town currently does not have approval from the State of Colorado's Department of Regulatory Agencies (DORA) to perform these inspections and will continue to have DORA perform the electrical and plumbing inspections.

Staff presented information to the Board of Trustees at the January 12, 2022 Work Session. Jonathan Gesick from ProCode, Inc participated in the Work Session remotely. The Trustees had the opportunity to ask questions to ProCode, Inc and to staff regarding the inspection processes and expectations. The Trustees readdressed concerns surrounding the electrical and plumbing inspection requirements. Staff & ProCode confirmed that although ProCode has appropriate licenses to do these inspections, the Town will continue to use DORA for electrical and Plumbing inspections.

FISCAL IMPACT:

Adopting this Resolution will not impact the Town's adopted 2022 budget. The utilization of ProCode and subsequent reduction in building permit fee revenue collected was anticipated in preparing the budget.

APPLICABILITY TO TOWN OBJECTIVES AND GOALS TO PROVIDE SERVICES:

The Town strives to have environmental and structurally safe buildings constructed for its residents and businesses. Contracting a third-party inspection company will allow the Town to continue providing this service and assurance without sacrificing limited staff time.

OPTIONS AVAILABLE TO THE BOARD OF TRUSTEES:

- The Board of Trustees may approve the resolution staff has provided for their consideration.
- The Board of Trustees may approve the Resolution with additional conditions
- The Board of Trustees may table the Resolution and request that staff provide additional information to be brought forth at another meeting.

MOTION FOR APPROVAL:

I make the motion to adopt Resolution 02-2022 – A Resolution of the Board of Trustees of the Town of Wiggins Approving a First Amendment to an Agreement with ProCode, Inc. for Building Inspection Services.

ACTION REQUIRED:

Motion, Second, Roll-Call, Vote.

(Resolutions require affirmative votes from the majority of Trustees present.)

**TOWN OF WIGGINS, COLORADO
RESOLUTION NO. 02-2022**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF WIGGINS
APPROVING A FIRST AMENDMENT TO AN AGREEMENT WITH PROCODE, INC
FOR BUILDING INSPECTION SERVICES.**

WHEREAS, the Town of Wiggins (“Town”) is authorized to contract for the performance of necessary public services including building inspections; and

WHEREAS, ProCode, Inc. (the “Consultant”) has been performing commercial building inspection services for the Town of Wiggins since January 2021 and has the necessary skill and expertise to perform such building inspection services; and

WHEREAS, the Consultant is willing to begin providing residential building inspection services to the Town; and

WHEREAS, a First Amendment to the Agreement for Building Inspection Services between the Town and Consultant has been prepared to expand Consultant’s scope of services to include residential building inspection and plan review; and

WHEREAS, the Town administrative staff recommends that the Town Board of Trustees approve the attached First Amendment.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF WIGGINS, COLORADO THAT:

Section 1. The Wiggins Board of Trustees hereby (a) approves the First Amendment to the Agreement for Building Inspection Services in substantially the form attached hereto as **Exhibit A**, including all exhibits thereto, (b) authorizes the Town Attorney to make such changes as may be needed to correct any nonmaterial errors or language or to negotiate such changes to the First Amendment as may be appropriate that do not substantially increase the obligations of the Town, and (c) authorizes the Town Manager to execute the same on behalf of the Town; and

Section 2. The Town Manager and Town Clerk are hereby authorized to execute and deliver all documents and monies in accordance with this Resolution; and

Section 3. **Effective Date.** This Resolution shall take effect upon its approval by the Wiggins Board of Trustees.

INTRODUCED, ADOPTED AND RESOLVED THIS 26TH DAY OF JANUARY, 2022.

TOWN OF WIGGINS, COLORADO

Jeffrey Palmer, Mayor

ATTEST:

Deborah Lee, Town Clerk

**FIRST AMENDMENT TO AGREEMENT FOR BUILDING INSPECTION SERVICES
BY AND BETWEEN THE TOWN OF WIGGINS AND PROCODE INC.**

This FIRST AMENDMENT TO AGREEMENT FOR BUILDING INSPECTION SERVICES is made this ____ day of _____, 2022, by and between the **Town of Wiggins**, a Colorado municipal corporation (“Town”) and **ProCode, Inc.**, a Colorado corporation (“Contractor”).

WHEREAS, Town and Contractor previously entered into an Agreement for Building Inspection Services (the “Original Agreement”) dated February 1, 2021 pursuant to which the Contractor agreed to provide commercial building plan review and inspection services to the Town; and

WHEREAS, the Town has requested and Contractor has agreed to begin providing residential building plan review and inspection services to the Town; and

WHEREAS, the Town and Contractor desire to amend the Original Agreement to extend Contractor’s scope of services to include residential building plan review and inspection services.

NOW, THEREFORE, in consideration of the mutual covenants herein contained and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereby amend the Original Agreement as follows:

1. Section 2.1 of the Original Agreement is amended to read as follows (words to be added are underlined):

2.1 The Town desires to engage the Contractor for the purpose of providing residential and commercial building inspection services as further set forth in the Contractor’s Scope of Services (which services are hereinafter referred to as the “Services”).

2. Section 3.2 of the Original Agreement is amended to read as follows (words to be added are underlined):

3.2 The Contractor agrees to perform all required plan reviews and inspections of residential and commercial buildings and structures within the incorporated boundaries of the Town based upon the Town’s adopted Building Code, Mechanical Code, Plumbing Code, Electrical Code, Residential Code, Property Maintenance Code, Existing Building Code, Fuel Gas Code, Energy Conservation Code, Residential Code, and any other adopted codes and amendments or applicable State and Federal requirements, and other Town adopted regulations, standards, and requirements related to building construction (collectively, the “Town Codes”).

3. Exhibit A of the Original Agreement is hereby replaced with the new Exhibit A, attached hereto and incorporated herein by reference.

4. Exhibit B of the Original Agreement is hereby replaced with the new Exhibit B, attached hereto and incorporated herein by reference.
5. As amended by the terms hereof, the Original Agreement is in full force and effect and is hereby ratified by the parties.
6. This Amendment may be executed in counterparts, each of which shall be deemed an original and all of which together shall constitute the binding and enforceable agreement of the parties hereto. Signatures obtained via facsimile or other electronic transmission shall be sufficient and binding for all purposes hereof.

TOWN OF WIGGINS
A Colorado Municipal Corporation

By: _____

Attest: _____
Town Clerk

CONTRACTOR:
PRO CODE INC.

By: _____

Title: _____

Date: _____

Exhibit A – Scope of Services

The Contractor agrees to perform residential and commercial building plan review and inspection services, including but not limited to the following:

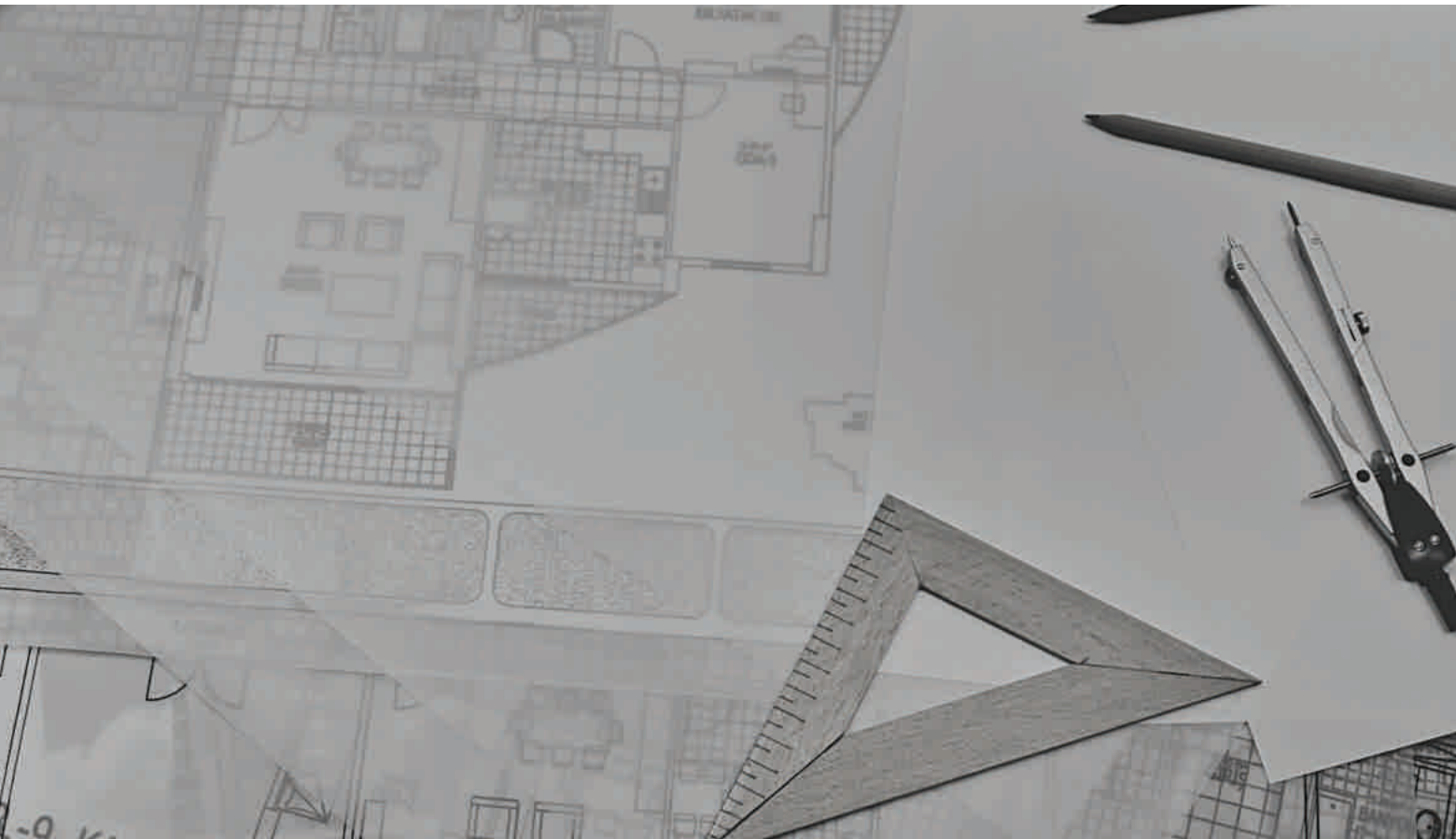
1. Review building plans and conduct all necessary and required building, electrical, plumbing, and HVAC inspections on all types of construction within the Town of Wiggins. These include footings, foundations, basement floors, site erosion control and final occupancies.
2. Maintain all required certifications in the disciplines of residential and commercial construction, plumbing, electrical, energy conservation and heating, ventilating, and air conditioning.
3. Conduct all necessary inspections on permitted activities such as, but not limited to, commercial and residential alterations and additions.
4. Provide Inspection Reports to the Planning & Zoning Administrator for all inspections within one (1) week of inspection completion (unless otherwise agreed upon).
5. Assist Town staff with inquiries related to all types of buildings.
6. Assist with the investigation of complaints related to the Town Codes and Town Ordinances, including but not limited to inspections for occupancy permits, structural property maintenance violations, etc.
7. Attend occasional meetings as requested.

Exhibit B
Fee Schedule

60% of permit fees and 60% for each year after.

- For every permit that is issued, ProCode will receive 60% of the following:
 - Building Permit Fee
 - Plan Review Fee
 - Electrical Fee*
 - Electrical Meter Release Fee*
 - Construction Meter Fee*
 - PV Solar Fee*

*Electrical fees will be collected if the Town decides to bring the electrical permitting in-house.
- Other related building department specific fees as approved by the town.
- ProCode will waive all fees for town funded projects.
- ProCode will match the fees waived by the board of trustees for non-profit organizations.
- ProCode will provide our in house building permit tracking software, Cascade, at no additional charge. Including initial startup and migration costs from your existing system to Cascade.
 - The software will be a separate agreement between the Town and 4R3 Software Solutions, Ltd. Use of the software is not dependent on the building inspection services agreement.
- This rate includes all inspections and reviews, building violation investigations, and building department administration.
- ProCode agrees to a three-year commitment to these rates.
- Our billing cycle is monthly from the first day to the last day of the month.
- Valuations are typically determined by the provided valuation and compared to the set square footage based calculation, of which, the larger of the two is used. This can be modified if the applicant provides estimates for materials and labor.
- The billing procedure is captured using the permitting software and is transparent so all parties have access at any time.
- Other services required will be under a separate negotiated scope of work and proposal.





STAFF SUMMARY

Board of Trustees Meeting January 26, 2022

DATE: January 19, 2022

AGEND ITEM NUMBER: 7

TOPIC: Consideration of Resolution 03-2022- A Resolution Ratifying and adopting the Town of Wiggins Schedule of Service Fees

STAFF MEMBER RESPONSIBLE: Hope Becker, Planning & Zoning Administrator

BACKGROUND:

Staff updates the Town's fee schedule periodically and presents it to the Board of Trustees. The current fee schedule was adopted by the Board of Trustees in January of 2021. The schedule of fees includes fees for general records requests, licenses, building department fees, parks and recreation fees, and some police department fees. Fees are charged to recover the governmental cost to provide services to the public. Updating the fee schedule allows the Town to fund certain services it provides to the community.

Staff has reviewed the current fee schedule and provided updates based on review of Town ordinances, processes, and items that were suggested to be included in the fee schedule by all staff members and departments.

It is uncertain how the Town's current building permit fee schedule was derived. The Town's current building permit application requires homeowners and contractors to provide the valuation of their projects. In the past, Staff has determined the permit fees using a Building Permit Fee Table based off of the stated valuations in the application. Using a Building Permit Fee Table is a normal part of determining the fee valuation and is encouraged by the International Code Council (ICC). The ICC also provides Appendix L in the International Residential Code as guidance to jurisdictions for setting appropriate fees. The fee table consists of different categories with ranges of valuation costs. The first three (3) categories and the last two (2) categories of the shown in Appendix L do not exist in the Town's current fee schedule. This may be an indicator that building fees were determined and/or increased in the past without following guidance provided in Appendix L.

In addition, the ICC also provides and encourages the use of the Building Valuation Data (BVD) to calculate the project valuations by square footage, allowing for similar projects to be permitted the same. Using the ICC valuation data helps create consistency in calculating

projection valuations among contractors and builders. The valuation data rates are suggested rates from ICC and updated on their website at six-month intervals. The BVD data provides the “average” construction costs per square foot, which can be used in determining permit fees. The BVD used to calculating valuations is independent of the version of IRC adopted. This allows the communities to continuously adopt fee resolutions without having to adopt new codes. The examples below were calculated using the 2021 BVD. Staff recommends using the most current BVD as it is periodically updated by ICC to stay current with construction material costs.

So how would building permits be calculated? Staff would calculate the valuation of the project using the BVD. Then the valuation would be used to determine which category to use on the Building Permit Fee Table. For Example:

Homeowner Basement Remodel/Finish: 1800 square feet
BVD Table (square footage table): \$40/square foot
Valuation Equals: \$72,000

We then take the \$72,000 and place the project in the \$40,000 - \$100,000 category
(\$487 for the first \$40,000; plus \$9 for each additional \$1,000 or fraction thereof, up to and including \$100,000)

First \$40,000 = \$487.00
\$9/\$1,000 After \$40,000 (Valuation from above) = 32,000/1000 = 32 \$9 * 32 = \$288.00
Total of permit = \$487 + \$288 = \$775.00

Below is a random example using the 2021 ICC version of the BVD.

Single Family single story, 1800 sq foot finished - 1800 unfinished basement
Builder Application states valuation at \$280,000.

2021 Valuation

| | |
|---|-------------------------------|
| above grade @ \$148.33 * 1800 | \$266,994 |
| unfinished basement @ 50*1800 | \$90,000 |
| total of sq ft/valuation | \$356,994 |
| Place into 100K category \$356,994 – \$100,000 = \$256,994 \$256,994/1000 = \$ 256.994 * \$9.10 = \$2,338.65 \$2,338.65 + \$1,343.75 = \$3,682.40 | Total Permit \$3,682.40 |

Current Valuation

| |
|---|
| Use Bldg. Permit Fee Table \$100- \$500K category |
| \$309,000 – \$100,000 = \$209,000 \$209,000/1000 = \$209 \$209 * \$9.10 = \$1,901.9 \$1,901.9 + \$1,343.75 = \$3,245.65 |

In addition, it is common practice in other municipalities to have a separate fee for plan reviews to cover the cost of staff time to review building plans for compliance with the Land Development Code and Town Ordinances. The common fee is 65% of the building permit cost. The fee is only added to permit cost breakdowns for those applications that include building plans. It would not be required or added to fees of permits that are considered one-stop shop permits such as fences, siding, and roof permits. This is not a set fee; ICC recommends it and has codes that reference the plan review fee. Staff also recognizes that the unless plan reviews include electrical or plumbing plan reviews; a lower plan review fee could be considered. This fee is calculated by taking the building permit fee times 65% and then adding that number as a separate line item to the building permit cost breakdown.

Basement project example from above: $\$1,135.00 * 0.65 = 737.75$
Plan Review Fee: \$737.75

Staff has considered that previous fee schedules may have been set such to streamline the building fee calculating process by taking an average of building permit fees including the plan review fee. Separating the building valuation and plan review fee when determining the building permit allows the Town to be transparent to builders, contractors, and community members. Even if building permit fees were lowered and plan review fees were added; the fees would remain relatively about the same as the current total for the building permit

Staff also discovered in reviewing the water and sewer tap fee ordinance that the cost of water meters was to be charged along with the tap fee. Why this decision was made or not acted on is not known. The meters cost the Town and the cost should be recovered when the water meter is purchased instead of being taken out of the capital improvement funds or the Water Enterprise Fund through the water tap acquisition. This would also be added as a separate line item on the building permit cost break down provided at time of permitting.

The Health & Safety Ordinance was adopted with an emergency alarm section. Within this section, residents and businesses are required to register their emergency alarm systems and renew this information each calendar year with the police department. Staff has reevaluated this requirement, and determined that this registration is not necessary and recommend it be removed from the fee schedule. Staff will amend the Health & Safety Ordinance in the near future.

The Recreation Department is an ever-evolving program. This department has recently discontinued the volleyball program for ages 3rd grade thru 8th grade at the request of parents who wanted to create their own program under a different umbrella. The Town recognized their desire that competing with their program would not be in the best interest of the children and chose to not compete with their program. This also allowed their program to have the participants needed to succeed. Wiggins Recreation will continue the K-2 Fall volleyball division. Wiggins Recreation also has not participated in NVAA soccer. It was a program that was initiated about 4 years ago but the program did not have interest from the community members at the time. The current fee schedule states that soccer is an NVAA program.

