



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

**May 25, 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 April 27, 2022
2. Approval of Bills May 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. PUBLIC HEARING (*Public input will be taken during the public hearing*).**

**1. Consideration of Resolution No. 13-2022**

A Resolution Amending the 2021 Budget by Increasing the Appropriations in the General Fund

2. Resolution No. 13-2022

**VI. CONSIDERATION OF RESOLUTION NO. 14-2022**

A Resolution Authorizing Changes to the Authorized Signers for the Town's Banking Accounts

1. Resolution No. 14-2022

**VII. CONSIDERATION OF RESOLUTION NO. 15-2022**

A Resolution Amending Bulk Water Fees on the Town of Wiggins Fee Schedule

1. Resolution No. 15-2022

**VIII. CONSIDERATION OF RESOLUTION NO. 16-2022**

A Resolution Approving a First Amendment to Purchase Contract and Easement Agreement

1. Resolution No. 16-2022

**IX. CONSIDERATION OF ORDINANCE NO. 07-2022**

An Emergency Ordinance Adopting an Updated Water Conservation Policy and Regulations for the Town of Wiggins

1. Ordinance No. 07-2022

**X. CONSIDERATION OF ORDINANCE NO. 08-2022**

An Ordinance Amending the Wiggins Health and Safety Code Concerning Trailers, Snow Removal, Garbage Cans, Emergency Alarms, and Other Matters.

1. Ordinance No. 08-2022

**XI. Liquor License Renewal**

1. Just 1 More, LLC

**XII. EXECUTIVE SESSION**

1. Executive session for the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators, under C.R.S. Section 24-6-402(4)(e) – (1) regarding the strategy for proposed incentives to spur retail development on West Central Avenue.

**XIII. REPORT OUT FROM EXECUTIVE SESSION (*Discussion, Direction and/or Action*)**

**XIV. ADJOURNMENT**

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



## MINUTES OF MEETING

### TOWN OF WIGGINS BOARD OF TRUSTEES MEETING

April 27, 2022 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, April 27, 2022. Mayor Jeff Palmer called the meeting to order at 7:01 p.m. The following Trustees answered roll call: Mayor Jeff Palmer; Mayor Pro-Tem David Herbstman; Trustees Bruce Miller, Mark Strickland, Bryan Flax, Chad Forbes, and Jerry Schwindt. Staff present were Hope Becker, Town Planning and Zoning Administrator; Beau Warden, Public Works Supervisor; Deb Lee, Town Clerk; Tom Acre, Town Manager; Melinda Culley, Town Attorney and Officer Doug Erickson.

#### **APPROVAL OF AGENDA:**

Motion was made by Trustee Bryan Flax to approve the agenda. Seconded by Trustee Chad Forbes. Roll Call: The agenda was approved unanimously.

#### **CONSENT AGENDA AND BILLS:**

Motion was made by Trustee Bryan Flax to approve the consent agenda. Seconded by Trustee Jerry Schwindt. Roll Call: The consent agenda and bills were approved unanimously.

#### **TOWN MANAGER REPORT:**

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

- Water and Wastewater project: Met with Diamondback Engineers to come up with a prospect to introduce to the USDA.
- Discussed the recharge ponds and pipe to the South Platte River. Asked to delay the payment until we get the money from the USDA.
- Discussed the leach back time and the leach back credits.

The Manager was questioned about the recharge ponds, the wastewater project, the payments for the water attorneys and engineers. Town Manager Acre responded to their questions and provided updates regarding the , submission of projects for the Congressionally Directed Spending funding for the water tank project, bar spring and headworks, and deep well injection for the RO brine. He also mentioned that staff is considering a new policy on how watering is done in Town, waiting on bids for sidewalk construction from 3<sup>rd</sup> to 5<sup>th</sup> Avenue, 5<sup>th</sup> Avenue should be opened this week or next week; surveying of the entire Town to put on the map, the sewer line replacement project is slated to start in May and the permit for the railroad is good.

#### **POLICE DEPARTMENT REPORT:**

- Officer Camilleri started Monday of last week. He has training experience from the State Patrol so there is not a lot of training, but getting they are getting him used to the Model Traffic Code.
- Call numbers haven't changed a whole lot. It will be nice to get a break for the two of them.



The Mayor asked about body cameras. They will discuss that with the Resolution.

**BOARD OF TRUSTEES REPORTS:**

Mayor Pro-Tem mentioned Arbor Day Saturday. Manager Acre said the Town will be planting 20 trees. Kiowa Park HOA purchased 15 trees for the Frisbee Golf Course. Beau is putting in a water line to be able to water the new trees. The water is tied to the old well so they aren't using potable water. Volunteers will meet at Teets Park at 9 am and disburse from there. They will try to mix Kiowa Park subdivision residents with other Wiggins residents to get people to know each other. They think there are 25 people that are signed up. The holes will be pre-softened. There will be a hamburger lunch afterwards. Mayor Pro-Tem and the Mayor spoke about trying to get it done in previous years and appreciate it getting done. Manager Acre said it is the 150<sup>th</sup> year of Arbor Day and the 50<sup>th</sup> anniversary for the Arbor Day Foundation. He plans to re-engage with Trees City USA. He plans to reapply for that designation. May 7<sup>th</sup> is the community garage sale. May 14<sup>th</sup> is the Park clean-up and there will be a cookout at the end of the event.

**FINANCIALS ACTUAL TO BUDGET:**

The Town Manager said the auditor was in this week. The audit looks good and very few things she wanted to discuss. He underestimated the expenses by about \$40,000, so he will be bringing a budget amendment. She said it was a very close budgeting. She didn't have any complaints or was overly concerned. There were some minor things. The audit will be finished by June of this year. Fireworks are ordered and alternative plans are being considered for the 4<sup>th</sup> of July and music is booked.