Wiggins Recreation is moving forward with a soccer program this spring but it will not be with NVAA. Amending these recreation fees will provide accurate fee information.

Staff presented a draft resolution to the Board of Trustees in their January 12, 2022 Work Session. Staff received additional feedback from the Board of Trustees during this Work Session that were researched and considered as the fee schedule continue to be amended.

SUMMARY:

Staff has reviewed the fee schedule and incorporated the Trustees suggestions, solicited recommendations from other municipalities, experience based advise from ProCode, Inc, and the suggestions from the Town's Attorney to complete the final revision.

The following changes were made to the fee schedule:

- Building Permit Valuations - The addition of the valuation table (Table 1C) will create a step for the building permit fees to be based off of the square footage of each project. The valuation table is based off of the 2021 Building Valuation Data from the International Code Council. The calculated valuation can then be placed into Table 1A of the Wiggins Fee Schedule to determine the building permit fees. Residents and contractors will continue to have flat rate permit fee options for the smaller projects such as fences, siding, roofs, etc. For homeowner and Town safety, additional permits have been added such as: driveway, landscape sprinklers, sidewalks, carports, hot water heaters, and furnace/AC replacements.
- Public Records Request – Town Attorney, Melinda Culley, confirmed that the Colorado State Statutes have been amended regarding Public Records Requests. The fee schedule has been amended to reflect that all Public Records Requests are now free for the first hour. Any research provided to pull information for a request after one hour will be charged \$30/hour. Charges may apply for the copies, fax, thumb drives, flash drives, etc. State statutes state that the request charge per hour can not be more than \$33.50/hour. The Town is below that threshold.
- Liquor License Fees – Town Attorney, Melinda Culley, determined that the Town was not updated on its Liquor License Fees. The Wiggins Fee Schedule has been updated to reflect Colorado State Statute Requirements. Staff realizes that Wiggins does not have many of the establishments listed in the Liquor License fees; however, staff was advised it would be better to list all of them to anticipate the possible unknowns coming forward for license requests.
- The Recreation Department is an ever-evolving program. Changes were made to reflect the departments current activities offered.
- The Health & Safety Ordinance was recently created with an emergency alarm section. Within this section residents and businesses are required to register their emergency

alarm systems and renew this information each calendar year with the police department. It has come to Staffs' attention that the emergency alarm registration is not necessary. Staff is not encouraging the registrations of alarm systems and intends to amend the Health & Safety Ordinance in the near future. The fees have been stricken from the schedule to prevent confusion.

- The plan review fees have been added to building permit fees Table A. Review fees are a percentage of the building permit fee and added to the building permit fee as a separate line item on the building permit cost breakdown. It pays for staff time to review any permit that is turned in with building plans such as new construction.
- Water Meter Fee has been added to the fee schedule. In the past, the Town has not collected a separate fee to cover the cost of water meters. This cost was taken out of the water enterprise tap fee. Although the meters are only a couple hundred dollars, Staff does not feel that the meter cost should be taken from funds designed for the water enterprise. The water meter fee has been added as an additional fee on the schedule. The contractor will be responsible for this fee at cost. The Town has no intent to make a profit off of the meter fee, but will still be required to install the meter.
- Land Development Fees – Various land development fees were added because they are processes the Town requires in the Land Development Code but the fees were missing from the fee schedule.

FISCAL IMPACT:

Adopting this Resolution has a positive impact to the Town's 2022 Budget. The fees charged are designed to cover the cost of providing the service.

APPLICABILITY TO TOWN OBJECTIVES AND GOALS TO PROVIDE SERVICES:

Having a current fee schedule supports the Town's desire to be responsible stewards of the Town resources. Having a published current fee schedule also supports the Town's desire to remain transparent to the residents and surrounding community members.

OPTIONS AVAILABLE TO THE BOARD OF TRUSTEES:

- The Board of Trustees may approve the resolution staff has provided for their consideration.
- The Board of Trustees may table the Resolution and direct Staff to make changes for the Board's next meeting.

MOTION FOR APPROVAL:

I make the motion to adopt Resolution 03-2022 – A Resolution Ratifying and adopting the Town of Wiggins Service Fees.

ACTION REQUIRED:

Motion, Second, Roll-Call, Vote.

(Resolutions require affirmative votes from the majority of Trustees present.)

TOWN OF WIGGINS, COLORADO

RESOLUTION NO. 03-2022

A RESOLUTION RATIFYING AND ADOPTING THE TOWN OF WIGGINS SERVICE FEES

WHEREAS, the Board of Trustees for the Town of Wiggins, Colorado recognizes the need for a uniform fee schedule; and

WHEREAS, the Board of Trustees has determined through inspection and review that some of the fees should be increased and adjusted to support use, staff implementation, and facility maintenance. The Board of Trustees has determined them to be fair, equitable, and necessary to the operation and success of Town function.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF WIGGINS, COLORADO, THAT:

Section 1. This Resolution applies only to fees included in the Fee Schedule; and voids previous occurrences, mention, or implementation specific to those by Resolution.

Section 2. The Town may offer a discount to local non-profit entities. Such discount requests must be approved by the Town Manager.

Section 3. The attached fee schedule (Attachment A), is hereby adopted and approved in its entirety and shall be effective immediately upon approval of this Resolution. Notwithstanding the foregoing, the building permit/review/inspection fees shall not become effective until the final adoption and effectiveness of an ordinance adopting the 2018 editions of the International Building and Safety Codes. Until such time, the building permit/review/inspection fees dated November 30, 2021 shall remain in effect.

INTRODUCED, ADOPTED AND RESOLVED THIS 26th DAY OF JANUARY, 2022.

TOWN OF WIGGINS, COLORADO

Jeffrey Palmer, Mayor

ATTEST:

Deborah Lee, Town Clerk

ATTACHMENT A

TOWN OF WIGGINS

FEE SCHEDULE

GENERAL FEES

| | | |
|-------------------------------|--|-----------------|
| Xerox Copies (Personal) | Per Page (B&W) | \$.10 |
| | Per Page (Color) | \$.25 |
| Printing from Computer | Per Page (B&W) | \$.10 |
| | Per Page (Color) | \$.25 |
| Faxed Copies/Certified Copies | Per Page | \$1.00 |
| Maps 8.5 x 11 | | \$10.00 |
| Maps 11 x 17 | | \$13.00 |
| Maps 18 x 24 | Mileage, \$15/hr. staff time, & \$5 per print | At cost |
| Maps 24 x 36 | Mileage, \$15/hr. staff time, & \$5 per print | At cost |
| Maps 36 x 58 | Mileage, \$15/hr. staff time, & \$5 per print | At cost |
| Postage/Mailing Fees | Actual cost applicable on mail requests | |
| Photographs | Plus, cost of copies | \$15.00 |
| Video Thumb Drive/USB | | \$15.00 |
| Audio Thumb Drive/USB | | \$15.00-\$66.00 |
| Laminating | | \$1.00 |
| Public Records Request | First 1 hour free then fee per hour thereafter | \$30.00 |
| | Charges may apply for copies, drives, fax, etc | |
| Return Check Fee | | \$25.00 |

ANIMAL LICENSE FEES

| | | |
|--------------------------|----------|--------|
| Dog/Cat/Pot Bellied Pigs | Annually | \$5.00 |
|--------------------------|----------|--------|

LICENSE FEES

| | | |
|----------------------------|------------------------------|---------|
| Business License | Annually – Due every January | \$10.00 |
| Contractor's License | Annually – Due every January | \$25.00 |
| Mobile Food Vendor License | | \$50.00 |
| Retail Fireworks License | | \$50.00 |

RECREATION FEES

| | | |
|---|------------|---------------------------------------|
| Adult Summer Co-Ed Softball | Per Team | \$350.00 |
| Youth Baseball – Spring League (Farm-Minor-Major-14U) | Per Player | \$45.00 / \$65.00 / \$65.00 / \$65.00 |
| Youth Summer Baseball (Ages 3/4, 5/6, & 7/8) | Per Player | \$35.00 / \$45.00 / \$45.00 |
| Youth Baseball – Summer League (Age 9/10 & 11/12) | Per Player | \$85.00 / \$85.00 |
| Youth Softball – Summer League (Ages 9/10 & 11/12) | Per Player | \$85.00 / \$85.00 |
| Youth Fall Volleyball – Grades K-2 (Wiggins Rec) | Per Player | \$25.00 |
| Youth Soccer – Wiggins Rec | Per Player | \$35.00 |

LIQUOR LICENSE FEES

| | Local Fee | State Fee |
|---|---------------------|------------------|
| Art | \$41.25 | \$308.75 |
| Beer & Wine | \$48.75 | \$351.25 |
| Brew Pub | \$75.00 | \$750.00 |
| Club | \$41.25 | \$308.75 |
| Distillery Pub | \$75.00 | \$750.00 |
| Hotel & Restaurant | \$75.00 | \$500.00 |
| Hotel Restaurant with one Optional Premises | \$75.00 | \$600.00 |
| Each Additional OP License | Intentionally blank | \$100.00 |
| Resort Complex | \$75.00 | \$500.00 |
| Campus Liquor Complex | \$75.00 | \$500.00 |
| Related Facility – Resort Complex | \$15.00 | \$160.00 |
| Related Facility – Campus Liquor Complex | \$15.00 | \$160.00 |
| Liquor-Licensed Drugstore | \$22.50 | \$227.50 |
| Lodging & Entertainment | \$75.00 | \$500.00 |
| Optional Premises | \$75.00 | \$500.00 |
| Racetrack | \$75.00 | \$500.00 |
| Retail Gaming Tavern | \$75.00 | \$500.00 |
| Retail Liquor Store | \$22.50 | \$227.50 |
| Tavern | \$75.00 | \$500.00 |
| Vintner's Restaurant | \$75.00 | \$750.00 |
| Fermented Malt Beverage On Premises | \$3.75 | \$96.25 |
| Fermented Malt Beverage Off Premises | \$3.75 | \$96.25 |
| Fermented Malt Beverage On/Off Premises | \$3.75 | \$96.25 |

POLICE SERVICES/MUNICIPAL COURT

| | | |
|--------------------------------|---------------------------------|---------|
| VIN Verification-Residents | Must pre-pay | \$15.00 |
| VIN Verification-Non-Residents | Must pre-pay | \$25.00 |
| Golf Cart/ATV Permits | | \$25.00 |
| Alarm Systems - False Alarms | After 3 false alarms/ per alarm | \$50.00 |
| Court Fees | | \$65.00 |
| Deferred Judgment | | \$55.00 |

NUISANCE / ABATEMENT FEES

| | | | |
|-------------------|-----------------|----------------------------|-------------------------------------|
| String Trimming | \$35.00 / hour | Clean up Debris / Material | \$30.00 / hour |
| Walk Behind Mower | \$40.00 / hour | Dump Truck Debris Hauling | \$75.00/per load & \$35/hr./staff |
| Riding Mower | \$65.00 / hour | Truck Debris Hauling | \$55.00/per load and \$35/hr./staff |
| Tractor Mower | \$85.00 / hour | Dumpster Rental | Actual Cost & \$35/hr./staff |
| Front End Loader | \$115.00 / hour | | |

WATER AND SEWER FEES

UTILITY FEES

| | | |
|---------------------------------|---|--------------------------|
| Return Check Fee | | \$25.00 |
| Late Payment Fee | Pymt not received by end of day, 5 th of ea. month | \$25.00 |
| Disconnect/Reconnect Fee | | \$50.00 |
| Deposit - Water | | \$89.00 |
| Deposit - Sewer | | \$26.00 |
| | | |
| RESIDENTIAL RATES | | |
| Water Base Rate | | \$69.50 |
| Water Plus Usage | Per 1,000 gallons | \$3.20 |
| Sewer Base Rate | | \$30.00 |
| | | |
| COMMERCIAL METERED WATER | | |
| Water Base Rate | | \$69.50 |
| Water Plus Usage | Per 1,000 gallons | \$3.20 |
| | | |
| Sewer Base Rate | | \$30.00 |
| Sewer Plus Usage | Per 1,000 gallons metered water usage | \$1.70 |
| | | |
| BULK WATER FEES/DEPOSITS | | |
| Bulk Water Meter Deposit | Refundable | \$500.00 |
| Bulk Water Monthly Fee | Non-Refundable | \$89.00 |
| Bulk Water Deposit | | Equal to 1 month's usage |
| Bulk Water Rate | Per 1,000 gallons | \$12.00 |

WATER INVESTMENT FEES (WATER TAP)

| | |
|--------|--------------|
| 5/8" | \$ 20,000.00 |
| 3/4" | \$ 23,000.00 |
| 1" | \$ 30,440.00 |
| 1 1/2" | \$ 45,660.00 |
| 2" | \$ 76,100.00 |
| 3" | \$114,150.00 |
| 4" | \$167,420.00 |
| 6" | \$409,950.00 |

SEWER INVESTMENT FEES (SEWER TAP)

| | |
|--------|--------------|
| 5/8" | \$ 8,000.00 |
| 3/4" | \$10,000.00 |
| 1" | \$14,000.00 |
| 1 1/2" | \$20,990.00 |
| 2" | \$34,110.00 |
| 3" | \$52,300.00 |
| 4" | \$83,680.00 |
| 6" | \$133,890.00 |

| | |
|-------------------------|---------|
| BACKFLOW | |
| Backflow Test | \$35.00 |
| Backflow Clean & Repair | \$15.00 |

BUILDING AND CONSTRUCTION FEES

- Use tax will be calculated and applied to all permits. Use tax is calculated on the provided material cost or 50% of the calculated total valuation whichever is greater
- Valuation of projects will be based on provided valuation or calculated valuation based on the most current building valuation data table provided by the International Code Council or the square footage valuation table for residential construction Table 1C of this fee schedule.

Building Permit Fee Table 1A

| New Construction/Remodels/Additions | Based on value of project |
|-------------------------------------|---|
| \$1.00 to \$500.00 | \$25.00 |
| \$501.00 to \$2,000.00 | \$24 for the first \$500; plus \$3 for each additional \$100 or fraction thereof, up to and including \$2,000 |
| \$2,001 - \$40,000 | \$69 for the first \$2,000; plus \$11 for each additional \$1,000 or fraction thereof, up to and including \$40,000 |
| \$40,001 - \$100,000 | \$487 for the first \$40,000; plus \$9 for each additional \$1,000 or fraction thereof, up to and including \$100,000 |
| \$100,001 - \$500,000 | \$1,343.75 for the first \$100,000 plus \$9.10 for each additional \$1,000 or fraction thereof, up to and including \$500,000 |
| \$500,001 - \$1,000,000 | \$3,827 for the first \$500,000; plus \$5 for each additional \$1,000 or fraction thereof, up to and including \$1,000,000 |
| \$1,000,001 to \$5,000,000 | \$6,327 for the first \$1,000,000; plus \$3 for each additional \$1,000 or fraction thereof, up to and including \$5,000,000 |
| \$5,000,001 and over | \$18,327 for the first \$5,000,000; plus \$1 for each additional \$1,000 or fraction thereof |

OTHER INSPECTION AND PLAN REVIEW FEES:

| | |
|--|--|
| Violation Fee (Work done without a permit) - 2 times the assessed fee | Residential plan review fees-65% of building permit fee* (Review of building code, Land Development Code, & Ordinance Compliance) |
| Pre-move house inspection fee (within Town limits)- \$300.00 | Additional plan review required by changes, additions or revisions to plans- \$50.00 an hour |
| Re-Inspection Fee: \$50.00 | Mobile/Modular/Manufactured/Temp Trailer- \$120.00 (for construction projects) |
| Water Meter Fee – At Cost | |

If plan review is required, a plan review fee shall be paid at the time of submitting plans and specifications for review. **Plan review fees shall be equal to sixty-five percent (65%) of the total permit fee for a permit to do the work proposed. When plans are incomplete or changed so as to require additional plan review, an additional plan review fee shall be charged at the rate which has been established...*

One Stop and Other Fees Table 1B

| FLAT RATE PERMIT FEES (RESIDENTIAL ONLY) | | | | |
|--|---------|--|-----------------------------|---------|
| Furnace/AC Replacement | \$50.00 | | Demolition | \$50.00 |
| Hot Water Heater | \$50.00 | | Re-Roof | \$50.00 |
| Fence | \$50.00 | | Siding | \$50.00 |
| Window Replacement | \$50.00 | | Sidewalk | \$50.00 |
| Driveway | \$50.00 | | Carport (open sides) | \$50.00 |
| Watering (Sod / Landscaping) | \$35.00 | | Landscape Sprinkler Systems | \$50.00 |
| Swimming Pool* (Above ground/ Spa | \$25.00 | | | |

* In Ground Swimming Pool permit fees based on Project Valuation

Residential Square Footage Valuation Table 1C

| TOWN SINGLE-FAMILY, DUPLEX DWELLING AND REMODEL/ADDITION CONSTRUCTION VALUE SCHEDULE | |
|---|-----------------------|
| Area | Value per Square Foot |
| Above Grade Floors | \$148.33 |
| Foundation-Crawlspace | \$25.00 |
| Foundation-Unfinished Area | \$50.00 |
| Foundation + Basement Finished Area | \$90.00 |
| Basement Finish | \$40.00 |
| Garage | \$59.88 |
| Covered Porch | \$40.00 |
| Covered Patio | \$40.00 |
| Deck | \$25.00 |

Misc. Other Fees Table 1D

| MISCELLANEOUS BUILDING OFFICIAL FEES | |
|--|---------------------|
| Inspections outside of normal business hours. (Monday to Friday 8:00 am to 5:00 pm) | \$100.00 per hour * |
| For use of outside consultants for plan checking and inspections, or both | Actual costs ** |
| <p>*This cost shall include supervision, overhead, equipment, and hourly wages. **Actual costs include administrative and overhead costs.</p> | |

Land Development Fees Table 1E

| | | | |
|---|-----------------------|---|------------|
| Variance Application: Residential Non-Residential | \$250.00 \$500.00 | Appeal from the Board of Adjustments to the Board of Trustees | \$ 250.00 |
| Boundary Line Adjustment Application | \$350.00 | Appeal of Administrative Decision to the Board of Trustees | \$250.00 |
| Special Review Use Application | \$250.00 | | |
| Conditional Use Review | \$250.00 | Site Specific FDP (Commercial Infill): | \$3,500.00 |
| Annexation/ODP: Disconnection: | \$3500.00 \$500.00 | Construction Inspection (major utilities) | \$500.00 |
| Property Rezoning | \$3,500.00 | Grading Permit | \$500.00 |
| Sketch Plan Review | \$1,000.00 | Street Cut Permit | \$250.00 |
| Site Development Plan | \$500.00 | Access Permit | \$250.00 |
| Amendment to Site Development Plan | \$250.00 | | |
| Minor Subdivision | \$2,500.00 | Vacation of Easement/Right-of- Way | \$1,000.00 |
| Preliminary Development Plan | \$3,500.00 | Preliminary Plat | \$3,500.00 |
| Final Development Plat (FDP) / Plan, or amendments (Residential) | \$3,000.00 | Final Development Plan (FDP)/Plat, or amendments (Commercial) | \$4,000.00 |

FAIR CONTRIBUTIONS FOR PUBLIC SCHOOL SITES

| | Single Family Detached | Single Family Attached, Duplex, Triplex, Four-plex, Condo, Townhouse | Apartment |
|-----------------------------------|------------------------|--|-----------|
| Site Dedication Acreage / Unit | 0.0272 | 0.0136 | 0.00068 |
| Fee-in-Lieu Per Unit | \$1,088.59 | \$544.29 | \$272.15 |

USE TAX – 3% of material cost: Applicable sales/use tax on anticipated material cost is collected with building permit fees. Material cost is calculated as 50% of the project valuation as determined using the building valuation tables

Building permit fees for most projects are based on valuation of the project. Valuation for residential projects involving new floor area is calculated using the gross floor area and the applicable square foot construction cost based on occupancy/use and construction type as indicated in Table 1C of this fee schedule. The fees are then determined utilizing the table 1A. Valuation provided by the applicant is utilized for commercial projects unless determined to be a gross underestimate. Copies of contract documents may be required to verify project valuation.

For projects that do not involve new floor area (Flat rate fee projects), the valuation submitted on the application is utilized unless determined to be a gross underestimate. Copies of contract documents may be required to verify project valuation.

1. The permit fee for factory-built housing units that are set on a permanent foundation (HUD or UBC approved) shall be determined by the cost of materials for the foundation or basement requirements, other on-site improvements, and electrical, plumbing and mechanical work, using the Construction Fees table from the Building Department Fee Schedule.
2. The Town Building Department will not perform real estate inspections.
3. The Town Building Department will not locate property lines. It is the responsibility of the property owner to know where they are.
4. Any person, firm or corporation who violates any provision of the Building Code or any other construction code of the Town shall be subject to the penalties found in the Wiggins Land Development Code or set forth in the adopted Building Codes.

ELECTRIAL & PLUMBING PERMITS AND THEIR INSPECTIONS MUST BE OBTAINED THROUGH DORA

RIGHT-OF-WAY FEES

| RIGHT-OF-WAY FEES | | | |
|---|---|--|-----------------|
| Standard Fee | Admin, review and inspection | 50.00 | |
| Annual Permit | Admin, review, and inspection (Example – surveying, tree trimming, etc.) | 100.00 | |
| Road Bore | Road bore w/ bore pit(s) located in R.O.W. Road bore w/ bore pit(s) located outside R.O.W. | 50.00 per location \$25.00 per location | |
| Work w/in a hard surface Roadway | Trench w/ structural fill or flowable fill Test Hole / Pot Hole | \$1.00 SF \$20.00 Each | Minimum \$25.00 |
| Work within a Gravel Roadway | Trench w/Structural fill or Flowable fill Test Hole / Pot Hole | \$0.50 SF \$10.00 Each | Minimum \$20.00 |
| Work in R.O.W. Outside of Roadway | Trenching / Plow or cable puller Test Hole / Pot Hole | \$20.00 Each \$10.00 Each | Minimum \$15.00 |
| New Appurtenance (meters, vaults, poles, etc.) | 3 sq/ft or less (new construction exempt from fee with paid investment fee) Greater than 3 sq/ft | \$25.00 Each \$50.00 Each | |
| Abandonment | Abandoning / retiring line in R.O.W. | \$25.00 Each | |
| Working Prior to Permit Approval | Emergency Repairs Excluded | Subtotal x 2 | |
| Inspection Outside Normal Work Hours | *As determined by Town Manager (\$50.00 Minimum) | \$50.00 / hr | |



STAFF SUMMARY
Board of Trustees Meeting

January 26, 202

DATE: January 17, 2022

AGENDA ITEM NUMBER: 8

TOPIC: Consideration of Resolution No. 04-2022 - A Resolution Authorizing the Mayor and Town Manager to Sign the 2021 Year End Audit Engagement Letter

STAFF MEMBERS RESPONSIBLE: Tom Acre, Town Manager

BACKGROUND

Each year, the Town of Wiggins is required to engage the services of an independent auditor to perform an audit of the Town's financials. The auditor works with staff to evaluate each fund within the Town of Wiggins budget for the previous year. In 2020, the Town solicited proposals from qualified firms to prepare the audit for 2020. Prospective Business Solutions, LLC was the successful respondent to the Town's request for proposals in 2021.

SUMMARY

Prospective Business Solutions, LLC (PBS) successfully performed the audit of the 2020 financials. The Town staff interfaced well with PBS and was impressed with their work in 2021. The Town Board was impressed with their professionalism, thoroughness and the product that was produced in 2021.

Prospective Business Solutions, LLC has prepared the attached required engagement letter for performing the audit of the Town's 2021 Financials. PBS has provided staff with list of information to gather for them in preparation of the audit. The audit is scheduled to be complete prior to June 30, 2022.

FISCAL IMPACT

Adoption of this resolution will not significantly impact the adopted 2022 budget as the 2021-year end audit is a budgeted item.

APPLICABILITY TO TOWN OBJECTIVES AND GOALS TO PROVIDE SERVICES

Having an annual audit of the Town's finances supports the Town of Wiggins goal of being a good steward of financial resources and providing transparency in government.

OPTIONS AVAILABLE TO TOWN TRUSTEES

The Board of Trustees could adopt this Resolution as presented, request an amendment, or not adopt the Resolution.

MOTION FOR APPROVAL

I make a motion to adopt Resolution 04-2022 – A Resolution Approving and Authorizing the Mayor and Town Manager to Sign the Engagement Letter for the 2021 Year end Audit of the Town of Wiggins Financials

ACTION REQUESTED

MOTION, SECOND, ROLL-CALL VOTE

(Resolutions require affirmative votes from the majority of Trustees present)

**TOWN OF WIGGINS
RESOLUTION NO. 04-2022**

**A RESOLUTION APPROVING AND AUTHORIZING THE MAYOR AND TOWN
MANAGER TO SIGN THE ENGAGEMENT LETTER FOR THE 2021 YEAR END AUDIT
OF THE TOWN OF WIGGINS FINANCIALS**

WHEREAS, the Town of Wiggins is required to have a yearly audit of Town Finances each year; and

WHEREAS, the Town of Wiggins is required to submit the results of this year end audit to the Colorado Office of the State Auditor by July, 31st of each year; and

WHEREAS, Prospective Business Solutions, LLC submitted the most responsive proposal in response to the Town's Request for Proposals (RFP) for Audit Services in 2021; and

WHEREAS, Prospective Business Solutions, LLC successfully performed the audit in 2021; and

WHEREAS, the Board of Trustees, by this resolution desires to authorize the Mayor and Town Manager to sign the Engagement Letter attached to this resolution.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE
TOWN OF WIGGINS, COLORADO:**

Section 1. The Board of Trustees hereby approves the Audit Engagement Letter presented by Prospective Business Solutions, LLC and authorizes the Mayor and Town Manager to sign such Engagement Letter.

Section 2. The Town Manager, Town Clerk and Town staff are further authorized to do all things necessary on behalf of the Town to perform the obligations of the Town related to such Audit.

Section 3. This Resolution shall be in full force and effect from and after the date of its passage and approval.

INTRODUCED, ADOPTED AND RESOLVED THIS 26TH DAY OF JANUARY, 2022.

TOWN OF WIGGINS, COLORADO

Jeffrey W. Palmer, Mayor

ATTEST:

Deborah Lee, Town Clerk

January 10, 2022

To Board of Trustees and Management
Town of Wiggins
Wiggins, Colorado

We are pleased to confirm our understanding of the services we are to provide the Town of Wiggins for the year ended December 31, 2021.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, and the disclosures, which collectively comprise the basic financial statements of the Town as of and for the year ended December 31, 2021. Accounting standards generally accepted in the United States of America (GAAS) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Town's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Town's RSI in accordance with GAAS. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles (GAAP) and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Budgetary Comparison Schedule – General Fund
- 3) Schedule of the Town's Proportionate Share of the Net Pension Liability – FPPA Statewide Defined Benefit Pension Plan
- 4) Schedule of the Town's Contributions – FPPA Statewide Defined Benefit Pension Plan

We have also been engaged to report on supplementary information other than RSI that accompanies the Town's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements:

1) Individual Fund Schedules and Statements

2) Local Highway Finance Report

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However,

we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

We have identified the following significant risk(s) of material misstatement as part of our audit planning:

- None at this time

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Town's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance, and we will not express such an opinion.

Other Services

We will also prepare the financial statements of the Town in conformity with accounting principles generally accepted in the United States of America based on information provided by you.

We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole

professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with accounting principles generally accepted in the United States of America. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Regarding publishing the financial statements on your website, you understand that websites are a means of distributing information and, therefore, we are not required to

read the information contained in those sites or to consider the consistency of other information on the website with the original document. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

You agree to assume all management responsibilities for the financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

Uli Keeley, CPA is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. We expect to begin our audit on approximately April 25, 2022 and to issue our reports no later than July 31, 2021.

Our fee for services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$15,000. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. 30% of the audit fees will be invoiced after completion of field work and are payable on presentation. The remaining audit fees will be invoiced upon issuance of the audit report.

If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Reporting

We will issue a written report upon completion of our audit of the Town's financial statements. Our report will be addressed to the members of the board of trustees of the Town. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this

engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or withdraw from this engagement.

We appreciate the opportunity to be of service to the Town and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy, and return it to us.

Very truly yours,

PB Solutions LLC

Prospective Business Solutions LLC

Littleton, Colorado

RESPONSE:

This letter correctly sets forth the understanding of the Town.

Management signature: _____

Title: _____

Date: _____

Governance signature: _____

Title: _____

Date: _____



STAFF SUMMARY

**Board of Trustee Meeting
January 26, 2022**

DATE: January 26, 2022

AGENDA ITEM NUMBER: 9

TOPIC: Consideration of Resolution No. 05-2022 - Mail-In Ballot Authorization for the April 5, 2022 Election

STAFF MEMBER RESPONSIBLE: Deb Lee, Town Clerk

BACKGROUND:

The Colorado Revised Statute (C.R.S.) Title 31 section 31-10-908 states the Board of Trustees may determine that an election can be conducted by mail ballot. To have a mail-in ballot election, a resolution stating such must be approved by the Board of Trustees.

The November 2021 coordinated election was a mail ballot election and appeared to be accepted by the public. Staff believes it would be in the best interest of the Town to have a mail ballot election.

SUMMARY:

The positive of having a mail-in ballot election include that it is believed there is the potential for a higher voter turnout due to the ability to vote at any time. There is less time that we will need judges to be on hand to handle the election process. The county will allow us to use the voter box in front of the Town Hall for voters to drop off their ballots. Potential COVID-19 restrictions will not affect the vote. There will be less cost incurred by the Town for judges, as they will only show up for one day instead of several days. Judges are only required for part of the day to count and validate the votes.

The negative to holding a mail ballot election include that the election may cost more due to having to print additional pieces to the ballot and the potential for increased postage due to the weight of each ballot and associated materials. Postage may increase due the requirement to enclose the instructions, a return envelope, a sleeve for the ballot and the ballot.

FISCAL IMPACT:

Approval of this resolution has minimal impact to the 2022 adopted Town budget as the election was anticipated in 2022.

APPLICABILITY TO TOWN OBJECTIVES AND GOALS TO PROVIDE SERVICES:

The mail-in ballot supports the Town's objectives and goals to have additional citizen involvement by making the voting process more accessible to the voters. In this period of increased Covid-19 infections, mail-in balloting also allows the Town to more easily follow COVID-19 preventative exposure measures since there will be fewer people having contact with each other.

OPTIONS AVAILABLE TO THE BOARD OF TRUSTEES:

The Board of Trustees can approve the resolution as presented or not approve the resolution causing the Town to hold a walk-in election.

MOTION:

I make a motion to approve Resolution No. 05-2022 - A Resolution Authorizing a Mail Ballot Election to be held for the Town of Wiggins Regular Municipal Election on April 5, 2022.

ACTION REQUESTED:

Motion, Second, Roll-Call Vote.

(This action requires affirmative votes from the majority of the Trustees present.)

**TOWN OF WIGGINS, COLORADO
RESOLUTION NO. 05-2022**

A RESOLUTION AUTHORIZING A MAIL BALLOT ELECTION TO BE HELD FOR THE TOWN OF WIGGINS REGULAR MUNICIPAL ELECTION ON APRIL 5, 2022

WHEREAS, the Town will conduct its regular municipal election on April 5, 2022; and

WHEREAS, pursuant to the Municipal Election Code of 1965 at C.R.S. § 31-10-908, the Board of Trustees may determine that an election shall be conducted by mail ballot; and

WHEREAS, the Board of Trustees finds it in the best interests of the Town of Wiggins to conduct its regular municipal election on April 5, 2022 as a mail ballot election;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF WIGGINS, COLORADO:

Section 1. Pursuant to C.R.S. § 31-10-908, the Town of Wiggins regular municipal election to be held on April 5, 2022 shall be conducted as a mail ballot election.

Section 2. The Town Clerk is hereby directed to take all such steps as are necessary to conduct the April 5, 2022 election as a mail ballot election pursuant to the Municipal Election Code of 1965.

INTRODUCED, READ AND ADOPTED THIS 26TH DAY OF JANUARY, 2022.

Jeffrey Palmer, Mayor

ATTEST:

Deborah Lee, Town Clerk



STAFF SUMMARY

Board of Trustees Meeting January 26, 2022

DATE: January 21, 2022

AGEND ITEM NUMBER: 10

TOPIC: Consideration of Resolution 06 -2022- A Resolution Denying a Special Review Use for a Duplex on Lot 1 of The Vasquez Minor Subdivision on Johnson Street

STAFF MEMBER RESPONSIBLE: Hope Becker, Planning & Zoning Administrator

BACKGROUND:

Mr. Francisco Vasquez requested approval to construct a duplex in the R1 – single family zone district located on Johnson Street. Mr. Vasquez owns an approximately 14,000 square foot lot and wanted to construct a two-family dwelling facing Johnson Street. Plans showed development with a newly constructed building, full landscaping with irrigation, and off-street parking for each unit.

The Planning & Zoning Commission held a public hearing on the application. The Commissioners received staff reports and heard testimony from community members and the applicant on December 08, 2021. Testimony from the community members revealed they were generally against a duplex being constructed in a single-family zoning district. The applicant provided answers to the community members' and Commissioners' questions. Based on the testimony provided, the Planning & Zoning Commission followed staff's recommendation for approval (2 to 1 vote) of the Special Review Use with the following recommended conditions:

- The front yard setback on the site plan must be changed to at least 25' to comply with the LDC guidelines. The site plan must be approved prior to the issuance of a building permit.
- All off street parking shall be hard surfaced or graveled prior to the issuance of a Certificate of Occupancy
- The applicant shall resubmit the landscaping plan with further details naming types of trees, bushes and landscaping to be in compliance with ordinance 02-80. Landscaping shall primarily consist of ground cover, trees, shrubs and other living plants or some type of xeriscaping. In addition, irrigation systems shall be provided in those instances where required to guarantee the proper growth of the landscaping being provided. All landscaping must be completed prior to the issuance of a Certificate of Occupancy.

The Board of Trustees held a public hearing on December 15, 2021 to review the application. The Board heard testimony from community members and the applicant. Staff provided additional research, details and data on the application. Staff also drew attention to the Land Development Code's guidelines that set the criteria for the Trustees to consider when reviewing a Special Use Review application. The Board of Trustees discussed the evidence presented, the concerns raised by the neighbors, and the criteria in the Land Development. After deliberating, the Board voted to deny the proposed Special Review Use by a 3 to 4 vote.

Town Attorney, Nick Cotton-Baez recommended that the Board of Trustees make a motion to direct the Town Attorneys to prepare a resolution setting forth the reasons why the Trustees denied the Special Review Use application request. A motion was made for the Town Attorneys to prepare a resolution of denial to be presented at the next regular meeting. The motion was unanimously passed.

SUMMARY:

The Town Attorneys and Staff have taken the time to review the Board of Trustees' reasons for denying the Special Review Use application for the duplex and have incorporated these reasons into the proposed resolution.

FISCAL IMPACT:

Adopting this Resolution will not impact to the Town's 2022 Budget. The adoption of this resolution provides information regarding how the Board of Trustees came to their decision.

APPLICABILITY TO TOWN OBJECTIVES AND GOALS TO PROVIDE SERVICES:

The Town of Wiggins and the Board of Trustees is committed to providing transparency to the community regarding all of its decisions. In addition to the applications, hearing documents, and board minutes, this resolution will provide the applicant and community members with details pertaining to the Trustees' decision for the record.

OPTIONS AVAILABLE TO THE BOARD OF TRUSTEES:

- The Board of Trustees may approve the Resolution staff has provided for their consideration.
- The Board of Trustees may approve the Resolution with additional conditions
- The Board of Trustees may disapprove the Resolution and direct Staff on what approach should be taken next.

MOTION FOR APPROVAL:

I make the motion to adopt Resolution 06-2022 –A Resolution Denying a Special Review Use for a Duplex on Lot 1 of The Vasquez Minor Subdivision on Johnson Street.

ACTION REQUIRED:

Motion, Second, Roll-Call, Vote.

(Resolutions require affirmative votes from the majority of Trustees present.)