**PUBLIC COMMENT:**

The Mayor, Jeff Palmer opened the meeting for public comments at 7:20 p.m. Kevin with Homefield Sports Exchange has a non-profit with his family that helps with used sports equipment. They take in equipment and money to help pay for baseball fees. He wants to get kids healthier. So far, they have received about \$1,000 in equipment and \$500-\$600 in donations. They've helped kids from Wiggins, Weldona and all the way to Yuma and Sterling. They have mostly done it by word of mouth. They are trying to get the word out to Towns. They have a donation box at his mom's house in Brush. There will be a new box at the Fieldhouse in Fort Morgan.

Cynthia Miller spoke. She thanked everyone on the Board. She expressed concern about the condition of two pine trees by the concession stand at the Delbert Teets Park. She also commented how in the past, citizens were able to order trees to plant associated with Arbor Day and asked if this could be brought back to encourage tree planting. She has been asking for two years to about replacing the swing at the Delbert Teets playground area and when this will be done. Town Manager said there are plans to replace swings to both Teets Park and High Plains Park. She asked where the chairs were stashed. She was told this is the most people have been to the meetings. She brought up that Mark Strickland purchased property outside of Town. She thanked everyone for all the time that everyone puts into the Board.

The Public Comment portion of the meeting was closed at 7:32 p.m.

**CONSIDERATION OF RESOLUTION NO. 11-2022**

A Resolution Approving the Purchase of Body Worn Cameras for the Wiggins Police Department.

Manager Acre and Officer Erickson provided the staff summary about the body worn cameras purchase. The police department received a grant for about \$28,000 to help with the costs of the cameras. The body camera



comes on when they activate the lights, the opening of the car door, unholstering weapons. It's all integrated within the car and their holsters. Manager Acre said that the Colorado State Law as of 2023 requires all officer's to have body cameras. The County has the same system which will help with cost savings.

Motion was made by Mayor Pro-Tem David Herbstman to approve Resolution No. 11-2022. Seconded by Trustee Chad Forbes. Roll Call: Ordinance No. 11-2022 was unanimously approved.

**CONSIDERATION OF ORDINANCE NO. 06-2022:**

An Ordinance Approving the Vacation of an Alley within Block 8 of the Woods First Addition to the Town of Wiggins. This ordinance vacates the alley south of Third Avenue between Agate and Granite Streets.

Motion was made by Trustee Jerry Schwindt to approve Ordinance No. 06-2022. Seconded by Trustee Mark Strickland. Roll Call: Ordinance No. 06-2022 was unanimously approved.

**RECOGNITION OF OUTGOING MEMBERS AND SWEARING IN CEREMONY**

Town Manager Tom Acre presented certificates of appreciation to and thanked Mayor Palmer and Trustee Forbes for their service to the community. Mayor Palmer Trustee Forbes commented and wished the new Board well. The Trustees thanked Mayor Palmer and Trustee Forbes.

Mayor Chris Franzen and Trustee Mandy Camilleri were sworn in as Mayor and Trustee respectively.

**APPOINTMENT OF MAYOR PRO-TEM**

The appointment of Mayor Pro-Tem was discussed.

Motion was made by Trustee Bryan Flax to appoint David Herbstman as Mayor Pro-Tem. Seconded by Trustee Bruce Miller. Roll Call: Mayor Pro-Tem David Herbstman abstained from the vote. David Herbstman to continue as Mayor Pro-Tem was approved.

**ASSIGN TRUSTEE MEMBERS TO THE PLANNING & ZONING COMMISSION**

Trustee Jerry Schwindt and Mayor Chris Franzen were appointed to the Planning and Zoning Commission.

Motion was made by Mayor Pro-Tem David Herbstman. Seconded by Trustee Bryan Flax. Trustee Jerry Schwindt abstained from the vote.

**APPOINTMENT OF TOWN OFFICERS**

The Board of Trustees appointed Deborah Lee as Town Clerk and Treasurer; Melinda Culley as Town Attorney and Kimberly A. Emil as Municipal Judge.

Motion was made by Trustee Bryan Flax. Seconded by Trustee Mark Strickland. The Appointments were unanimously approved.

**OFFICIAL PROCLAMATION**

Mayor Chris Franzen proclaimed April 30, 2022 as Arbor Day in the Town of Wiggins and he urged citizens to celebrate 150 years of Arbor Day and to support efforts to protect our trees and woodlands. He urged citizens to plant trees to gladden the heart and promote the well-being of this and future generations.



**SWEARING IN OF NEW POLICE OFFICER**

Officer Robbie Camilleri was sworn in as a new Wiggins Police Officer. His wife, Trustee Mandy Camilleri, pinned his badge on him.

**CONSIDERATION OF RESOLUTION NO. 12-2022:**

A Resolution Authorizing Changes to the Authorized Signers for the Town's Banking Accounts. This resolution adds Mayor Franzen as a signatory to the Town's bank accounts.

Motion was made by Mayor Pro-Tem David Herbstman to approve Resolution No. 12-2022. Seconded by Trustee Bruce Miller. Roll Call: Resolution 12-2022 was unanimously approved.

**LIQUOR LICENSE RENEWAL**

Wiggins Supers Liquor License Renewal was reviewed.

Motion was made by Trustee Bruce Miller to approve the Liquor License Renewal of Wiggins Supers. Seconded by Trustee Bryan Flax. Roll Call: Unanimously approved.

**ADJOURNMENT**

Mayor Franzen adjourned the meeting at 8:58 p.m.