**TOWN OF WIGGINS, COLORADO
RESOLUTION NO. 06-2022**

**A RESOLUTION DENYING A SPECIAL REVIEW USE FOR A DUPLEX ON LOT 1 OF
THE VASQUEZ MINOR SUBDIVISION ON JOHNSON STREET**

WHEREAS, there has been submitted to the Board of Trustees of the Town of Wiggins a request for approval of a special review use application for Francisco Vasquez for a duplex construction on Lot 1 of the Vasquez Minor Subdivision located on Johnson Street, Wiggins, CO 80654 (the "Property"); and,

WHEREAS, all materials related to the special review use application were reviewed by the Town Staff and the Wiggins Planning and Zoning Commission and approved for recommendation with certain conditions; and,

WHEREAS, the Property is zoned Single-Family Residential (R1); and,

WHEREAS, pursuant to Section 2.02.F.2 of the Land Development Code, the Board of Trustees shall consider the following criteria in reviewing an application for special review use:

- a. Will the proposed use be in harmony and compatible with the character of the surrounding neighborhood;
- b. Will the proposed use be consistent with the Town's comprehensive plan;
- c. Will the proposed use have a material adverse effect on Town capital improvement programs;
- d. Will the proposed use result in an over-intensive use of the land;
- e. Will the proposed use result in undue traffic congestion or hazards;
- f. Will the proposed use cause significant air, water or noise pollution;
- g. Will the proposed use require a level of community facilities and services greater than that available; and
- h. Will the proposed use be detrimental to the health, safety or welfare of current or future inhabitants of the Town; and,

WHEREAS, after a duly-noticed public hearing, at which evidence and testimony were entered into the record, the Wiggins Board of Trustees finds that the proposed special review use should be denied.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF WIGGINS, COLORADO, AS FOLLOWS:

Section 1. The Board of Trustees hereby denies the application for Special Review Use for a duplex construction on Lot 1 of the Vasquez Minor Subdivision located on Johnson Street, Wiggins, CO 80654, for the following reasons:

1. The proposed duplex use would not be in harmony and compatible with the character of the surrounding neighborhood:
 - a. While there are two other duplexes to the south of the Vasquez Minor Subdivision, there are no duplexes on Johnson Street.
 - b. Johnson Street is relatively unique when compared with other streets in Wiggins because the lots on Johnson Street back up to the lots on Curry Street.
 - c. Town staff was unable to determine if a proper public hearing was held for the two existing duplexes to the south of the Vasquez Minor Subdivision.
 - d. Pursuant to Section 2.06 of the Wiggins Land Development Code, the R-1 Single-Family Residential District is designed to accommodate single-family residential development at low density in areas within the Town of Wiggins.
 - e. While duplexes may be allowed in the R-1 Single-Family Resident District as Special Review Uses, the Board does not wish to see density increased on Johnson Street above that generated by single-family homes, and therefore finds the proposed duplex use incompatible with the character of the surrounding neighborhood.
2. The proposed duplex use would result in an over-intensive use of the land:
 - a. Johnson Street is home to only single-family homes, and the Board finds the proposed duplex use to be over-intensive when compared with other properties on the quiet street.

INTRODUCED, APPROVED, AND RESOLVED THIS 26th DAY OF January, 2022.

TOWN OF WIGGINS, COLORADO

Jeffrey Palmer, Mayor

ATTEST:

Deborah Lee, Town Clerk



STAFF SUMMARY

Board of Trustees Meeting January 26, 2022

DATE: January 19, 2022

AGEND ITEM NUMBER: 11

TOPIC: Consideration of Ordinance No. 01-2022 - An Ordinance Adopting by Reference the 2018 Editions of the International Building Code, International Residential Code, International Mechanical Code, International Fuel Gas Code, International Energy Conservation Code, International Property Maintenance Code, International Existing Building Code, International Swimming Pool & Spa Code and Adopting the Editions of the International Plumbing Code and the National Electric Code as Currently Adopted by the State of Colorado

STAFF MEMBER RESPONSIBLE: Hope Becker, Planning & Zoning Administrator

BACKGROUND:

The Town of Wiggins has been using the 2003 International Building Code (IBC), the 2003 International Residential Code (IRC), and the 2003 International Mechanical Code (IMC). Ordinance 3-05 adopted on June 8, 2005 was the last time the Board of Trustees formally updated the building codes for the Town of Wiggins.

The International Code Council (ICC) provides primary codes such as the IRC and IBC which the Town had previously adopted. The IRC and the IBC regulate construction for residential and commercial construction projects. However, the ICC also provides supplemental codes to reassure property owners that contractors will follow the most current and up to date minimum requirements in fire safety, zoning codes, property maintenance codes, energy conservation codes, swimming pool and spa codes, and existing buildings, etc. Many of these supplemental codes are separate and small in comparison to the IBC or IRC codes, but they provide additional support to all of the building codes for added protection.

Early in 2021, the Board of Trustees expressed a desire that the Town adopt a newer version of building codes. In response to this, staff undertook the process of investigating the differences between the 2003, 2015 and the 2018 codes, including versions of the various specific companion codes (i.e., fire and energy codes) to determine which codes would be the best options for the Town. Staff also discussed building code update being considered with various local contractors and

builders to receive their input on the 2018 codes. The comparison and information were presented to and discussed with the Board of Trustees during Work Sessions on March 10, 2021 and May 12, 2021. Staff received additional feedback from the Board of Trustees during these Work Sessions that were researched and considered as the building code developed.

Staff also presented a brief update to the Board of Trustees at the January 12, 2022 work session and provided information regarding the redlines contained in the final draft about to be presented to them. The final draft is presented as a red-line version. All black font represents the text of the proposed ordinance. The red font provides information on the 2018 code exceptions to assist the Trustees with understanding the recommended exceptions

SUMMARY:

The Town is experiencing a housing growth spurt. While the 2003 building codes remain adequate for construction, they do not require the implementation of the newest technologies, methods and processes that the new codes demand that may afford property owners better sense of savings, safety, and stability. Updating the building codes allows:

- Protection - Building codes are designed to protect buildings from harsh events such as fire, windstorms, and extreme temperatures. It protects the people and property housed within the building. Building codes ensure structural integrity; electrical, plumbing and mechanical system safety. Mother Nature can be overly vicious when property owners least expect it. Updated building codes require contractors and builders to adhere to the most recent codes thereby providing the consumer with the safest structure possible.
- Success – The implementation of newer codes has proven over time that structures are safer and sounder. Strong structural integrity reduces the amount of damage that may be caused by floods, storms, or fires which reduces the amount that insurance companies may have to pay out which in turn may reduce insurance premiums. Quality structures may also reduce the amount of stress property owners endure due to temporary relocation, loss of income, or community disruption.
- Improvement – New things are always learned from catastrophic events allowing for new technologies and methods to be created to make buildings stronger and energy efficient. Updating the codes allows for new technologies, materials, and better approaches to health and safety to be used in the next generation of buildings to potentially prevent less damage during catastrophic events. Building Codes are always improving as technology continues to improve how contractors and builders complete their projects. As an example – harnessing solar energy is now a preferred method for some property owners to save on energy costs. The 2003 ICC codes have very little guidelines in the way of solar projects. Adopting a newer code allows for the building department to ensure that solar projects adhere to plumbing, electrical, and structural load codes.

Staff implemented the advice and comments from ProCode, Inc. The Town Attorney, representatives from The Mozingo Code Group LLC, and NORESCO to create an ordinance adopting most of the 2018 International Codes with amendments. Each Supplement and selected appendices of the 2018 codes provide codes and guidelines for the Town that will assist in providing structure, guidance, and additional protection of public health.

Per State statute, this ordinance must be considered at two meetings –

- At the first meeting, the Board votes on whether to approve the ordinance on first reading and sets a public hearing on the ordinance.
- Notice of the public hearing must be published in the newspaper twice (at least 8 days and 15 days before the hearing).
- At the second meeting, the Board holds a public hearing (this includes accepting comment from the public) and votes on whether to approve the ordinance on second reading.
- If a majority of the Board approves the ordinance on second reading, the ordinance goes into effect 30 days after it is published by title in the newspaper

FISCAL IMPACT:

Adopting Ordinance No. 01-2022 will not impact the adopted 2022 budget. Some staff and attorney time were anticipated being expended on this project.

APPLICABILITY TO TOWN OBJECTIVES AND GOALS TO PROVIDE SERVICES:

The Town of Wiggins strives to provide current codes to provide its residents and businesses adequate public health and safety protections. Updating the codes such as the building codes is a part of this effort. The Town continues to make efforts to update all policies, procedures, and regulations to ensure the safety of all community members and businesses within the corporate limits of the Town.

OPTIONS AVAILABLE TO THE BOARD OF TRUSTEES:

- The Board of Trustees may approve the first reading of the Ordinance as presented by staff for their consideration.
- The Board of Trustees may approve the first reading of the Ordinance with conditions.
- The Board of Trustees may disapprove the Ordinance and direct staff what steps should be taken next.

MOTION FOR APPROVAL:

I make a motion to approve Ordinance No. 01-2022 on first reading and to set a public hearing on the ordinance for Wednesday, February 23, 2022. This is an “Ordinance Adopting by Reference the 2018 Editions of the International Building Code, International Residential Code, International Mechanical Code, International Fuel Gas Code, International Energy Conservation Code, International Property Maintenance Code, International Existing Building Code, International Swimming Pool & Spa Code and Adopting the Editions of the International Plumbing Code and the National Electric Code as Currently Adopted by the State of Colorado.”

ACTION REQUIRED:

Motion, Second, Roll-Call, Vote.

(Ordinances require affirmative votes from the majority of Trustees present.)

ORDINANCE NO. 01-2022

AN ORDINANCE ADOPTING BY REFERENCE THE 2018 EDITIONS OF THE INTERNATIONAL BUILDING CODE, INTERNATIONAL RESIDENTIAL CODE, INTERNATIONAL MECHANICAL CODE, INTERNATIONAL FUEL GAS CODE, INTERNATIONAL ENERGY CONSERVATION CODE, INTERNATIONAL PROPERTY MAINTENANCE CODE, INTERNATIONAL EXISTING BUILDING CODE, INTERNATIONAL SWIMMING POOL & SPA CODE AND ADOPTING THE EDITIONS OF THE INTERNATIONAL PLUMBING CODE AND THE NATIONAL ELECTRIC CODE AS CURRENTLY ADOPTED BY THE STATE OF COLORADO

WHEREAS, the Board of Trustees of the Town of Wiggins has determined that it is in the best interest of the health, safety and welfare of the Town and its citizens that building safety codes, as amended, be adopted; and

WHEREAS, pursuant to Part 2, Article 16, Title 31 of the Colorado Revised Statutes, the Town of Wiggins, Colorado (the "Town") possesses the authority to adopt uniform codes and manuals by reference; and

WHEREAS, pursuant to this authority, the Town previously adopted certain uniform building safety codes; and

WHEREAS, the Board of Trustees of the Town of Wiggins ("Board") possesses the authority to enact ordinances for the promotion of health pursuant to C.R.S. §31-15-401 and has the authority to enact ordinances for the regulation of buildings pursuant to C.R.S. §31-15- 601; and

WHEREAS, after due and proper notice in accordance with C.R.S. § 31-16-203, the Board conducted a public hearing on the date, time and place noticed on the adoption of this Ordinance and said codes, at which all interested parties were afforded an opportunity to be heard; and

WHEREAS, the Board of Trustees has determined, based on the evidence and testimony presented at the public hearing, that the adoption of the building safety codes as amended herein, will further the health, safety and welfare of the inhabitants of the Town.

NOW, THEREFORE BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF WIGGINS AS FOLLOWS:

Section 1. Ordinance 03-05 is hereby repealed in its entirety.

Section 2. The Board of Trustees hereby adopts the following ordinance, which shall be known as the "Building Regulations Ordinance of the Town of Wiggins:"

Building Regulations

Sec. 1 – International Building Code

Sec. 2 – International Residential Code

Sec. 3 – International Mechanical Code

Sec. 4 – International Fuel Gas Code

Sec. 5 – International Energy Conservation Code
Sec. 6 – International Property Maintenance Code
Sec. 7 – International Existing Building Code
Sec. 8 – International Swimming Pool and Spa Code
Sec. 9 – International Plumbing Code
Sec. 10 – National Electric Code
Sec. 11 – Copies available
Sec. 12 – Penalties and Violations

Sec 1. International Building Code

- (a) Adoption. *The International Building Code*, 2018 Edition, as published by the International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478, Chapters 1 through 35 inclusive, and Appendix Chapters C, E, H, I, & J ("IBC"), is hereby adopted by reference as the Town of Wiggins Building Code as if fully set out in this ordinance with the additions, deletions, insertions and changes as set forth in this Section.

Includes Appendices:

C- Agricultural Buildings

E- Supplementary Accessibility Requirements

H-Signs

I- Patio Coverings

J – Grading

- (b) Compliance Required. No building shall be hereafter constructed, erected, enlarged, altered, or moved into the Town unless the same shall, as to design, construction, quality of materials and workmanship, conform with the IBC, as adopted and as amended.
- (c) Purpose. The purpose of the IBC is to provide minimum standards to safeguard life or limb, health, property and public welfare by regulating and controlling the design, construction, quality of materials, use and occupancy, location and maintenance of all commercial and multi-family buildings and structures within the Town of Wiggins and certain equipment specifically regulated in the IBC.
- (d) Amendments. Additions, deletions, amendments and changes to the IBC, as adopted by reference pursuant to Section (a), are hereby adopted as follows:
- (1) IBC 101.1 (Title) is amended by the addition of the term “TOWN OF WIGGINS” where indicated.
These regulations shall be known as the Building Code of [NAME OF JURISDICTION], hereinafter referred to as “this code.”
- (2) IBC 101.4.3 (Plumbing) is amended by the deletion of the last sentence.
The provisions of the International Plumbing Code shall apply to the installation, alteration, repair and replacement of plumbing systems, including equipment, appliances, fixtures, fittings and appurtenances, and where connected to a water or sewage system and all aspects of a medical gas system. The provisions of the International Private Sewage Disposal Code shall apply to private sewage disposal systems.

- (3) IBC 101.4.5 (Fire prevention) is amended by replacing “International Fire Code” with “adopted fire code”.

The provisions of the International Fire Code shall apply to matters affecting or relating to structures, processes and premises from the hazard of fire and explosion arising from the storage, handling or use of structures, materials or devices; from conditions hazardous to life, property or public welfare in the occupancy of structures or premises; and from the construction, extension, repair, alteration or removal of fire suppression, automatic sprinkler systems and alarm systems or fire hazards in the structure or on the premises from occupancy or operation.

- (4) IBC 101.4.6 (Energy) is amended by replacing the words "International Energy Conservation Code" with "2018 International Energy Conservation Code".

The provisions of the International Energy Conservation Code shall apply to all matters governing the design and construction of buildings for energy efficiency.

- (5) IBC 105.1 (Required) is amended by replacing the words “building official” with “Town”.

Any owner or owner’s authorized agent who intends to construct, enlarge, alter, repair, move, demolish or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by this code, or to cause any such work to be performed, shall first make application to the building official and obtain the required permit.

- (6) IBC 105.2 (Work exempt from permit) is amended by deleting or inserting:

Building

- i. Exception #1 Deleting and replacing with “One-Story detached accessory structures used as tool and storage sheds, playhouses, greenhouses and similar uses, provided the floor area does not exceed 120 square feet and the roof height does not exceed 10 feet above grade measured from a point directly outside the exterior walls of the structure and the structure is not on a permanent slab foundation.”

One-story detached accessory structures used as tool and storage sheds, playhouses and similar uses, provided that the floor area is not greater than 120 square feet (11 m²).

- ii. Exception #2 (fences) Deleted in its entirety.

Fences not over 7 feet (2134 mm) high.

- iii. Exception #14 is added to read: “Shingle repair or replacement work not exceeding one hundred (100) square feet in area of covering per building.

Does not exist in the 2018 IRC – but the Town is allowed to add exceptions.

- (7) 105.5 (Expiration) is amended by the deletion of this section in its entirety and replacing it with:

"Every permit issued by the building official under the provisions of this code shall expire by limitation and become null and void if the building or work authorized by such permit is not commenced within 180 days from the date of such permit, or if the building or work authorized by such permit is suspended or abandoned at any time after the work is commenced for a period of 180 days. Before such work can be

recommended, a new permit shall be first obtained to do so, and the fee therefor shall be one half the amount required for a new permit for such work, provided no changes have been made or will be made in the original plans and specifications for such work, and provided further that such suspension or abandonment has not exceeded one year. In order to renew action on a permit after expiration, the permittee shall pay a new full permit fee."

Every permit issued shall become invalid unless the work on the site authorized by such permit is commenced within 180 days after its issuance, or if the work authorized on the site by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced. The building official is authorized to grant, in writing, one or more extensions of time, for periods not more than 180 days each. The extension shall be requested in writing and justifiable cause demonstrated.

- (8) IBC 109.2 (Schedule of Permit Fees) is amended by deleting the section in its entirety and replacing as follows:

"On buildings, structures, and mechanical systems or alterations requiring a permit, a fee for each permit shall be paid as required in accordance with the Town of Wiggins Schedule of Fees that is periodically updated from time to time. The determination of value or valuation under any of the provisions of this Code shall be made by the building official."

On buildings, structures, electrical, gas, mechanical, and plumbing systems or alterations requiring a permit, a fee for each permit shall be paid as required, in accordance with the schedule as established by the applicable governing authority.

- (9) IBC 109.4 (Work commencing before permit issuance) is amended by the deletion of this section in its entirety and replaced with the following:

"Any person who commences any work on a building, structure, electrical, gas, mechanical or plumbing system before obtaining the necessary permits may be subject to an investigation fee in an amount up to the amount of the permit fee that would normally be assessed for the specific type of construction activity, with any such investigation fee being in addition to all other required permit fees. The investigation fee shall be collected whether or not a permit is then subsequently issued."

Any person who commences any work on a building, structure, electrical, gas, mechanical or plumbing system before obtaining the necessary permits shall be subject to a fee established by the building official that shall be in addition to the required permit fees

- (10) IBC 109.6 (Refunds) is amended by the deletion of this section in its entirety and replaced with the following:

- i. "The town may authorize refunding of any fee paid hereunder which was erroneously paid or collected.
- ii. The town may authorize refunding of not more than 80 percent (80%) of the permit fee paid when no work has been done under a permit issued in accordance with this code.

- iii. The town may authorize refunding of not more than 80 percent (80%) of the plan review fee paid when an application for a permit for which a plan review fee has been paid is withdrawn or cancelled before any plan reviewing is done.
- iv. The town shall not authorize refunding of any fee paid except on written application filed by the original permittee not later than 180 days after the date of fee payment.”
The building official is authorized to establish a refund policy.

- (11) IBC 113.1 (General) is amended by the deletion of the last two sentences and replaced with the following:

“The members of the Board of Appeals shall be comprised of the members of the Town Board of Trustees.”

In order to hear and decide appeals of orders, decisions or determinations made by the building official relative to the application and interpretation of this code, there shall be and is hereby created a board of appeals. The board of appeals shall be appointed by the applicable governing authority and shall hold office at its pleasure. The board shall adopt rules of procedure for conducting its business.

- (12) IBC113.3 (Qualifications) is amended by the deletion of this section in its entirety.

An application for appeal shall be based on a claim that the true intent of this code or the rules legally adopted thereunder have been incorrectly interpreted, the provisions of this code do not fully apply or an equally good or better form of construction is proposed. The board shall not have authority to waive requirements of this code.

- (13) IBC 114.2 (Notice of Violation) is amended by adding a second paragraph with: “‘Notice of Violations’ shall be delivered in accordance with section 107 of the IPMC” after the last paragraph.

The building official is authorized to serve a notice of violation or order on the person responsible for the erection, construction, alteration, extension, repair, moving, removal, demolition or occupancy of a building or structure in violation of the provisions of this code, or in violation of a permit or certificate issued under the provisions of this code. Such order shall direct the discontinuance of the illegal action or condition and the abatement of the violation.

- (14) IBC 114.4 (Violation penalties.) is deleted in its entirety and replaced with:

“It shall be unlawful for any person, firm, corporation or other entity to erect, construct, enlarge, alter, repair, move, improve, remove, convert or demolish, equip, use, occupy or maintain any building, structure, or cause or permit the same to be done in violation of the me. In addition to other sanctions set forth in the IBC, a person or entity that violates the IBC may be fined in an amount not to exceed the maximum fine amount permitted to be imposed by the municipal court or as more fully set forth in Section 12 of this Ordinance. Each day that a violation continues after due notice has been served shall be deemed a separate offense.

Any person who violates a provision of this code or fails to comply with any of the requirements thereof or who erects, constructs, alters or repairs a building or structure in violation of the approved construction documents or directive of the building official, or of a permit or certificate issued under the provisions of this code, shall be subject to penalties as prescribed by law.

- (15) IBC 202 (Definitions) is amended by addition of the following:

“Sleeping Room” (Bedroom) is any enclosed habitable space within a dwelling unit, which complies with the minimum room dimension requirements of IBC Section 1207 and contains a closet, an area that is useable as a closet, or an area that is readily convertible for use as a closet. Living rooms, family rooms and other similar habitable areas that are so situated and designed so as to clearly indicate these intended uses, shall not be interpreted as sleeping rooms.

Adding to definitions of IBC codes.

- (16) IBC 915.2.1 (Dwelling units) is amended by the deletion of the first sentence and replaced with the following: “Carbon monoxide detection shall be installed in dwelling units within 15 feet of each separate sleeping area and on every level.”

Carbon monoxide detection shall be installed in dwelling units outside of each separate sleeping area in the immediate vicinity of the bedrooms. Where a fuel-burning appliance is located within a bedroom or its attached bathroom, carbon monoxide detection shall be installed within the bedroom.

- (17) IBC 1015.2 (Where required) is amended by the addition of a second paragraph inserted before the exceptions as follows:

“All area wells, stair wells, window wells and light wells attached to any building that are located less than 36 inches (914.4 mm) from the nearest intended walking surface and deeper than 30 inches (762 mm) below the surrounding ground level, shall be protected with guardrails conforming to this section around the entire opening, or be provided with an equivalent barrier.”

Guards shall be located along open-sided walking surfaces, including mezzanines, equipment platforms, aisles, stairs, ramps and landings that are located more than 30 inches (762 mm) measured vertically to the floor or grade below at any point within 36 inches (914 mm) horizontally to the edge of the open side. Guards shall be adequate in strength and attachment in accordance with Section 1607.8.

- (18) IBC 1020.1 Table 1020.1 (Corridor Fire-Resistance Rating) is amended to replace the corridor rating for R Occupancies with a sprinkler system from 0.5 to 1- Hour fire rating. Self-explanatory.

- (19) IBC 1030.1 (General) is amended by deleting exception #4.

Within individual dwelling and sleeping units in Groups R-2 and R-3, where the building is equipped throughout with an automatic sprinkler system installed in accordance with Section 903.3.1.1, 903.3.1.2 or 903.3.1.3, sleeping rooms in basements shall not be required to have emergency escape and rescue openings provided that the basement has one of the following:

- 4.1. One means of egress and one emergency escape and rescue opening.
- 4.2. Two means of egress.

- (20) IBC 1109.1.1 is amended by adding Baby Changing Station: All public restrooms will require a baby changing station.

Does not exist in 2018 code – this would be an addition.

- (21) IBC 1301.1.1 (Criteria) is amended by replacing “International Energy Conservation Code” with the “2018 International Energy Conservation Code”
Buildings shall be designed and constructed in accordance with the International Energy Conservation Code.
- (22) IBC 1612.3 (Establishment of flood hazard areas) is amended by the insertion of “TOWN OF WIGGINS” where indicated in [Name of Jurisdiction] and the date of the latest flood insurance study for the Town 04/18/2018 where indicated in [Date of Issuance].
To establish flood hazard areas, the applicable governing authority shall adopt a flood hazard map and supporting data. The flood hazard map shall include, at a minimum, areas of special flood hazard as identified by the Federal Emergency Management Agency in an engineering report entitled “The Flood Insurance Study for [INSERT NAME OF JURISDICTION],” dated [INSERT DATE OF ISSUANCE], as amended or revised with the accompanying Flood Insurance Rate Map (FIRM) and Flood Boundary and Floodway Map (FBFM) and related supporting data along with any revisions thereto. The adopted flood hazard map and supporting data are hereby adopted by reference and declared to be part of this section
- (23) Appendix J (Grading) is amended by the addition of new sections “J112 Grading Fees” and “J113 Performance Guarantees” which shall read as follows:

Section J112 Grading Fees.

J112.1 General. Fees shall be assessed in accordance with the provisions of this section and in the amount set forth in the fee schedule adopted by the Board of Trustees by resolution.

J112.2 Plan review fees. When a plan or other data are required to be submitted, a plan review fee shall be paid at the time of submitting plans and specifications for review. Said plan review fee shall be as set forth in a fee schedule adopted by the Board of Trustees by resolution. Separate plan review fees shall apply to retaining walls or major drainage structures as required elsewhere in this code. For excavation and fill on the same site, the fee shall be based on the volume of excavation or fill, whichever is greater.

J112.3 Grading permit fees. A fee for each grading permit shall be paid to the Town as set forth in a fee schedule adopted by the Board of Trustees by resolution. Separate permits and fees shall apply to retaining walls or major drainage structures as required elsewhere in this code. There shall be no separate charge for standard terrace drains and similar facilities.

Section J113 Performance Guarantees. The Town may require a performance guarantee in the form of a bond, letter of credit or cash escrow in such form and amounts as may be deemed necessary to ensure that the work, if not completed in accordance with the approved plans and specifications, will be corrected to eliminate hazardous conditions.

Sec. 2. International Residential Code

- (a) Adoption. *The International Residential Code*, 2018 Edition, as published by the International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478, Chapters 1 through 43 inclusive and Appendix Chapters F, G, H, and L (“IRC”) is hereby adopted by reference as the Town of Wiggins Residential Building Code as if fully set out in this ordinance with the additions deletions insertions and changes as follows.

Appendices are:

F- Radon Control Methods

G- Piping Standards

H- Patio Covers

- (b) Compliance Required. No residential building shall be hereafter constructed, erected, enlarged, altered, or moved into the Town unless the same shall, as to design, construction, quality of materials and workmanship, conform with the IRC, as adopted and as amended.
- (c) Purpose. The purpose of the IRC is to provide minimum standards to safeguard life or limb, health, property and public welfare by regulating and controlling the design, construction, quality of materials, use and occupancy, location and maintenance of all one and two-family dwellings and multiple single-family dwellings (town houses) not more than three stories in height with a separate means of egress within the Town of Wiggins and certain equipment specifically regulated in the IRC.
- (d) Amendments. Additions, deletions, amendments and changes to the IRC, as adopted by reference pursuant to Section (a) are hereby adopted as follows:

- (1) IRC R101.1 (Title) is amended by the addition of the term “TOWN OF WIGGINS” where indicated.

These provisions shall be known as the Residential Code for One- and Two-family Dwellings of [NAME OF JURISDICTION], and shall be cited as such and will be referred to herein as “this code.”

- (2) IRC R105.1 (Required) is amended by replacing the words “building official” with “Town”.

Any owner or owner’s authorized agent who intends to construct, enlarge, alter, repair, move, demolish or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by this code, or to cause any such work to be performed, shall first make application to the building official and obtain the required permit.

- (3) IRC R105.2 (Work Exempt from Permit) is amended by deleting or adding the following:

Building

- (a) Exception #1 is deleted and replaced with “One-Story detached accessory structures used as tool and storage sheds, playhouses, greenhouses and similar uses, provided the floor area does not exceed 120 square feet and the roof height does not exceed 10 feet above grade measured from a point directly outside the exterior walls of the structure and the structure is not on a permanent slab foundation.”

One-story detached accessory structures, provided that the floor area does not exceed 200 square feet (18.58 m²).

- (b) Exception #2 (Fences) is deleted in its entirety. *Required by the Land Development Code*

- (c) Exception #3 (Retaining Walls) is deleted and replaced with “Retaining walls that are not over 4 feet (1219 mm) in height measured from the bottom of the footing to the top of the wall and are not less than 12 inches from a public sidewalk, unless supporting a surcharge.”

Retaining walls that are not over 4 feet (1219 mm) in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge.

- (d) Exception #4 (Water tanks) is deleted in its entirety.

Water tanks supported directly upon grade if the capacity does not exceed 5,000 gallons (18 927 L) and the ratio of height to diameter or width does not exceed 2 to 1.

- (e) Exception #5 (Sidewalks & driveways) is deleted in its entirety.

Required by Land Development Code

- (f) Exception #10 is deleted and replaced with: “Shingle repair or replacement work not exceeding one hundred (100) square feet in area of covering per building.”

Does not exist in the 2018 IRC – Would be a Wiggins Addition

- (g) Exception #11 (Concrete slabs) is added to read as follows: “Concrete form and pours that are not attached to a building or structure and are not for the construction of decks, awnings, pergolas, gazebos or any other types of decking or porch structures. Driveways do not fall under this category.”

Does not exist in the 2018 IR – Would be a Wiggins Addition.

- (4) IRC 105.5 (Expiration) is deleted in its entirety and replaced with:

“Every permit issued by the building official under the provisions of this code shall expire by limitation and become null and void if the building or work authorized by such permit is not commenced within 180 days from the date of such permit, or if the building or work authorized by such permit is suspended or abandoned at any time after the work is commenced for a period of 180 days. Before such work can be recommenced, a new permit shall be first obtained to do so, and the fee therefor shall be one half the amount required for a new permit for such work, provided no changes have been made or will be made in the original plans and specifications for such work, and provided further that such suspension or abandonment has not exceeded one year. In order to renew action on a permit after expiration, the permittee shall pay a new full permit fee.”

Every permit issued shall become invalid unless the work authorized by such permit is commenced within 180 days after its issuance or after commencement of work if more than 180 days pass between inspections. The building official is authorized to grant, in writing, one or more extensions of time, for periods not more than 180 days each. The extension shall be requested in writing and justifiable cause demonstrated.

- (5) IRC 106.2 (Site Plan) is deleted in its entirety and replaced with:

"The construction documents submitted with the application for the permit shall be accompanied by a site plan showing the size and location of new construction and existing structures on the site, distances from lot lines and drainage of the lot based on the master drainage plan for the development. In the case of demolition, the site plan

shall show construction to be demolished and the location and size of existing structures and construction that are to remain on the site or plot."

The construction documents submitted with the application for permit shall be accompanied by a site plan showing the size and location of new construction and existing structures on the site and distances from lot lines. In the case of demolition, the site plan shall show construction to be demolished and the location and size of existing structures and construction that are to remain on the site or plot. The building official is authorized to waive or modify the requirement for a site plan where the application for permit is for alteration or repair or where otherwise warranted.

- (6) IRC R108.2 (Schedule of Permit Fees) is deleted in its entirety and replaced with:

"On buildings, structures, and mechanical systems or alterations requiring a permit; a fee for each permit shall be paid as required in accordance with the Town of Wiggins Schedule of Fees that is periodically updated from time to time. The determination of value or valuation under any of the provisions of this Code shall be made by the Town."

On buildings, structures, electrical, gas, mechanical and plumbing systems or alterations requiring a permit, a fee for each permit shall be paid as required, in accordance with the schedule as established by the applicable governing authority

- (7) IRC R108.4 (Related Fees) is amended by creating a new subsection as follows:

"Any person who commences any work on a building, structure, electrical, gas, mechanical or plumbing system before obtaining the necessary permits may be subject to an investigation fee in an amount up to the amount of the permit fee that would normally be assessed for the specific type of construction activity, with any such investigation fee being in addition to all other required permit fees. The investigation fee shall be collected whether or not a permit is then subsequently issued."

The payment of the fee for the construction, alteration, removal or demolition for work done in connection to or concurrently with the work authorized by a building permit shall not relieve the applicant or holder of the permit from the payment of other fees that are prescribed by law.

- (8) IRC R108.5 (Refunds) is amended by the deletion of this section in its entirety and replaced with the following:

- (a) "The town may authorize refunding of any fee paid hereunder which was erroneously paid or collected.
- (b) The town may authorize refunding of not more than 80 percent (80%) of the permit fee paid when no work has been done under a permit issued in accordance with this code.
- (c) The town may authorize refunding of not more than 80 percent (80%) of the plan review fee paid when an application for a permit for which a plan review fee has been paid is withdrawn or cancelled before any plan reviewing is done.
- (d) The town shall not authorize refunding of any fee paid except on written application filed by the original permittee not later than 180 days after the date of fee payment."

The building official is authorized to establish a refund policy.

- (9) IRC R108.6 (Work commencing before permit issuance) is deleted in its entirety and replaced with:

“Any person who commences any work on a building, structure, electrical, gas, mechanical or plumbing system before obtaining the necessary permits may be subject to an investigation fee in an amount up to the amount of the permit fee that would normally be assessed for the specific type of construction activity, with any such investigation fee being in addition to all other required permit fees. The investigation fee shall be collected whether or not a permit is then subsequently issued.”

Any person who commences work requiring a permit on a building, structure, electrical, gas, mechanical or plumbing system before obtaining the necessary permits shall be subject to a fee established by the applicable governing authority that shall be in addition to the required permit fees.

- (10) IRC R109.1.5 (Other inspections) is amended by the addition of a new subsection as follows:

“IRC R109.1.5.2 Insulation inspection shall be made after a completed and approved rough inspection, following the installation of the wall, ceiling and floor insulation and exterior windows and before wall coverings are installed.”

- (11) IRC R112.1 (General) is amended by the deletion of the last three sentences and replaced with:

“The members of the Board of Appeals shall be comprised of the members of the Town Board of Trustees.”

In order to hear and decide appeals of orders, decisions or determinations made by the building official relative to the application and interpretation of this code, there shall be and is hereby created a board of appeals. The building official shall be an ex officio member of said board but shall not have a vote on any matter before the board. The board of appeals shall be appointed by the governing body and shall hold office at its pleasure. The board shall adopt rules of procedure for conducting its business, and shall render decisions and findings in writing to the appellant with a duplicate copy to the building official.

- (12) IRC R112.3 (Qualifications) is amended by the deletion of this section in its entirety.

The board of appeals shall consist of members who are qualified by experience and training to pass judgement on matters pertaining to building construction and are not employees of the jurisdiction.

- (13) IRC R113.2 (Notice of Violation) is amended by the addition of “Notice of Violations shall be delivered in accordance with section 107 of the IPMC” after the last paragraph.

The building official is authorized to serve a notice of violation or order on the person responsible for the erection, construction, alteration, extension, repair, moving, removal, demolition or occupancy of a building or structure in violation of the provisions of this code, or in violation of a detail statement or a plan approved thereunder, or in violation of a permit or certificate issued under the provisions of this code. Such order shall direct the discontinuance of the illegal action or condition and the abatement of the violation.

(14) IRC 113.4 (Violation penalties.) is amended by the deletion of this section and replaced with:

“Penalties for Violation. It shall be unlawful for any person, firm or corporation to erect, construct, enlarge, alter, repair, move, improve, remove, convert or demolish, equip, use, occupy or maintain any building or structure or cause or permit the same to be done in violation of the IRC. In addition to other sanctions set forth in the IRC, a person or entity that violates the IRC may be fined in an amount not to exceed the maximum fine amount permitted to be imposed by the municipal court or, as more fully set forth in Section 12 of this Ordinance. Each day that a violation continues after due notice has been served shall be deemed a separate offense.”

Any person who violates a provision of this code or fails to comply with any of the requirements thereof or who erects, constructs, alters or repairs a building or structure in violation of the approved construction documents or directive of the building official, or of a permit or certificate issued under the provisions of this code, shall be subject to penalties as prescribed by law.

(15) IRC R202 (Definitions) is amended by addition of the following:

“Sleeping Room” (Bedroom) is any enclosed habitable space within a dwelling unit, which complies with the minimum room dimension requirements of IRC Sections R304 and R305 and contains a closet, an area that is useable as a closet, or an area that is readily convertible for use as a closet. Living rooms, family rooms and other similar habitable areas that are so situated and designed so as to clearly indicate these intended uses, shall not be interpreted as sleeping rooms.”

(16) IRC Table R301.2 (1) is completed to provide the following:

Table R301.2(1)
CLIMATIC & GEOGRAPHIC DESIGN CRITERIA

| GROUND SNOW LOAD | WIND DESIGN | | | | SEISMIC DESIGN CATEGORY | SUBJECT TO DAMAGE FROM | | | WINTER DESIGN TEMP | ICE BARRIER UNDERLAYMENT REQUIRED | FLOOD HAZARDS | AIR FREEZING INDEX | MEAN ANNUAL TEMP |
|--------------------------------|----------------|------------------------|------------------------|--------------------------|-------------------------------|--------------------------|------------------------|-------------------------------|------------------------------|---|------------------|-----------------------------------|------------------------|
| | Speed (mph) | Topographic effects | Special wind region | Windborne debris zone | | Weathering | Frost line depth | Termite | | | | | |
| 30spf | 115 | No | | | B | Severe | 30 in | Slight to Moderate | 1 | Yes | 26713 | 1000 | 43F |
| MANUAL J DESIGN CRITERIA | | | | | | | | | | | | | |
| Elevation | | | | Latitude | | Winter Heating | Summer cooling | Altitude correction factor | Indoor design temperature | Design temperature cooling | | Heating temperature difference | |
| 4659 | | | | 40 | | 1 | 91 | | 70 | 75 | | 69 | |
| Cooling temperature difference | | | | Wind velocity heating | | Wind velocity cooling | Coincident wet bulb | Daily range | Winter humidity | Summer humidity | | ----- | |
| 14 | | | | 15 | | 7.5 | 62 | H | | | | | |

For SI: 1 pound per square foot = 0.0479 kPa, 1 mile per hour = 0.447 m/s.