**Respectfully submitted by:**

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Deborah Lee, Town Clerk

**TOWN of WIGGINS - BILLS PAID  
MAY 2022**

Vendor Name	Description	Amount Paid
ACRE, JOHN T.	Supplies for Volunteer Arbor Day lunch	\$126.94
ANDERSON, VIOLETTA	Election Judge	\$98.00
BANK OF THE WEST	Credit Card Payment	\$3,001.72
BAXTER III, DAVID	Utility Refund	\$19.28
BLOEDORN LUMBER	Public Works Supplies	\$28.10
BLUE LIGHTNING	Internet/Phone	\$515.02
CASELLE, INC	Financial Software Support	\$879.00
CHS	Propane	\$1,899.60
CITY OF FORT MORGAN	Glassey Farm Pump Electric	\$8.17
COLORADO ANALYTICAL LABORATORY	Water Analysis	\$1,144.90
CORE & MAIN	Bulk Water Meter	\$2,753.16
COUNTRY HARDWARE	Public Works & Parks & Rec Supplies	\$6,302.99
DEVON HARSHMAN	Umpire	\$90.00
DIAMONDBACK ENG & SURV INC.	Town Engineer	\$16,495.00
EMIL, KIMBERLY A	Judge Salary	\$312.50
ENNIS-FLINT, INC	Street Striping Paint	\$1,136.85
ERGOMED, WORK SYSTEMS	Employment Testing	\$200.00
GARRETSON'S SPORT CENTER	Rec Supplies	\$492.41
GORHAM, MIKE	Utility Refund	\$18.82
GREGG, KELLEY	Utility Refund	\$33.13
HARMAN, STEPHANIE	CIS/NIBRS	\$81.00
HARMONY GARDENS	Trees for Arbor Day	\$938.92
HAYES POZNANOVIC KORVER, LLC	Water Rights - Attorney Fees	\$5,010.00
JANET ROBERTS	Election Judge	\$84.00
JARVIS	Monthly Subscription	\$175.00
KAMMERER, WILLIAM M.	Water Shares Lease/Purch Paymt	\$3,510.42
KELLY, PC	Town Attorney Fees	\$11,610.00
KITZMAN, CAMILLA	Election Judge	\$84.00
LEAF	Copier Lease	\$159.00
LRE WATER	Water Rights - Engineering	\$6,494.00
LYONS GADDIS	Water Legal Fees	\$590.00
M & S ELECTRIC, INC.	Repair RO Motor Skid #2	\$1,034.14
MILLER, CRAIG	Radon Test at Farm House	\$18.86
MORGAN COUNTY QUALITY WATER	Road U, 3261	\$38.92
MORGAN COUNTY REA	Utilities - Electric	\$8,687.92
POPE FARMS GARDEN CENTER	Flowers for Flower Boxes-Parks	\$180.00
PRAIRE MOUNTAIN MEDIA	Newspaper Publication	\$35.88
PREMIERE COPIER INC	Copier Expense	\$543.22
PROFESSIONAL MANAGEMENT SYSTEMS	Contract Accountant	\$9,495.00
REED, JEREMY	Election Judge	\$98.00
REED, SARAH	Election Judge	\$98.00
RH WATER & WASTEWATER, INC.	Water - WWTF Contract Operator	\$800.00
SOUTHSIDE LATERAL COMPANY	Water Ditch Assessment	\$600.00
STANDARD GLASS CO	Office Front Door Replacement	\$2,817.76

**TOWN of WIGGINS - BILLS PAID  
MAY 2022**

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<b>Vendor Name</b>	<b>Description</b>	<b>Amount Paid</b>
STUB'S GAS & OIL, INC.	Public Works Fuel	\$638.77
SUPERIOR IRRIGATION & ELECTRIC	School Zone Sign/Flasher Repair	\$24.74
TOMLINSON, BERRY	Election Judge	\$84.00
UNCC	Water & Sewer Located Fees	\$115.70
UTILITY AWARENESS RESPONSE CONTROL	Body Worn Cameras - PD	\$28,995.00
VIAERO WIRELESS	Cell Phones	\$289.74
WELDON VALLEY DITCH COMPANY	Kammerer Accounting	\$99.50
WEX BANK	Fuel-WPD	\$539.43
WIGGINS FARM AND AUTO SUPPLY	Public Works Supplies	\$1,317.71
WIGGINS SUPER'S 1846	Supplies	\$118.68
WOLF WASTE, LLC	Trash Removal	\$272.00
XCEL ENERGY	Utilities - Natural Gas	\$948.47
ZAHN, COURTNEY	Utility Refund	\$61.93

**Total    \$122,245.30**

**Approved:** 

**Date:** 05/20/2022



# INCIDENT ANALYSIS - DAY

Date 05/05/2022

Time 10:37:06

Report CFS03

Agency Wiggins Police Dept.