- a. Where weathering requires a higher strength concrete or grade of masonry than necessary to satisfy the structural requirements of this code, the frost line depth strength required for weathering shall govern. The weathering column shall be filled in with the weathering index, "negligible," "moderate" or "severe" for concrete as determined from Figure R301.2(4). The grade of masonry units shall be determined from ASTM C34, C55, C62, C73, C90, C129, C145, C216 or C652.
- b. Where the frost line depth requires deeper footings than indicated in Figure R403.1(1), the frost line depth strength required for weathering shall govern. The jurisdiction shall fill in the frost line depth column with the minimum depth of footing below finish grade.
- c. The jurisdiction shall fill in this part of the table to indicate the need for protection depending on whether there has been a history of local subterranean termite damage.
- d. The jurisdiction shall fill in this part of the table with the wind speed from the basic wind speed map [Figure R301.2(5)A]. Wind exposure category shall be determined on a site-specific basis in accordance with Section R301.2.1.4.
- e. The outdoor design dry-bulb temperature shall be selected from the columns of 971/2-percent values for winter from Appendix D of the International Plumbing Code. Deviations from the Appendix D temperatures shall be permitted to reflect local climates or local weather experience as determined by the building official. [Also see Figure R301.2(1).]
- f. The jurisdiction shall fill in this part of the table with the seismic design category determined from Section R301.2.2.1.
- g. The jurisdiction shall fill in this part of the table with (a) the date of the jurisdiction's entry into the National Flood Insurance Program (date of adoption of the first code or ordinance for management of flood hazard areas), (b) the date(s) of the Flood Insurance Study and (c) the panel numbers and dates of the currently effective FIRMs and FBFMs or other flood hazard map adopted by the authority having jurisdiction, as amended.
- h. In accordance with Sections R905.1.2, R905.4.3.1, R905.5.3.1, R905.6.3.1, R905.7.3.1 and R905.8.3.1, where there has been a history of local damage from the effects of ice damming, the jurisdiction shall fill in this part of the table with "YES." Otherwise, the jurisdiction shall fill in this part of the table with "NO."
- i. The jurisdiction shall fill in this part of the table with the 100-year return period air freezing index (BF-days) from Figure R403.3(2) or from the 100-year (99 percent) value on the National Climatic Data Center data table "Air Freezing Index-USA Method (Base 32°F)."
- j. The jurisdiction shall fill in this part of the table with the mean annual temperature from the National Climatic Data Center data table "Air Freezing Index-USA Method (Base 32°F)."
- k. In accordance with Section R301.2.1.5, where there is local historical data documenting structural damage to buildings due to topographic wind speed-up effects, the jurisdiction shall fill in this part of the table with "YES." Otherwise, the jurisdiction shall indicate "NO" in this part of the table.
- l. In accordance with Figure R301.2(5)A, where there is local historical data documenting unusual wind conditions, the jurisdiction shall fill in this part of the table with "YES" and identify any specific requirements. Otherwise, the jurisdiction shall indicate "NO" in this part of the table.
- m. In accordance with Section R301.2.1.2 the jurisdiction shall indicate the wind-borne debris wind zone(s). Otherwise, the jurisdiction shall indicate "NO" in this part of the table.
- n. The jurisdiction shall fill in these sections of the table to establish the design criteria using Table 1a or 1b from ACCA Manual J or established criteria determined by the jurisdiction.
- o. The jurisdiction shall fill in this section of the table using the Ground Snow Loads in Figure R301.2(6).

- (17) IRC R302.1 (Exterior walls) is amended by the deletion of the following wording only:

"or dwellings equipped throughout with an automatic sprinkler system installed in accordance with section P2904 shall comply with Table R302.1(2)."

Construction, projections, openings and penetrations of exterior walls of dwellings and accessory buildings shall comply with Table R302.1(1); or dwellings equipped throughout with an automatic sprinkler system installed in accordance with Section P2904 shall comply with Table R302.1(2).

- (18) IRC Table R302.1 (2) is deleted in its entirety.

EXTERIOR WALLS—DWELLINGS WITH FIRE SPRINKLERS

- (19) IRC R302.3 (Two-family dwelling) is amended by replacing "1-Hour fire-resistance rating" with "2-Hour fire-resistance rating" and by deleting exception #1.

Dwelling units in two-family dwellings shall be separated from each other by wall and floor assemblies having not less than a 1-hour fire-resistance rating where tested in accordance with ASTM E119, UL 263 or Section 703.3 of the International Building Code. Fire resistance-rated floor/ceiling and wall assemblies shall extend to and be tight against the exterior wall, and wall assemblies shall extend from the foundation to the underside of the roof sheathing.

- (20) IRC R302.13 (Fire Protection of Floors) is amended by the addition of exceptions 5, 6, and 7 as follows:

Exception #5- For floor assemblies located over a basement or crawlspace, mechanical equipment rooms not larger than 80 square feet constructed per sections R302.13 with minimum 1/2-inch gypsum wallboard on the enclosing ceiling, walls and self-closing weather-stripped solid door.

Exception #6- Floor assemblies located over a basement or crawlspace, with mechanical equipment rooms not larger than 80 square feet may be constructed per Exception #4, using fire treated I joists only above furnace closet area with minimum 5/8-inch Type X gypsum wallboard on the enclosing walls and a self-closing weather-stripped solid core 20-minute rated door and frame.

Exception #7- For floor assemblies located over a basement or crawl space with a mechanical equipment room not larger than 80 square feet may be unprotected if a fire sprinkler head is installed in accordance with section P2904 or the International Building Code sections 903.3.1.2 or 903.3.1.3, installed within the equipment room on a domestic water loop.

- (21) IRC Section R309.5 (Fire sprinklers) is amended by the deletion of this section in its entirety.

Private garages shall be protected by fire sprinklers where the garage wall has been designed based on Table R302.1(2), Note a. Sprinklers in garages shall be connected to an automatic sprinkler system that complies with Section P2904. Garage sprinklers shall be residential sprinklers or quick-response sprinklers, designed to provide a density of 0.05 gpm/ft². Garage doors shall not be considered obstructions with respect to sprinkler placement.

- (22) IRC Section R310.1 (Emergency Escape and Rescue Openings)

Exception #2 is amended by the deletion of the exception and its conditions.

Where the dwelling or townhouse is equipped with an automatic sprinkler system installed in accordance with Section P2904, sleeping rooms in basements shall not be required to have emergency escape and rescue openings provided that the basement has one of the following:

- 2.1. One means of egress complying with Section R311 and one emergency escape and rescue opening.
- Two means of egress complying with Section R31.

(23) IRC Section R312.1 (Where required) is deleted and replaced with the following:

R312.1.1 Where required. Guards shall be provided for those portions of open-sided walking surfaces, including stairs, ramps and landings, that are located more than 30-inches (762 mm) measured vertically to the floor or grade below at any point within 36-inches (914 mm) horizontally to the edge of the open side. Insect screening shall not be considered as a guard.

All area wells, stairwells, window wells and light wells attached to any building that are located less than 36 inches (914 mm) from the nearest intended walking surface and deeper than 30-inches (762 mm) below the surrounding ground level, creating an opening greater than 24-inches (610 mm) measured perpendicular from the building, shall be protected with guardrails conforming to this section around the entire opening, or be provided with an equivalent barrier.

Exceptions:

1. The access side of stairways need not be protected.
2. Area and window wells provided for emergency escape and rescue windows may be protected with approved grates or covers that comply with Section R310.4 of this code.
3. Covers and grates may be used over stairways and other openings used exclusively for service access or for admitting light or ventilation."

Guards shall be provided for those portions of open-sided walking surfaces, including stairs, ramps and landings, that are located more than 30 inches (762 mm) measured vertically to the floor or grade below at any point within 36 inches (914 mm) horizontally to the edge of the open side. Insect screening shall not be considered as a guard.

(24) IRC R313.1 (Townhouse automatic fire sprinkler systems) is amended by the deletion of this section in its entirety.

An automatic residential fire sprinkler system shall be installed in townhouses.

Exception: An automatic residential fire sprinkler system shall not be required where additions or alterations are made to existing townhouses that do not have an automatic residential fire sprinkler system installed.

(25) IRC R313.2 (One-and two-family dwellings automatic fire sprinkler systems) is amended by the deletion of this section in its entirety.

An automatic residential fire sprinkler system shall be installed in one- and two-family dwellings.

Exception: An automatic residential fire sprinkler system shall not be required for additions or alterations to existing buildings that are not already provided with an automatic residential sprinkler system

- (26) IRC 315.3 (Location) The first paragraph is amended as follows: “Carbon monoxide detection shall be installed in dwelling units within 15-feet of each separate sleeping area.”
Carbon monoxide alarms in dwelling units shall be installed outside of each separate sleeping area in the immediate vicinity of the bedrooms. Where a fuel-burning appliance is located within a bedroom or its attached bathroom, a carbon monoxide alarm shall be installed within the bedroom.
- (27) IRC R401.2 (Requirements) is amended by the addition of the following after the first paragraph:
“Foundations shall be designed, and the construction drawings stamped by a Colorado registered design professional. The foundation design must be based on an engineer’s soils report. The drawings must be noted with the engineering firm name, specific location for design and soils report number. A site certification prepared by State of Colorado registered design professional is required for setback verification on all new Group R Division 3 occupancies.”
Foundation construction shall be capable of accommodating all loads in accordance with Section R301 and of transmitting the resulting loads to the supporting soil. Fill soils that support footings and foundations shall be designed, installed and tested in accordance with accepted engineering practice.
- (28) IRC R405.1 (Concrete or masonry foundations) is amended with the addition of the following after the first sentence: All foundation drains shall be designed and inspected by a State of Colorado registered design professional.
Drains shall be provided around concrete or masonry foundations that retain earth and enclose habitable or usable spaces located below grade. Drainage tiles, gravel or crushed stone drains, perforated pipe or other approved systems or materials shall be installed at or below the top of the footing or below the bottom of the slab and shall discharge by gravity or mechanical means into an approved drainage system. Gravel or crushed stone drains shall extend not less than 1 foot (305 mm) beyond the outside edge of the footing and 6 inches (152 mm) above the top of the footing and be covered with an approved filter membrane material. The top of open joints of drain tiles shall be protected with strips of building paper. Except where otherwise recommended by the drain manufacturer, perforated drains shall be surrounded with an approved filter membrane or the filter membrane shall cover the washed gravel or crushed rock covering the drain. Drainage tiles or perforated pipe shall be placed on not less than 2 inches (51 mm) of washed gravel or crushed rock not less than one sieve size larger than the tile joint opening or perforation and covered with not less than 6 inches (152 mm) of the same material.
- (29) IRC Chapter 11 (Energy Efficiency) is deleted in its entirety and replaced with the 2018 International Energy Conservation Code.
Self-Explanatory
- (30) IRC G2415.12 (Minimum burial depth) is amended by the addition of the following: All plastic fuel gas piping shall be installed a minimum of 18-inches (457 mm) below grade.
Underground piping systems shall be installed a minimum depth of 12 inches (305 mm) below grade, except as provided for in Section G2415.12.1.
- (31) IRC G2417.4.1 (Test pressure) is amended by changing 3 psig to 10 psig.
The test pressure to be used shall be not less than 1 1/2 times the proposed maximum working pressure, but not less than 3 psig (20 kPa gauge), irrespective of design pressure. Where the test pressure exceeds 125 psig (862 kPa gauge), the test pressure shall not exceed a value that

produces a hoop stress in the piping greater than 50 percent of the specified minimum yield strength of the pipe.

- (32) IRC G2417.4.2 (Test Duration) is amended by replacing "10 Minutes" with "15 Minutes".
The test duration shall be not less than 10 minutes.

- (33) IRC P2503.5.1 (Rough plumbing) is amended by deleting the first paragraph and replacing with "DWV systems shall be tested on completion of the rough piping installation by water or air with no evidence of leakage."
DWV systems shall be tested on completion of the rough piping installation by water or, for piping systems other than plastic, by air, without evidence of leakage. Either test shall be applied to the drainage system in its entirety or in sections after rough-in piping has been installed, as follows.

- (34) IRC P2603.5.1 (Sewer depth) is amended by filling in both areas where indicated to read "12-inches (305 mm)".
Building sewers that connect to private sewage disposal systems shall be not less than [NUMBER] inches (mm) below finished grade at the point of septic tank connection. Building sewers shall be not less than [NUMBER] inches (mm) below grade.

- (35) IRC P3103.1.1 (Roof extension) is amended by replacing the words "6-inches" with "12-inches".
Open vent pipes that extend through a roof that do not meet the conditions of Section P3103.1.2 or P3103.1.3 shall terminate not less than 6 inches (150 mm) above the roof or 6 inches (150 mm) above the anticipated snow accumulation, whichever is greater.

Sec. 3. International Mechanical Code

- a) Adoption. *The International Mechanical Code*, 2018 Edition as published by the International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478, Chapters 1 through 15 inclusive, (“IMC”) is hereby adopted by reference as the Town of Wiggins Mechanical Code as if fully set out in this ordinance with the additions, deletions, insertions and changes as follows.
- b) Compliance Required. No building shall be hereafter constructed, erected, enlarged, altered, or moved into the Town unless the same shall, as to design, construction, quality of materials and workmanship, conform with the IMC, as adopted and as amended.
- c) Purpose. The purpose of the IMC is to provide minimum standards to safeguard life or limb, health, property and public welfare by regulating and controlling the design, construction, quality of materials, use and occupancy, location and maintenance of mechanical systems and structures within the Town of Wiggins and certain equipment specifically regulated in the IMC.
- d) Amendments. The following deletions, additions, insertions, and changes are hereby made to the IMC as adopted by reference by Section (a):

- (1) IMC 101.1 Title is amended by the addition of the term "TOWN OF WIGGINS" where indicated.

These regulations shall be known as the Fuel Gas Code of [NAME OF JURISDICTION], hereinafter referred to as “this code.”

- (2) IMC 106.4.3 (Expiration) is deleted in its entirety and replaced with:
“Every permit issued by the building official under the provisions of this code shall expire by limitation and become null and void if the building or work authorized by such permit is not commenced within 180 days from the date of such permit, or if the building or work authorized by such permit is suspended or abandoned at any time after the work is commenced for a period of 180 days. Before such work can be recommenced, a new permit shall be first obtained to do so, and the fee therefor shall be one half the amount required for a new permit for such work, provided no changes have been made or will be made in the original plans and specifications for such work, and provided further that such suspension or abandonment has not exceeded one year. In order to renew action on a permit after expiration, the permittee shall pay a new full permit fee.”

Every permit issued by the code official under the provisions of this code shall expire by limitation and become null and void if the work authorized by such permit is not commenced within 180 days from the date of such permit, or if the work authorized by such permit is suspended or abandoned at any time after the work is commenced for a period of 180 days. Before such work recommences, a new permit shall be first obtained and the fee therefor shall be one-half the amount required for a new permit for such work, provided that changes have not been made and will not be made in the original construction documents for such work, and provided further that such suspension or abandonment has not exceeded one year.

- (3) IMC 106.5.1 (Work commencing before a permit issuance.)
“Any person who commences any work on a building, structure, electrical, gas, mechanical or plumbing system before obtaining the necessary permits may be subject

to an investigation fee in an amount up to the amount of the permit fee that would normally be assessed for the specific type of construction activity, with any such investigation fee being in addition to all other required permit fees. The investigation fee shall be collected whether or not a permit is then subsequently issued.”

Any person who commences work on a mechanical system before obtaining the necessary permits shall be subject to 100 percent of the usual permit fee in addition to the required permit fees.

- (4) IMC 106.5.2 (Fee Schedule) is deleted in its entirety and replaced with:

“On buildings, structures, and mechanical systems or alterations requiring a permit; a fee for each permit shall be paid as required in accordance with the Town of Wiggins Schedule of Fees that is periodically updated from time to time. The determination of value or valuation under any of the provisions of this Code shall be made by the Town.”

The fees for mechanical work shall be as indicated in the following schedule.
[JURISDICTION TO INSERT APPROPRIATE SCHEDULE]

- (5) 106.5.3 (Fee Refunds) is amended by the deletion of this section in its entirety and replaced with the following:

(a) “The town may authorize refunding of any fee paid hereunder which was erroneously paid or collected.

(b) The town may authorize refunding of not more than 80 percent (80%) of the permit fee paid when no work has been done under a permit issued in accordance with this code.

(c) The town may authorize refunding of not more than 80 percent (80%) of the plan review fee paid when an application for a permit for which a plan review fee has been paid is withdrawn or cancelled before any plan reviewing is done.

(d) The town shall not authorize refunding of any fee paid except on written application filed by the original permittee not later than 180 days after the date of fee payment.”

The code official shall authorize the refunding of fees as follows.

1. The full amount of any fee paid hereunder that was erroneously paid or collected.

2. Not more than [SPECIFY PERCENTAGE] percent of the permit fee paid where work has not been done under a permit issued in accordance with this code.

3. Not more than [SPECIFY PERCENTAGE] percent of the plan review fee paid where an application for a permit for which a plan review fee has been paid is withdrawn or canceled before any plan review effort has been expended.

The code official shall not authorize the refunding of any fee paid, except upon written application filed by the original permittee not later than 180 days after the date of fee payment.

- (6) IMC 108.4 (Violation penalties) is deleted in its entirety and replaced with:

“Penalties for Violation. It shall be unlawful for any person, firm or corporation to erect, construct, enlarge, alter, repair, move, improve, remove, convert or demolish, equip, use, occupy or maintain any building or structure or cause or permit the same to be done in violation of the IMC. In addition to other sanctions set forth in the IMC, a person or entity that violates the IMC may be fined in an amount not to exceed the maximum fine amount permitted to be imposed by the municipal court or, as more fully set forth in Section 12 of this Ordinance. Each day that a violation continues after due notice has been served shall be deemed a separate offense.”

Persons who shall violate a provision of this code or shall fail to comply with any of the requirements thereof or who shall erect, install, alter or repair mechanical work in violation of the approved construction documents or directive of the code official, or of a permit or certificate issued under the provisions of this code, shall be guilty of a [SPECIFY OFFENSE], punishable by a fine of not more than [AMOUNT] dollars or by imprisonment not exceeding [NUMBER OF DAYS], or both such fine and imprisonment. Each day that a violation continues after due notice has been served shall be deemed a separate offense.

(7) IMC 109.2 Membership of board is deleted in its entirety and replaced with:

“The members of the Board of Appeals shall be comprised of the members of the Town Board of Trustees.”