Dates 04/01/2022 Thru 04/30/2022

Activity	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Total
Agency: WPD Wiggins Police Dept.								
00600 Theft	1	0	0	1	0	0	0	2
00700 M/V Theft	0	0	0	0	0	0	1	1
01100 Fraud	0	0	0	1	0	0	0	1
02303 Haz/mat	0	1	0	0	0	0	0	1
02620 Trespassing	0	1	0	0	0	0	0	1
02671 Dog At Large	0	0	1	0	0	1	0	2
02700 Susp Pers/veh/inc	1	0	1	0	0	0	0	2
02900 Runaway/missing Prsn	0	0	0	0	1	0	0	1
03000 Community Policing	0	3	0	3	3	1	0	10
03010 Assist Other Agency	1	2	1	4	2	3	0	13
03030 Building Check	0	1	0	0	0	0	0	1
03070 Keep The Peace	0	0	0	0	0	2	0	2
03080 Medical Assist	1	0	0	2	0	0	1	4
03100 Welfare Check	1	0	0	0	1	0	0	2
03120 Extra Patrol	3	9	14	17	10	8	8	69
03121 Vacation House Check	0	0	0	1	1	1	1	4
03540 Traffic Accident	0	0	1	0	0	0	0	1
03600 Driving Complaint	1	1	1	0	1	1	0	5
03610 Parking Complaint	0	0	0	2	0	0	0	2
03620 Traffic Hazard	0	0	1	0	0	0	0	1
03644 Vicious Dog	0	0	0	0	0	1	0	1
03730 Lost/found	0	1	0	0	0	0	0	1
03750 Meet Party	0	0	0	0	1	1	1	3
03760 Information	0	1	1	0	1	1	1	5
04000 Alarm	1	1	0	1	2	0	0	5
07410 Disturbance	0	0	1	0	0	0	0	1
07510 Abandoned Vehicle	0	0	0	2	0	0	0	2
07520 Motorist Assist	0	0	0	0	1	1	0	2
07530 Traffic Contact	0	5	16	13	21	16	2	73
07531 Pedestrian Contact	0	0	0	1	1	0	0	2
07580 Vehicle Inspection	0	0	1	1	0	2	0	4
07700 Juv Problem	0	0	0	1	0	0	0	1
09000 Fire Investigation LE	0	1	0	0	0	0	2	3
09001 911-Welfare Check	0	0	2	0	0	1	0	3
09004 Misc.	0	0	1	0	0	0	0	1
09006 Registered Sex Offender	0	0	0	0	0	0	8	8
09900 Follow Up/Investigation	0	4	2	1	3	3	4	17
35DU Traffic Contact-DUI Inv	0	0	0	0	0	2	2	4
35HR Traffic Accident-H & R	0	0	0	0	0	1	0	1
35SB Traffic Contact-Seatbelt	0	0	6	0	0	0	0	6
SEO Select Enforce Off Init	0	2	7	7	6	7	0	29
<b>Wiggins Police Dept. Agency Total</b>	<b>10</b>	<b>33</b>	<b>57</b>	<b>58</b>	<b>55</b>	<b>53</b>	<b>31</b>	<b>297</b>
<b>Total</b>	<b>10</b>	<b>33</b>	<b>57</b>	<b>58</b>	<b>55</b>	<b>53</b>	<b>31</b>	<b>297</b>

TOWN OF WIGGINS  
 COMBINED CASH INVESTMENT  
 APRIL 30, 2022

COMBINED CASH ACCOUNTS

01-10210	HIGH PLAINS-MAIN CHECKING	4,212,230.05
01-10750	UTILITY CASH CLEARING ACCOUNT	16,156.12
		4,228,386.17
	TOTAL COMBINED CASH	4,228,386.17
01-20200	ACCOUNTS PAYABLE	( 33.13)
01-10100	CASH ALLOCATED TO OTHER FUNDS	( 3,674,630.13)
		553,722.91
	TOTAL UNALLOCATED CASH	553,722.91

CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO GENERAL FUND	1,075,111.51
20	ALLOCATION TO WATER ENTERPRISE	840,889.20
30	ALLOCATION TO SEWER ENTERPRISE	1,138,934.59
40	ALLOCATION TO SALES TAX CAPITAL IMPROVEMENT	605,566.27
50	ALLOCATION TO CONSERVATION TRUST	14,128.56
		3,674,630.13
	TOTAL ALLOCATIONS TO OTHER FUNDS	3,674,630.13
	ALLOCATION FROM COMBINED CASH FUND - 01-10100	( 3,674,630.13)
		.00
	ZERO PROOF IF ALLOCATIONS BALANCE	.00

TOWN OF WIGGINS  
 BALANCE SHEET  
 APRIL 30, 2022

GENERAL FUND

ASSETS

10-10100	CASH IN COMBINED CASH FUND	1,075,111.51	
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	18,812.96	
10-10250	COLOTRUST FUND	107.10	
10-10260	CASH IN USE TAX FUND	267,277.31	
10-10310	CASH W/ COUNTY TREASURER	3,505.36	
10-10500	PROPERTY TAXES RECEIVABLE	499,772.00	
10-11500	ACCOUNTS RECEIVABLE	55,352.50	
10-14100	PREPAID EXPENSES	1,079.39	
	TOTAL ASSETS		1,921,870.82

LIABILITIES AND EQUITY

LIABILITIES

10-20200	ACCOUNTS PAYABLE	37,624.37	
10-20210	PAYABLE TO SCHOOL DISTRICT	8,708.72	
10-22210	DEFERRED PROPERTY TAX	499,772.00	
10-22710	FED/ FICA TAXES PAYABLE	217.39	
10-22720	STATE W/H TAXES PAYABLE	13,765.58	
10-22740	POLICE PENSION PAYABLE	4,355.31	
10-22760	DEFERRED COMP CONTRIB PAYABLE	621.44	
10-22770	UNEMPLOYMENT PAYABLE	( 781.37)	
10-22820	HEALTH INSURANCE PAYABLE	( 8,287.49)	
10-22830	LIFE INSURANCE PAYABLE	6.72	
10-22840	VISION INSURANCE PAYABLE	( 3.00)	
10-25320	FUND BALANCE	1,324,817.00	
	TOTAL LIABILITIES		1,880,816.67

FUND EQUITY

	UNAPPROPRIATED FUND BALANCE:		
	REVENUE OVER EXPENDITURES - YTD	423,901.30	
	BALANCE - CURRENT DATE	423,901.30	
	TOTAL FUND EQUITY		423,901.30
	TOTAL LIABILITIES AND EQUITY		2,304,717.97

TOWN OF WIGGINS  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING APRIL 30, 2022