The board of appeals shall consist of five members appointed by the chief appointing authority as follows: one for 5 years; one for 4 years; one for 3 years; one for 2 years; and one for 1 year. Thereafter, each new member shall serve for 5 years or until a successor has been appointed.

(8) IMC 109.2.1 through 109.2.6 are deleted in their entirety.

109.2.1 – (Qualifications) The board of appeals shall consist of five individuals, one from each of the following professions or disciplines.

1. Registered design professional who is a registered architect; or a builder or superintendent of building construction with not less than 10 years’ experience, 5 of which shall have been in responsible charge of work.
2. Registered design professional with structural engineering or architectural experience.
3. Registered design professional with mechanical and plumbing engineering experience; or a mechanical contractor with not less than 10 years’ experience, 5 of which shall have been in responsible charge of work.
4. Registered design professional with electrical engineering experience; or an electrical contractor with not less than 10 years’ experience, 5 of which shall have been in responsible charge of work.
5. Registered design professional with fire protection engineering experience; or a fire protection contractor with not less than 10 years’ experience, 5 of which shall have been in responsible charge of work.

109.2.2 Alternate members. The chief appointing authority shall appoint two alternate members who shall be called by the board chairman to hear appeals during the absence or disqualification of a member. Alternate members shall possess the qualifications

required for board membership and shall be appointed for 5 years, or until a successor has been appointed.

109.2.3 Chairman. The board shall annually select one of its members to serve as chairman.

109.2.4 Disqualification of member. A member shall not hear an appeal in which that member has a personal, professional or financial interest.

109.2.5 Secretary. The chief administrative officer shall designate a qualified clerk to serve as secretary to the board. The secretary shall file a detailed record of all proceedings in the office of the chief administrative officer.

109.2.6 Compensation of members. Compensation of members shall be determined by law.

- (9) IMC 109.3 Notice of Meeting is deleted in its entirety and replaced with: “The Board of Trustees shall meet upon notice from the Town Manager, within 20 days of the filing of an appeal, or at stated periodic meetings.”

The board shall meet upon notice from the chairman, within 10 days of the filing of an appeal, or at stated periodic meetings.

Sec. 4 - International Fuel Gas Code

- a) Adoption. *The International Fuel Gas Code*, 2018 Edition as published by the International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478, Chapters 1 through 8 inclusive, (“IFGC”) is hereby adopted by reference as the Town of Wiggins Fuel Gas Code as if fully set out in this ordinance with the additions, deletions, insertions and changes as follows.
- b) Compliance Required. No building shall be hereafter constructed, erected, enlarged, altered, or moved into the Town unless the same shall, as to design, construction, quality of materials and workmanship, conform with the IFGC, as adopted and as amended.
- c) Purpose. The purpose of the IFGC is to provide minimum standards to safeguard life or limb, health, property and public welfare by regulating and controlling the design, construction, quality of materials, use and occupancy, location and maintenance of fuel gas piping systems and fuel gas utilization equipment within the Town of Wiggins and related accessories specifically regulated in the IFGC.
- d) Amendments. The following deletions, additions, insertions, and changes are hereby made to the IFGC as adopted by reference by Section (a):
 - (1) IFGC 101.1 (Title) is amended by the addition of the term "TOWN OF WIGGINS" where indicated.

These regulations shall be known as the Fuel Gas Code of [NAME OF JURISDICTION], hereinafter referred to as “this code.”
 - (2) IFGC 106.5.3 (Expiration.) is deleted in its entirety and replaced with:

“Every permit issued by the building official under the provisions of this code shall expire by limitation and become null and void if the building or work authorized by such permit is not commenced within 180 days from the date of such permit, or if the building or work authorized by such permit is suspended or abandoned at any time after the work is commenced for a period of 180 days. Before such work can be recommenced, a new permit shall be first obtained to do so, and the fee therefor shall be one half the amount required for a new permit for such work, provided no changes have been made or will be made in the original plans and specifications for such work, and provided further that such suspension or abandonment has not exceeded one year. In order to renew action on a permit after expiration, the permittee shall pay a new full permit fee.”

Every permit issued by the code official under the provisions of this code shall expire by limitation and become null and void if the work authorized by such permit is not commenced within 180 days from the date of such permit, or is suspended or abandoned at any time after the work is commenced for a period of 180 days. Before such work recommences, a new permit shall be first obtained and the fee therefor shall be one-half the amount required for a new permit for such work, provided that changes have not been and will not be made in the original construction documents for such work, and further that such suspension or abandonment has not exceeded one year.

- (3) IFGC 106.6.1 (Work Commencing before permit issuance.) is deleted in its entirety and replaced with:

“Any person who commences any work on a building, structure, electrical, gas, mechanical or plumbing system before obtaining the necessary permits may be subject to an investigation fee in an amount up to the amount of the permit fee that would normally be assessed for the specific type of construction activity, with any such investigation fee being in addition to all other required permit fees. The investigation fee shall be collected whether or not a permit is then subsequently issued.”

Work commencing before permit issuance. Any person who commences work on an installation before obtaining the necessary permits shall be subject to 100 percent of the usual permit fee in addition to the required permit fees.

- (4) IFGC 106.6.2 (Fee Schedule.) is deleted in its entirety and replaced with:

“On buildings, structures, and mechanical systems or alterations requiring a permit; a fee for each permit shall be paid as required in accordance with the Town of Wiggins Schedule of Fees that is periodically updated from time to time. The determination of value or valuation under any of the provisions of this Code shall be made by the Town.”

The fees for work shall be as indicated in the following schedule. [JURISDICTION TO INSERT APPROPRIATE SCHEDULE]

- (5) IFGC 106.6.3 (Refunds) deleted in its entirety and replaced with:

- i. “The town may authorize refunding of any fee paid hereunder which was erroneously paid or collected.
- ii. The town may authorize refunding of not more than 80 percent (80%) of the permit fee paid when no work has been done under a permit issued in accordance with this code.
- iii. The town may authorize refunding of not more than 80 percent (80%) of the plan review fee paid when an application for a permit for which a plan review fee has been paid is withdrawn or cancelled before any plan reviewing is done.
- iv. The town shall not authorize refunding of any fee paid except on written application filed by the original permittee not later than 180 days after the date of fee payment.”

The code official shall authorize the refunding of fees as follows.

1. The full amount of any fee paid hereunder that was erroneously paid or collected.
2. Not more than [SPECIFY PERCENTAGE] percent of the permit fee paid where work has not been done under a permit issued in accordance with this code.
3. Not more than [SPECIFY PERCENTAGE] percent of the plan review fee paid where an application for a permit for which a plan review fee has been paid is withdrawn or canceled before any plan review effort has been expended.

The code official shall not authorize the refunding of any fee paid, except upon written application filed by the original permittee not later than 180 days after the date of fee payment.

- (6) IFGC 108.4 (Violation Penalties.) is deleted in its entirety and replaced with:

“It shall be unlawful for any person, firm or corporation to erect, construct, enlarge, alter, repair, move, improve, remove, convert or demolish, equip, use, occupy or maintain any building or structure or cause or permit the same to be done in violation of the IFGC. In addition to other sanctions set forth in the IFGC, a person or entity that violates the IFGC may be fined in an amount not to exceed the maximum fine amount permitted to be imposed by the municipal court or, as more fully set forth in Section 12 of this Ordinance. Each day that a violation continues after due notice has been served shall be deemed a separate offense.”

Persons who shall violate a provision of this code, fail to comply with any of the requirements thereof or erect, install, alter or repair work in violation of the approved construction documents or directive of the code official, or of a permit or certificate issued under the provisions of this code, shall be guilty of a [SPECIFY OFFENSE], punishable by a fine of not more than [AMOUNT] dollars or by imprisonment not exceeding [NUMBER OF DAYS], or both such fine and imprisonment. Each day that a violation continues after due notice has been served shall be deemed a separate offense.

- (7) IFGC 109.2 (Membership of board) is deleted in its entirety and replaced with:

“The members of the Board of Appeals shall be comprised of the members of the Town Board of Trustees.”

The board of appeals shall consist of five members appointed by the chief appointing authority as follows: one for 5 years; one for 4 years; one for 3 years; one for 2 years and one for 1 year. Thereafter, each new member shall serve for 5 years or until a successor has been appointed.

- (8) IFGC 109.2.1 through 109.2.6 are hereby deleted in their entirety.

The board of appeals shall consist of five individuals, one from each of the following professions or disciplines.

1. Registered design professional who is a registered architect; or a builder or superintendent of building construction with not less than 10 years' experience, 5 of which shall have been in responsible charge of work.

2. Registered design professional with structural engineering or architectural experience.

3. Registered design professional with fuel gas and plumbing engineering experience; or a fuel gas contractor with not less than 10 years' experience, 5 of which shall have been in responsible charge of work.

4. Registered design professional with electrical engineering experience; or an electrical contractor with not less than 10 years' experience, 5 of which shall have been in responsible charge of work.

5. Registered design professional with fire protection engineering experience; or a fire protection contractor with not less than 10 years' experience, 5 of which shall have been in responsible charge of work.

Alternate members.
Chairman
Disqualification of member
Secretary
Compensation of members

- (9) IFGC 109.3 (Notice of Meeting) is deleted in its entirety and replaced with: “The Board of Trustees shall meet upon notice from the Town Manager, within 20 days of the filing of an appeal, or at stated periodic meetings.”

The board shall meet upon notice from the chairman, within 10 days of the filing of an appeal, or at stated periodic meetings.

- (10) IFGC 404.12 (Minimum burial depth) is amended by the addition of the following: All plastic fuel gas piping shall be installed a minimum of 18 inches (457 mm) below grade.

Underground piping systems shall be installed a minimum depth of 12 inches (305 mm) below grade, except as provided for in Section 404.12.1.

- (11) IFGC 404.12.1 (Individual outdoor appliances) is deleted in its entirety.

Individual lines to outdoor lights, grills and other appliances shall be installed not less than 8 inches (203 mm) below finished grade, provided that such installation is approved and is installed in locations not susceptible to physical damage.

- (12) IFGC 406.4.1 (Test pressure) is amended by changing 3 psig to 10 psig.

The test pressure to be used shall be not less than 1 1/2 times the proposed maximum working pressure, but not less than 3 psig (20 kPa gauge), irrespective of design pressure. Where the test pressure exceeds 125 psig (862 kPa gauge), the test pressure shall not exceed a value that produces a hoop stress in the piping greater than 50 percent of the specified minimum yield strength of the pipe.

- (13) IFGC 406.4.2 (Test duration) is amended by changing the second sentence to read: "When testing a system having a volume less than 10 cubic feet or a system in a single-family dwelling, the test duration shall be not less than 15 minutes”.

Test duration shall be not less than 1 1/2 hour for each 500 cubic feet (14 m³) of pipe volume or fraction thereof. When testing a system having a volume less than 10 cubic feet (0.28 m³) or a system in a single-family dwelling, the test duration shall be not less than 10 minutes. The duration of the test shall not be required to exceed 24 hours.

Sec. 5 - International Energy Conservation Code

- a) Adoption. *The International Energy Conservation Code*, 2018 Edition as published by the International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478, Chapters 1 through 13 inclusive, ("IECC") is hereby adopted by reference as the Town of Wiggins Energy Conservation Code as if fully set out in this ordinance with the additions, deletions, insertions and changes as follows.
- b) Compliance Required. No building shall be hereafter constructed, erected, enlarged, altered, or moved into the Town unless the same shall, as to design, construction, quality of materials and workmanship, conform with the IECC, as adopted and as amended.
- c) Purpose. The purpose of the IECC is to regulate the design and construction of buildings for the effective use of energy. The IECC is not intended to abridge safety, health or environmental requirements contained in other applicable codes or ordinances.
- d) Amendments. The following deletions, additions, insertions, and changes are hereby made to the IECC as adopted by reference by Section (a):
 - (1) IECC C101.1 (Title) is amended by the addition of the term "TOWN OF WIGGINS" where indicated.

This code shall be known as the Energy Conservation Code of [NAME OF JURISDICTION], and shall be cited as such. It is referred to herein as "this code."
 - (2) IECC C104.2 (Fees.) is deleted in its entirety and replaced with:

"On buildings, structures, and mechanical systems or alterations requiring a permit; a fee for each permit shall be paid as required in accordance with the Town of Wiggins Schedule of Fees that is periodically updated from time to time. The determination of value or valuation under any of the provisions of this Code shall be made by the Town."
A permit shall not be issued until the fees prescribed in Section C104.2 have been paid, nor shall an amendment to a permit be released until the additional fee, if any, has been paid.
 - (3) IECC C104.3 (Work commencing before permit issuance.) is deleted in its entirety and replaced with:

"Any person who commences any work on a building, structure, electrical, gas, mechanical or plumbing system before obtaining the necessary permits may be subject to an investigation fee in an amount up to the amount of the permit fee that would normally be assessed for the specific type of construction activity, with any such investigation fee being in addition to all other required permit fees. The investigation fee shall be collected whether or not a permit is then subsequently issued."
Any person who commences any work before obtaining the necessary permits shall be subject to an additional fee established by the code official that shall be in addition to the required permit fees.
 - (4) IECC C104.5 (Refunds.) deleted in its entirety and replaced with:

“The town may authorize refunding of any fee paid hereunder which was erroneously paid or collected.

- i. The town may authorize refunding of not more than 80 percent (80%) of the permit fee paid when no work has been done under a permit issued in accordance with this code.
- ii. The town may authorize refunding of not more than 80 percent (80%) of the plan review fee paid when an application for a permit for which a plan review fee has been paid is withdrawn or cancelled before any plan reviewing is done.
- iii. The town shall not authorize refunding of any fee paid except on written application filed by the original permittee not later than 180 days after the date of fee payment.”

The code official is authorized to establish a refund policy.

- (5) IECC C109.1 (General) is amended by deleting the last three paragraphs and inserting the following:

"The members of the Board of Appeals shall be comprised of the members of the Town Board of Trustees."

In order to hear and decide appeals of orders, decisions or determinations made by the code official relative to the application and interpretation of this code, there shall be and is hereby created a board of appeals. The code official shall be an ex officio member of said board but shall not have a vote on any matter before the board. The board of appeals shall be appointed by the governing body and shall hold office at its pleasure. The board shall adopt rules of procedure for conducting its business, and shall render all decisions and findings in writing to the appellant with a duplicate copy to the code official.

- (6) IECC C109.3 (Qualifications) is amended by the deletion of this section in its entirety.

The board of appeals shall consist of members who are qualified by experience and training and are not employees of the jurisdiction.

- e) Penalties for Violation. It shall be unlawful for any person, firm or corporation to erect, construct, enlarge, alter, repair, move, improve, remove, convert or demolish, equip, use, occupy or maintain any building or structure or cause or permit the same to be done in violation of the IECC. In addition to other sanctions set forth in the IECC, a person or entity that violates the IECC may be fined in an amount not to exceed the maximum fine amount permitted to be imposed by the municipal court or, as more fully set forth in Section 12 of this Ordinance. Each day that a violation continues after due notice has been served shall be deemed a separate offense.

Sec. 6 - International Property Maintenance Code

- a) Adoption. *The International Property Maintenance Code*, 2018 Edition as published by the International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478, Chapters 1 through 8 inclusive, (“IPMC”) is hereby adopted by reference as the Town of Wiggins Property Maintenance Code as if fully set out in this ordinance with the additions, deletions, insertions and changes as follows.
- b) Compliance Required. All existing residential and nonresidential structures and premises shall conform to the requirements of the IPMC, as adopted and as amended.
- c) Purpose. The purpose of the IPMC is to promulgate minimum requirements and standards for all existing residential and nonresidential structures, premises, equipment and facilities for light, ventilation, space, heating, sanitation, protection from the elements, life safety, safety from fire and other hazards, and for safe and sanitary maintenance; the responsibility of owners, operators and occupants; the occupancy of existing structures and premises, and for administration, enforcement and penalties.
- d) Amendments. The following deletions, additions, insertions, and changes are hereby made to the IPMC as adopted by reference by Section (a):
 - (1) IPMC 101.1 (Title) is amended by the addition of the term "TOWN OF WIGGINS" where indicated.

These regulations shall be known as the International Property Maintenance Code of [NAME OF JURISDICTION], hereinafter referred to as “this code.”
 - (2) IPMC 102.3 (Application of Other Codes) is deleted in its entirety and replaced with:

“Repairs, additions or alterations to a structure, or changes of occupancy, shall be done in accordance with the procedures and provisions of the current adopted building and zoning codes.”

Repairs, additions or alterations to a structure, or changes of occupancy, shall be done in accordance with the procedures and provisions of the International Building Code, International Existing Building Code, International Energy Conservation Code, International Fire Code, International Fuel Gas Code, International Mechanical Code, International Residential Code, International Plumbing Code and NFPA 70. Nothing in this code shall be construed to cancel, modify or set aside any provision of the International Zoning Code.
 - (3) IPMC 103.5 (Fees) is amended by the deletion of the section and is replaced with:

“Costs incurred for the performance of work shall be paid by the applicant in an amount set forth in the Town of Wiggins Schedule of Fees that is periodically updated from time to time.”

The fees for activities and services performed by the department in carrying out its responsibilities under this code shall be as indicated in the following schedule. [JURISDICTION TO INSERT APPROPRIATE SCHEDULE.]
 - (4) IPMC 106.4 (Violation penalties.) is deleted in its entirety and replaced with:

“It shall be unlawful for a person, firm or corporation to be in conflict with or in violation of any of the provisions of the IPMC. In addition to other sanctions set forth in the IPMC, a person or entity that violates the IPMC may be fined in an amount not to exceed the maximum fine amount permitted to be imposed by the municipal court or, as more fully set forth in Section 12 of this Ordinance. Each day that a violation continues after due notice has been served shall be deemed a separate offense.”

Any person who shall violate a provision of this code, or fail to comply therewith, or with any of the requirements thereof, shall be prosecuted within the limits provided by state or local laws. Each day that a violation continues after due notice has been served shall be deemed a separate offense.

- (5) IPMC 111.2 (Membership of board) is deleted in its entirety and replaced with:
"The members of the Board of Appeals shall be comprised of the members of the Town Board of Trustees."

The board of appeals shall consist of not less than three members who are qualified by experience and training to pass on matters pertaining to property maintenance and who are not employees of the jurisdiction. The code official shall be an ex-officio member but shall not vote on any matter before the board. The board shall be appointed by the chief appointing authority, and shall serve staggered and overlapping terms.

- (6) IPMC 111.3 (Notice of Meeting) is deleted in its entirety and replaced with: “The Board of Trustees shall meet upon notice from the Town Manager, within 20 days of the filing of an appeal, or at stated periodic meetings.”