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
10-31100	28,162.31	393,987.50	499,772.00	105,784.50	78.8
10-31200	3,123.07	15,708.97	25,000.00	9,291.03	62.8
10-31300	17,502.80	81,458.12	200,000.00	118,541.88	40.7
10-31301	3,538.04	69,351.37	120,000.00	50,648.63	57.8
10-31420	.00	882.74	1,800.00	917.26	49.0
10-31810	.00	.00	6,500.00	6,500.00	.0
10-31820	2,318.00	4,609.00	8,000.00	3,391.00	57.6
10-31821	1,436.44	6,163.02	8,000.00	1,836.98	77.0
10-31823	920.94	1,825.40	2,750.00	924.60	66.4
10-31900	15.93	15.93	.00	( 15.93)	.0
10-32110	.00	.00	175.00	175.00	.0
10-32210	3,622.27	49,828.76	50,000.00	171.24	99.7
10-33410	.00	100.00	.00	( 100.00)	.0
10-33412	.00	.00	82,500.00	82,500.00	.0
10-33415	.00	.00	146,160.00	146,160.00	.0
10-33430	.00	395.38	.00	( 395.38)	.0
10-33530	4,917.10	11,897.76	38,000.00	26,102.24	31.3
10-33550	659.88	3,139.02	6,000.00	2,860.98	52.3
10-33800	3,214.80	44,951.03	38,000.00	( 6,951.03)	118.3
10-34210	28.47	33.47	.00	( 33.47)	.0
10-34215	90.00	265.00	250.00	( 15.00)	106.0
10-34220	.00	4,231.85	5,000.00	768.15	84.6
10-34221	.00	.00	1,000.00	1,000.00	.0
10-34283	.00	.00	2,000.00	2,000.00	.0
10-34284	1,900.00	6,185.00	11,000.00	4,815.00	56.2
10-34286	.00	.00	1,000.00	1,000.00	.0
10-34287	50.00	3,190.00	1,500.00	( 1,690.00)	212.7
10-34289	.00	.00	2,000.00	2,000.00	.0
10-35110	1,655.00	10,075.00	30,000.00	19,925.00	33.6
10-36010	75.00	225.00	300.00	75.00	75.0
10-36011	20.00	3,870.90	3,500.00	( 370.90)	110.6
10-36012	125.00	725.00	1,800.00	1,075.00	40.3
10-36013	75.00	295.00	150.00	( 145.00)	196.7
10-36100	.01	4.65	10.00	5.35	46.5
10-36310	.00	1,115.00	6,000.00	4,885.00	18.6
10-36420	838.75	2,585.24	.00	( 2,585.24)	.0
10-36500	( 1,000.00)	( 800.00)	.00	800.00	.0
10-36511	550.00	1,250.00	.00	( 1,250.00)	.0
10-36512	.00	2,200.00	.00	( 2,200.00)	.0
10-36513	1,289.91	1,575.87	.00	( 1,575.87)	.0
10-39160	.00	.00	50,000.00	50,000.00	.0
10-39210	.00	23,899.00	.00	( 23,899.00)	.0
<b>TOTAL FUND REVENUE</b>	<b>75,128.72</b>	<b>745,239.98</b>	<b>1,348,167.00</b>	<b>602,927.02</b>	<b>55.3</b>

TOWN OF WIGGINS  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING APRIL 30, 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	3,377.92	6,698.10	15,000.00	8,301.90	44.7
10-410-34 CODIFICATION	.00	.00	12,000.00	12,000.00	.0
10-410-35 COPIER LEASE	39.75	230.93	477.00	246.07	48.4
10-410-40 EMPLOYEE TRAINING	.00	938.00	5,000.00	4,062.00	18.8
10-410-41 TELEPHONE & INTERNET	190.44	421.61	800.00	378.39	52.7
10-410-42 UTILITIES--ELECTRIC	131.95	352.43	3,000.00	2,647.57	11.8
10-410-43 OFFICE BLDG REPAIRS & MAINT	2,817.76	1,891.03	2,000.00	108.97	94.6
10-410-44 POSTAGE METER LEASE	.00	.00	525.00	525.00	.0
10-410-45 UTILITES-GAS	.00	584.65	1,200.00	615.35	48.7
10-410-46 CELL PHONE	108.64	491.66	980.00	488.34	50.2
10-410-48 TRASH	.00	.00	270.00	270.00	.0
10-410-52 INSURANCE & BONDS	21,148.44	22,126.08	25,000.00	2,873.92	88.5
10-410-54 ADVERTISING	.00	500.00	250.00	( 250.00)	200.0
10-410-55 POSTAGE & SHIPPING	.00	125.64	1,500.00	1,374.36	8.4
10-410-58 TRAVEL & MEETINGS	110.48	910.24	3,500.00	2,589.76	26.0
10-410-61 OPERATING SUPPLIES	354.31	1,408.90	10,000.00	8,591.10	14.1
10-410-68 COPIER EXPENSE	179.26	453.14	600.00	146.86	75.5
10-410-70 IT SUPPORT	.00	23.98	15,000.00	14,976.02	.2
10-410-71 COMPUTER SOFTWARE	185.12	1,619.21	3,000.00	1,380.79	54.0
10-410-90 DUES & SUBSCRIPTIONS	.00	20.00	2,500.00	2,480.00	.8
10-410-91 NEWSLETTERS & PUBLICATIONS	35.88	738.25	.00	( 738.25)	.0
<b>TOTAL GENERAL GOVERNMENTAL</b>	<b>28,679.95</b>	<b>39,533.85</b>	<b>111,602.00</b>	<b>72,068.15</b>	<b>35.4</b>
<u>ADMINISTRATION DEPARTMENT</u>					
10-411-15 ADMINISTRATION DEPT EMPLOYEES	7,083.74	28,334.96	86,649.00	58,314.04	32.7
10-411-20 EMPLOYEE BENEFITS	789.87	3,159.48	13,847.00	10,687.52	22.8
10-411-22 FICA & MEDICARE	536.40	2,145.60	6,629.00	4,483.40	32.4
10-411-23 457 RETIREMENT	283.76	1,135.04	6,190.00	5,054.96	18.3
10-411-25 UNEMPLOYMENT INS	5.51	89.64	254.00	164.36	35.3
10-411-26 WORKERS' COMPENSATION	7.46	104.46	150.00	45.54	69.6
10-411-27 EMPLOYEE APPRECIATION	66.91	66.91	1,000.00	933.09	6.7
10-411-28 TA VEHICLE STIPEND	.00	.00	1,000.00	1,000.00	.0
<b>TOTAL ADMINISTRATION DEPARTMENT</b>	<b>8,773.65</b>	<b>35,036.09</b>	<b>115,719.00</b>	<b>80,682.91</b>	<b>30.3</b>

TOWN OF WIGGINS  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING APRIL 30, 2022

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>JUDICIAL DEPARTMENT</u>					
10-412-00 CONTRACT-JUDGE	312.50	1,562.50	3,600.00	2,037.50	43.4
10-412-01 CONTRACT-TOWN PROSECUTOR	.00	750.00	3,000.00	2,250.00	25.0
10-412-35 COPIER LEASE	23.85	138.56	125.00	( 13.56)	110.9
10-412-41 TELEPHONE & INTERNET	.00	.00	100.00	100.00	.0
10-412-55 POSTAGE	.00	57.42	50.00	( 7.42)	114.8
10-412-61 OFFICE SUPPLIES	.00	33.14	150.00	116.86	22.1
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
<b>TOTAL JUDICIAL DEPARTMENT</b>	<b>336.35</b>	<b>2,541.62</b>	<b>7,525.00</b>	<b>4,983.38</b>	<b>33.8</b>
<u>MAYOR &amp; LEGISLATIVE BOARDS</u>					
10-413-10 MAYOR COMPENSATION	200.00	800.00	2,400.00	1,600.00	33.3
10-413-11 BOARD OF TRUSTEES COMPENSATION	240.00	960.00	2,880.00	1,920.00	33.3
10-413-12 BOARD OF TRUSTEES APPRECIATION	.00	.00	500.00	500.00	.0
10-413-22 FICA & MEDICARE	33.66	134.64	404.00	269.36	33.3
10-413-26 WORKER'S COMPENSATION	7.46	28.46	140.00	111.54	20.3
10-413-40 BOARD OF TRUSTEES TRAINING	.00	.00	3,000.00	3,000.00	.0
10-413-51 E & O INSURANCE	.00	3,084.63	2,000.00	( 1,084.63)	154.2
10-413-58 BOARD TRAVEL & MEETINGS	210.00	210.00	5,000.00	4,790.00	4.2
10-413-71 COMPUTER SOFTWARE	168.14	168.14	.00	( 168.14)	.0
10-413-90 DUES & SUBSCRIPTIONS	.00	.00	2,500.00	2,500.00	.0
<b>TOTAL MAYOR &amp; LEGISLATIVE BOARDS</b>	<b>859.26</b>	<b>5,385.87</b>	<b>18,824.00</b>	<b>13,438.13</b>	<b>28.6</b>
<u>ELECTIONS</u>					
10-414-00 ELECTIONS	660.36	2,204.41	3,000.00	795.59	73.5
<b>TOTAL ELECTIONS</b>	<b>660.36</b>	<b>2,204.41</b>	<b>3,000.00</b>	<b>795.59</b>	<b>73.5</b>
<u>TREASURER'S OFFICE</u>					
10-415-15 COLLECTIONS (TREASURERS FEE)	563.57	7,880.08	8,000.00	119.92	98.5
10-415-30 TOWN LEGAL	11,610.00	27,004.00	35,000.00	7,996.00	77.2
10-415-40 REPORTING & PUBLISHING	.00	79.12	1,200.00	1,120.88	6.6
<b>TOTAL TREASURER'S OFFICE</b>	<b>12,173.57</b>	<b>34,963.20</b>	<b>44,200.00</b>	<b>9,236.80</b>	<b>79.1</b>

TOWN OF WIGGINS  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING APRIL 30, 2022

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ECONOMIC DEVELOPMENT</u>					
10-416-50	.00	.00	20,000.00	20,000.00	.0
10-416-51	.00	.00	4,500.00	4,500.00	.0
TOTAL ECONOMIC DEVELOPMENT	.00	.00	24,500.00	24,500.00	.0
<u>COMMUNITY DEVELOPMENT</u>					
10-417-30	.00	.00	1,000.00	1,000.00	.0
10-417-35	.00	.00	95.00	95.00	.0
10-417-44	.00	.00	105.00	105.00	.0
10-417-55	.00	.00	500.00	500.00	.0
10-417-61	.00	.00	120.00	120.00	.0
10-417-63	.00	.00	500.00	500.00	.0
10-417-68	.00	.00	120.00	120.00	.0
10-417-70	.00	.00	200.00	200.00	.0
10-417-71	168.14	168.14	100.00	( 68.14)	168.1
10-417-85	.00	.00	500.00	500.00	.0
10-417-91	.00	.00	2,100.00	2,100.00	.0
TOTAL COMMUNITY DEVELOPMENT	168.14	168.14	5,340.00	5,171.86	3.2
<u>PLANNING &amp; ZONING</u>					
10-418-30	.00	725.00	3,500.00	2,775.00	20.7
10-418-35	.00	.00	95.00	95.00	.0
10-418-40	.00	.00	1,000.00	1,000.00	.0
10-418-41	.00	.00	425.00	425.00	.0
10-418-44	.00	12.00	105.00	93.00	11.4
10-418-49	.00	.00	500.00	500.00	.0
10-418-51	.00	.00	200.00	200.00	.0
10-418-54	.00	137.88	1,000.00	862.12	13.8
10-418-55	.00	.00	420.00	420.00	.0
10-418-61	42.69	78.09	50.00	( 28.09)	156.2
10-418-68	.00	.00	100.00	100.00	.0
10-418-70	.00	.00	100.00	100.00	.0
10-418-71	168.14	168.14	100.00	( 68.14)	168.1
10-418-93	.00	.00	82,500.00	82,500.00	.0
10-418-94	.00	.00	5,000.00	5,000.00	.0
10-418-97	.00	.00	37,500.00	37,500.00	.0
10-418-98	.00	.00	30,000.00	30,000.00	.0
TOTAL PLANNING & ZONING	210.83	1,121.11	162,595.00	161,473.89	.7