The board shall meet upon notice from the chairman, within 20 days of the filing of an appeal, or at stated periodic meetings.

- (7) IPMC 302.4 (Weeds) is amended to insert the height of weeds and excessive plant growth to be: “*Premises and exterior property* shall be maintained free from weeds or plant growth within the guidelines set forth by the Town of Wiggins Health & Safety Ordinance.”

Premises and exterior property shall be maintained free from weeds or plant growth in excess of [JURISDICTION TO INSERT HEIGHT IN INCHES]. Noxious weeds shall be prohibited. Weeds shall be defined as all grasses, annual plants and vegetation, other than trees or shrubs provided; however, this term shall not include cultivated flowers and gardens.

- (8) IPMC 302.4 (Weeds). The second paragraph is deleted in its entirety.

Upon failure of the owner or agent having charge of a property to cut and destroy weeds after service of a notice of violation, they shall be subject to prosecution in accordance with Section 106.3 and as prescribed by the authority having jurisdiction. Upon failure to comply with the notice of violation, any duly authorized employee of the jurisdiction or contractor hired by the jurisdiction shall be authorized to enter upon the property in violation and cut and destroy the weeds growing thereon, and the costs of such removal shall be paid by the owner or agent responsible for the property.

- (9) IPMC 308.2.2 (Refrigerators) is amended by the addition of the following at the end of said section: “Refrigerators, appliances and similar equipment shall not be discarded, stored, or abandoned on outdoor premises.”

Refrigerators and similar equipment not in operation shall not be discarded, abandoned or stored on premises without first removing the doors.

- (10) IPMC 604.2 (Service) is amended by replacing "NFPA 70" with "NFPA 70 Electrical Code adopted by the state of Colorado."

The size and usage of appliances and equipment shall serve as a basis for determining the need for additional facilities in accordance with NFPA 70. Dwelling units shall be served by a three-wire, 120 / 240-volt, single-phase electrical service having a minimum rating of 60 amperes.

Sec. 7 - International Existing Building Code

- a) Adoption. *The International Existing Building Code*, 2018 Edition as published by the International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478, Chapters 1 through 16 inclusive, ("IEBC") is hereby adopted by reference as the Town of Wiggins Existing Building Code as if fully set out in this ordinance with the additions, deletions, insertions and changes as follows.
- b) Compliance Required. No existing building shall be hereafter repaired, altered, have a change of occupancy, be enlarged or relocated in the Town unless the same shall conform with the IEBC, as adopted and as amended.
- c) Purpose. The purpose of the IEBC is to regulate the repair, alteration, change of occupancy, addition and relocation of all existing buildings, regardless of occupancy, subject to the criteria set forth in the IEBC.
- d) Amendments. The following deletions, additions, insertions, and changes are hereby made to the IEBC as adopted by reference by Section (a):

- (1) IEBC 101.1 (Title) is amended by the addition of the term "TOWN OF WIGGINS" where indicated.

These regulations shall be known as the Existing Building Code of [NAME OF JURISDICTION], hereinafter referred to as "this code".

- (2) IEBC 105.2 (Work Exempt from Permit) is amended as follows:

Building:

- i. Exception #1 (Sidewalks and driveways) section is deleted entirely.

Required by Land Development Code

- ii. Exception #5 (Window awnings) section is deleted entirely.

Deleted as a safety precaution. If awnings are typically physically attached to a home, then we need to check for structural safety and stability.

- (3) IEBC 105.5 (Expiration.) is deleted in its entirety and replaced with:

"Every permit issued by the building official under the provisions of this code shall expire by limitation and become null and void if the building or work authorized by such permit is not commenced within 180 days from the date of such permit, or if the building or work authorized by such permit is suspended or abandoned at any time after the work is commenced for a period of 180 days. Before such work can be recommenced, a new permit shall be first obtained to do so, and the fee therefor shall be one half the amount required for a new permit for such work, provided no changes have been made or will be made in the original plans and specifications for such work, and provided further that such suspension or abandonment has not exceeded one year. In order to renew action on a permit after expiration, the permittee shall pay a new full permit fee."

Every permit issued shall become invalid unless the work on the site authorized by such permit is commenced within 180 days after its issuance, or if the work authorized on the site by such permit is suspended or abandoned for a period of 180 days after the time the

work is commenced. The code official is authorized to grant, in writing, one or more extensions of time for periods not more than 180 days each. The extension shall be requested in writing and justifiable cause demonstrated.

(4) IEBC 108.6 (Refunds) is deleted in its entirety and replaced with:

- i. "The town may authorize refunding of any fee paid hereunder which was erroneously paid or collected.
- ii. The town may authorize refunding of not more than 80 percent (80%) of the permit fee paid when no work has been done under a permit issued in accordance with this code.
- iii. The town may authorize refunding of not more than 80 percent (80%) of the plan review fee paid when an application for a permit for which a plan review fee has been paid is withdrawn or cancelled before any plan reviewing is done.
- iv. The town shall not authorize refunding of any fee paid except on written application filed by the original permittee not later than 180 days after the date of fee payment."

The code official is authorized to establish a refund policy.

(5) IEBC 112.3 (Qualifications) is deleted in its entirety and replaced with "The members of the Board of Appeals shall be comprised of the members of the Town Board of Trustees." The board of appeals shall consist of members who are qualified by experience and training to pass on matters pertaining to building construction and are not employees of the jurisdiction.

(6) IEBC 1401.2 (Conformance) is amended by deleting the section in its entirety and replacing it with the following: "Structures moved into or within the jurisdiction shall comply with the provision of this code."

The building shall be safe for human occupancy as determined by the International Fire Code and the International Property Maintenance Code. Any repair, alteration or change of occupancy undertaken within the moved structure shall comply with the requirements of this code applicable to the work being performed. Any field-fabricated elements shall comply with the requirements of the International Building Code or the International Residential Code as applicable.

- e) Penalties for Violation. It shall be unlawful for a person, firm or corporation to be in conflict with or in violation of any of the provisions of the IEBC. In addition to other sanctions set forth in the IEBC, a person or entity that violates the IEBC may be fined in an amount not to exceed the maximum fine amount permitted to be imposed by the municipal court or, as more fully set forth in Section 12 of this Ordinance. Each day that a violation continues after due notice has been served shall be deemed a separate offense.

Sec. 8 - International Swimming Pool and Spa Code

- a) Adoption. *The International Swimming Pool and Spa Code*, 2018 Edition as published by the International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478, Chapters 1 through 11 inclusive, (ISPSC”) is hereby adopted by reference as the Town of Wiggins Swimming Pool and Spa Code as if fully set out in this ordinance with the additions, deletions, insertions and changes as follows.
- b) Compliance Required. It shall be unlawful for any person, firm or corporation to erect, construct, alter, repair, remove, demolish or utilize any system covered by the ISPSC, or cause the same to be done, in conflict with or in violation of any provision of the ISPSC.
- c) Purpose. The purpose of the ISPSC is to establish minimum standards to provide a reasonable level of safety and protection of public health, property and public welfare by regulating and controlling the design, construction, installation, quality of materials, location and maintenance or use of pools and spas.
- d) Amendments. The following deletions, additions, insertions, and changes are hereby made to the ISPSC as adopted by reference by Section (a):
 - (1) ISPSC 101.1 (Title) is amended by the addition of the term "TOWN OF WIGGINS" where indicated.

These regulations shall be known as the Swimming Pool and Spa Code of [NAME OF JURISDICTION], hereinafter referred to as “this code.”
 - (2) ISPSC 105.6.2 (Fee schedule.) is amended to add: “Fees for work shall be set forth in the Town of Wiggins Schedule of Fees that is periodically updated from time to time.”

The fees for work shall be as indicated in the following schedule
 - (3) ISPSC 105.5.3 (Expiration.) is deleted in its entirety and replaced with:

“Every permit issued by the building official under the provisions of this code shall expire by limitation and become null and void if the building or work authorized by such permit is not commenced within 180 days from the date of such permit, or if the building or work authorized by such permit is suspended or abandoned at any time after the work is commenced for a period of 180 days. Before such work can be recommenced, a new permit shall be first obtained to do so, and the fee therefor shall be one half the amount required for a new permit for such work, provided no changes have been made or will be made in the original plans and specifications for such work, and provided further that such suspension or abandonment has not exceeded one year. In order to renew action on a permit after expiration, the permittee shall pay a new full permit fee.”

Every permit issued shall become invalid unless the work on the site authorized by such permit is commenced within 180 days after its issuance, or if the work authorized on the site by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced. The code official is authorized to grant, in writing, one or more

extensions of time for periods not more than 180 days each. The extension shall be requested in writing and justifiable cause demonstrated.

- (4) ISPSC 105.6.1 (Working commencing before permitting issuance.) is deleted in its entirety and replaced with:

“Any person who commences any work on a building, structure, electrical, gas, mechanical or plumbing system before obtaining the necessary permits may be subject to an investigation fee in an amount up to the amount of the permit fee that would normally be assessed for the specific type of construction activity, with any such investigation fee being in addition to all other required permit fees. The investigation fee shall be collected whether or not a permit is then subsequently issued.”

Any person who commences any work on a system before obtaining the necessary permits shall be subject to a fee as indicated in the adopted fee schedule and would be in addition to the required permit fees.

- (5) ISPSC 105.6.2 (Fee Schedule.) is deleted in its entirety and replaced with:

“Costs incurred for the performance of work shall be paid by the applicant in an amount set forth in the Town of Wiggins Schedule of Fees that is periodically updated from time to time.”

The fees for work shall be as indicated in the following schedule: [JURISDICTION TO INSERT APPROPRIATE SCHEDULE]

- (6) ISPSC 105.6.3 (Refunds) is deleted in its entirety and replaced with:

- i. “The town may authorize refunding of any fee paid hereunder which was erroneously paid or collected.
- ii. The town may authorize refunding of not more than 80 percent (80%) of the permit fee paid when no work has been done under a permit issued in accordance with this code.
- iii. The town may authorize refunding of not more than 80 percent (80%) of the plan review fee paid when an application for a permit for which a plan review fee has been paid is withdrawn or cancelled before any plan reviewing is done.
- iv. The town shall not authorize refunding of any fee paid except on written application filed by the original permittee not later than 180 days after the date of fee payment.”

The code official shall authorize the refunding of fees as follows:

1. The full amount of any fee paid hereunder that was erroneously paid or collected.

2. Not more than [SPECIFY PERCENTAGE] percent of the permit fee paid when no work has been done under a permit issued in accordance with this code.

3. Not more than [SPECIFY PERCENTAGE] percent of the plan review fee paid when an application for a permit for which a plan review fee has been paid is withdrawn or canceled before any plan review effort has been expended.

The code official shall not authorize the refunding of any fee paid except upon written application filed by the original permittee not later than 180 days after the date of fee payment.

- (7) ISPSC 107.4 (Violation penalties.) is deleted in its entirety and replaced with:

“It shall be unlawful for a person, firm or corporation to be in conflict with or in violation of any of the provisions of the ISPSC. In addition to other sanctions set forth in the ISPS Code, a person or entity that violates the ISPSC may be fined in an amount not to exceed the maximum fine amount permitted to be imposed by the municipal court or, as more fully set forth in Section 12 of this Ordinance. Each day that a violation continues after due notice has been served shall be deemed a separate offense.”

Any person who shall violate a provision of this code or shall fail to comply with any of the requirements thereof or who shall erect, install, alter or repair a pool or spa in violation of the approved construction documents or directive of the code official, or of a permit or certificate issued under the provisions of this code, shall be guilty of a [SPECIFY OFFENSE], punishable by a fine of not more than [AMOUNT] dollars or by imprisonment not exceeding [NUMBER OF DAYS], or both such fine and imprisonment. Each day that a violation continues after due notice has been served shall be deemed a separate offense.

- (8) ISPSC 108.2 (Membership of board) is deleted in its entirety and replaced with:

“The members of the Board of Appeals shall be comprised of the members of the Town Board of Trustees.”

The board of appeals shall consist of five members appointed by the chief appointing authority as follows: one for 5 years, one for 4 years, one for 3 years, one for 2 years and one for 1 year. Thereafter, each new member shall serve for 5 years or until a successor has been appointed

- (9) ISPSC Section 108.3 (Notice of Meeting) is deleted in its entirety and replaced with:

“The Board of Trustees shall meet upon notice from the Town Manager, within 20 days of the filing of an appeal, or at stated periodic meetings.”

The board shall meet upon notice from the chairman, within 10 days of the filing of an appeal or at stated periodic meetings.

Sec. 9 - International Plumbing Code

(a) Adoption. The *International Plumbing Code*, as published by the International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478, Chapter 1, Sections 101.2, 102, 105, 106.1, 106.3, 106.4, 106.5, 106.5.5, 106.6.1, 107, 108.1, 110.3 Chapters 2-13, 15; and Appendices B, C, D, and E, 2018 edition ("IPC"), is hereby adopted by reference as the Town of Wiggins Plumbing Code as if fully set out in the ordinance codified herein. The effective edition of such *International Plumbing Code* shall be the 2018 Edition or the edition currently adopted by the State Plumbing Board of the Colorado Department of Regulatory Agencies, Division of Professions and Occupations as updated from time to time.

(b) Compliance Required. It shall be unlawful for any person, firm or corporation to erect, construct, alter, repair, remove, demolish or utilize any plumbing installations covered by the IPC, or cause the same to be done, in conflict with or in violation of any provision of the IPC.

(c) Purpose. The purpose and subject matter of the IPC is to regulate plumbing installations in or in connection with new and existing structures and providing uniform plumbing standards for the purpose of protecting the public health, safety and general welfare.

(d) Amendments. None

(e) Penalties for Violation. It shall be unlawful for a person, firm or corporation to be in conflict with or in violation of any of the provisions of the IPC. In addition to other sanctions set forth in the IPC, a person or entity that violates the IPC may be fined in an amount not to exceed the maximum fine amount permitted to be imposed by the municipal court or, as more fully set forth in Section 12 of this Ordinance. Each day that a violation continues after due notice has been served shall be deemed a separate offense.

Sec. 10 - National Electrical Code

(a) The National Fire Protection Association standard number 70, hereafter known as the *National Electrical Code*, published by the National Fire Protection Association, 1 Batterymarch Park, Quincy, Massachusetts, 02169-7471 (NEC), is hereby adopted by reference as the Town of Wiggins Electrical Code as if fully set out in the ordinance codified herein. The effective edition of such *National Electrical Code* shall be the 2020 Edition or the edition currently adopted by the State Electrical Board of the Colorado Department of Regulatory Agencies, Division of Professions and Occupations as updated from time to time.

(b) Compliance Required. It shall be unlawful for any person, firm or corporation to erect, construct, alter, repair, remove, demolish or utilize any electrical systems covered by the NEC, or cause the same to be done, in conflict with or in violation of any provision of the NEC.

(c) Purpose. The purpose and subject matter of the NEC includes minimum regulations for the practical safeguarding of persons and property from the hazards arising from the use of electricity and minimum standards relating to the installation of electrical conductors and equipment within or on public and private buildings and other structures, including mobile homes, recreational vehicles and floating dwelling units, and other premises such as yards, carnivals, parking and other lots, and industrial substations. The NEC provides for the issuance of permits, inspections and the collection of fees therefor.

(d) Amendments. None

(e) Penalties for Violation. It shall be unlawful for a person, firm or corporation to be in conflict with or in violation of any of the provisions of the NEC. In addition to other sanctions set forth in the NEC, a person or entity that violates the NEC may be fined in an amount not to exceed the maximum fine amount permitted to be imposed by the municipal court or, as more fully set forth in Section 12 of this Ordinance. Each day that a violation continues after due notice has been served shall be deemed a separate offense.

Sec. 11 – Copies available.

Copies of the International Building Code, 2018 edition; the International Residential Code, 2018 Edition; the International Mechanical Code, 2018 edition; the International Fuel Gas Code, 2018 edition; the International Existing Building Code, 2018 edition; the International Property Maintenance Code, 2018 edition; the International Swimming Pool and Spa Code, 2018 Edition; the International Energy Conservation Code, 2018 Edition; the International Plumbing Code, as currently adopted by the State of Colorado; and the National Electrical Code NFPA 70, the current edition adopted by the State of Colorado (the "Codes") are open for public inspection and available for purchase in accordance with C.R.S. § 31-16-206, said copies being available at the Town Hall, 304 E Central Avenue, Wiggins, CO 80654.

Sec. 12 – Penalties and Violations.

(a) It shall be unlawful for any person, firm, corporation or other entity to violate any of the provisions of this Ordinance.

(b) Any person, firm, corporation or other entity violating any of the provisions of this Ordinance shall be deemed guilty of a misdemeanor and each such person, firm, corporation or entity, upon conviction of any violation of this Ordinance, shall be punished by a fine of not more than two thousand six hundred and fifty dollars (\$2,650.00), as shall be adjusted for inflation from time to time pursuant to C.R.S. § 13-10-113.,

(c) When a violation of any section of this Ordinance or any part of the adopted code occurs and continues for more than one (1) day, each day such violation occurs or continues shall constitute a separate offense.

Section 3. Severability. Should any one or more sections or provisions of this Ordinance or of any of the primary or secondary codes adopted by reference be judicially determined invalid or unenforceable, such judgment shall not affect, impair or invalidate the remaining provisions of this Ordinance or the codes adopted by reference hereby, the intention being that the various sections and provisions are severable.

Section 4. Repeal. Any and all ordinances or codes or parts thereof in conflict or inconsistent herewith are, to the extent of such conflict or inconsistency, hereby repealed; provided, however, that the repeal of any such ordinance or code or part thereof shall not revive any other section or part of any ordinance or code heretofore repealed or superseded and this repeal shall not affect or prevent the prosecution or punishment of any person for any act done or

committed in violation of any ordinance hereby repealed prior to the effective date of this Ordinance.

Section 5. Effective Date. Except as otherwise expressly provided herein, the provisions enacted by this Ordinance shall become effective at 12:01 a.m. on _____, **2022.**

INTRODUCED, READ, ADOPTED ON FIRST READING THIS ____ day of JANUARY, 2022.

PUBLIC HEARING AND SECOND READING WILL BE HELD THE ____ day of _____, 2022, AT 7:00 P.M.

READ, ADOPTED ON SECOND READING, APPROVED, SIGNED, AND ORDERED PUBLISHED BY TITLE ONLY this ____ day of _____, 2022.

TOWN OF WIGGINS

Jeffrey Palmer, Mayor

ATTEST:

Deborah Lee, Town Clerk