TOWN OF WIGGINS  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING APRIL 30, 2022

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>COMMUNITY PROGRAMS</u>					
10-419-00	FOURTH OF JULY FESTIVAL	200.00	274.49	20,000.00	19,725.51 1.4
10-419-01	WIGGINS OLD TIME CHRISTMAS	200.00	5,658.22	4,000.00 (	1,658.22) 141.5
10-419-02	FALL HARVEST FEST	.00	.00	4,000.00	4,000.00 .0
10-419-05	BUSINESS DIST BEAUTIFICATION	.00	93.48	2,000.00	1,906.52 4.7
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
10-419-50	ECONOMIC DEVELOPMENT	215.35	296.80	.00 (	296.80) .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	1,042.78	1,042.78	2,000.00	957.22 52.1
10-419-66	PLANTERS	.00	.00	1,500.00	1,500.00 .0
10-419-91	NEWSLETTER/EVENT POSTCARD	320.40	320.40	1,200.00	879.60 26.7
10-419-99	OTHER MISCELLANEOUS	.00	63.98	.00 (	63.98) .0
	<b>TOTAL COMMUNITY PROGRAMS</b>	<b>1,978.53</b>	<b>7,750.15</b>	<b>91,700.00</b>	<b>83,949.85 8.5</b>



TOWN OF WIGGINS  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING APRIL 30, 2022

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>POLICE DEPARTMENT</u>					
10-421-02 CONTRACT SERVICES	635.00	869.00	3,600.00	2,731.00	24.1
10-421-04 EQUIPMENT	89.97	1,992.38	45,250.00	43,257.62	4.4
10-421-15 POLICE SALARIES	13,000.96	44,421.96	179,727.00	135,305.04	24.7
10-421-20 EMPLOYEE BENEFITS	1,492.40	5,829.20	28,649.00	22,819.80	20.4
10-421-21 VEHICLE/MOBILE EQUIPMENT	.00	39.95	6,000.00	5,960.05	.7
10-421-22 FICA & MEDICARE	199.15	674.78	13,749.00	13,074.22	4.9
10-421-23 PENSION-FPPA	1,176.33	4,075.54	16,175.00	12,099.46	25.2
10-421-24 DEATH & DISABILITY-FPPA	105.02	310.81	2,876.00	2,565.19	10.8
10-421-25 UNEMPLOYMENT INSURANCE	4.46	84.11	539.00	454.89	15.6
10-421-26 WORKERS' COMPENSATION	7.46	1,923.96	7,510.00	5,586.04	25.6
10-421-28 FARM HOUSE UTILITIES-GAS & ELC	266.61	1,342.42	.00	( 1,342.42)	.0
10-421-29 UNIFORMS	1,234.56	1,404.53	3,000.00	1,595.47	46.8
10-421-30 PROFESSIONAL LEGAL SERVICES	.00	.00	1,000.00	1,000.00	.0
10-421-35 COPIER LEASE	7.95	46.19	95.00	48.81	48.6
10-421-40 TRAINING	( 259.92)	2,622.38	3,000.00	377.62	87.4
10-421-41 TELEPHONE & INTERNET	217.32	217.32	2,735.00	2,517.68	8.0
10-421-42 COM CENTER PHONE LINE	.00	76.24	1,821.00	1,744.76	4.2
10-421-43 REPAIRS AND MAINTENANCE (AUTO)	3.29	370.01	5,525.00	5,154.99	6.7
10-421-44 UTILITIES-ELECTRIC	131.95	352.44	750.00	397.56	47.0
10-421-45 UTILITIES-GAS	.00	461.78	400.00	( 61.78)	115.5
10-421-46 CELL PHONE	.00	532.50	350.00	( 182.50)	152.1
10-421-48 TRASH	.00	.00	270.00	270.00	.0
10-421-49 OTHER MISCELLANEOUS	200.00	246.78	1,000.00	753.22	24.7
10-421-52 INSURANCE & BONDS	1,037.00	5,359.91	25,000.00	19,640.09	21.4
10-421-55 PRINTING	.00	745.00	800.00	55.00	93.1
10-421-61 OFFICE/GEN OPERATING SUPPLIES	21.35	395.88	1,000.00	604.12	39.6
10-421-62 FUEL	539.43	1,404.54	8,500.00	7,095.46	16.5
10-421-64 CRIME PREVENTION	.00	12.50	500.00	487.50	2.5
10-421-68 COPIER EXPENSE	.00	.00	100.00	100.00	.0
10-421-70 IT SUPPORT	.00	8.95	2,500.00	2,491.05	.4
10-421-71 COMPUTER SOFTWARE	180.15	180.15	9,760.00	9,579.85	1.9
10-421-72 AMUNITION	568.43	568.43	1,700.00	1,131.57	33.4
10-421-73 LEXIPOLE	.00	.00	2,239.00	2,239.00	.0
10-421-85 ANIMAL CONTROL	29.78	29.78	100.00	70.22	29.8
10-421-90 MEMBERSHIP DUES	60.00	110.00	253.00	143.00	43.5
<b>TOTAL POLICE DEPARTMENT</b>	<b>20,948.65</b>	<b>76,709.42</b>	<b>376,473.00</b>	<b>299,763.58</b>	<b>20.4</b>
<u>BUILDING INSPECTION DEPARTMENT</u>					
10-424-20 BUILDING INSPECTIONS MATERIALS	.00	128.44	1,000.00	871.56	12.8
10-424-30 DEVELOPMENT REVIEW MISC EXP	.00	.00	5,000.00	5,000.00	.0
10-424-31 COMMERCIAL BUILDING REVIEW	.00	9,874.84	5,000.00	( 4,874.84)	197.5
10-424-32 RESIDENTIAL BUILDING REVIEW	.00	10,960.60	5,000.00	( 5,960.60)	219.2
10-424-40 EMPLOYEE TRAINING	.00	.00	2,000.00	2,000.00	.0
<b>TOTAL BUILDING INSPECTION DEPARTMEN</b>	<b>.00</b>	<b>20,963.88</b>	<b>18,000.00</b>	<b>( 2,963.88)</b>	<b>116.5</b>

TOWN OF WIGGINS  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING APRIL 30, 2022

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PUBLIC WORKS ADMINISTRATION</u>					
10-430-11 SALARY - PW MAINTENANCE(1)	7,149.11	26,569.38	30,779.00	4,209.62	86.3
10-430-12 SALARY-PW MAINTENANCE(2)	.00	487.00	.00	( 487.00)	.0
10-430-15 SALARY-PW SEASONAL (MOWING)	.00	368.82	6,000.00	5,631.18	6.2
10-430-16 PW EMPLOYEES-FULL TIME	.00	.00	32,718.00	32,718.00	.0
10-430-20 EMPLOYEE BENEFITS - PW	361.40	1,445.60	13,857.00	12,411.40	10.4
10-430-22 FICA & MEDICARE	520.05	1,990.62	4,493.00	2,502.38	44.3
10-430-23 457 RETIREMENT	63.74	254.96	1,603.00	1,348.04	15.9
10-430-25 UNEMPLOYMENT INSURANCE - PW	12.64	75.71	181.00	105.29	41.8
10-430-26 WORKERS' COMPENSATION - PW	7.46	1,036.46	8,250.00	7,213.54	12.6
<b>TOTAL PUBLIC WORKS ADMINISTRATION</b>	<b>8,114.40</b>	<b>32,228.55</b>	<b>97,881.00</b>	<b>65,652.45</b>	<b>32.9</b>
<u>PUBLIC WORKS &amp; STREETS DEPT</u>					
10-431-00 UNIFORMS - PW	14.49	674.10	3,500.00	2,825.90	19.3
10-431-20 REPAIRS-EQUIPMENT & VEHICLES	1,101.71	6,534.28	9,500.00	2,965.72	68.8
10-431-21 STREETS-SIGNS & MATERIAL	36.73	986.72	10,000.00	9,013.28	9.9
10-431-22 REPAIRS & MAINTENANCE-STREETS	25.76	8,746.44	.00	( 8,746.44)	.0
10-431-23 EQUIPMENT RENTAL	.00	.00	200.00	200.00	.0
10-431-24 REPAIRS & MAINTENANCE-STREETS	1,136.85	1,170.81	10,000.00	8,829.19	11.7
10-431-25 FARM HOUSE MAINT	43.83	344.86	1,000.00	655.14	34.5
10-431-28 FARM HOUSE UTILITIES	.00	.00	2,700.00	2,700.00	.0
10-431-35 COPIER LEASE	7.95	46.19	95.00	48.81	48.6
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	2,059.99	2,326.17	1,500.00	( 826.17)	155.1
10-431-43 BUIDING MAINT	117.66	940.81	3,000.00	2,059.19	31.4
10-431-45 UTILITIES-GAS	.00	584.65	1,200.00	615.35	48.7
10-431-46 CELL PHONE	72.44	409.32	975.00	565.68	42.0
10-431-47 TELEPHONE & INTERNET	81.80	312.97	800.00	487.03	39.1
10-431-48 TRASH	.00	.00	540.00	540.00	.0
10-431-52 INSURANCE - PW	746.64	3,935.88	9,611.00	5,675.12	41.0
10-431-55 POSTAGE & SHIPPING-PW	.00	18.53	.00	( 18.53)	.0
10-431-60 STREET LIGHTING - PW	1,782.77	3,547.73	9,600.00	6,052.27	37.0
10-431-61 OFFICE SUPPLIES	.00	.00	1,400.00	1,400.00	.0
10-431-62 FUEL - PW	638.77	4,417.09	8,500.00	4,082.91	52.0
10-431-63 CONTRACT REFUSE REMOVAL - PW	272.00	1,019.00	2,000.00	981.00	51.0
10-431-64 LEVEE REPAIR & MAINT	389.49	389.49	.00	( 389.49)	.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	180.15	180.15	424.00	243.85	42.5
10-431-74 EQUIPMENT- CAPITAL OUTLAY	.00	.00	2,250.00	2,250.00	.0
10-431-99 OTHER MISCELLANEOUS - PW	27.93	2,826.60	.00	( 2,826.60)	.0
<b>TOTAL PUBLIC WORKS &amp; STREETS DEPT</b>	<b>8,736.96</b>	<b>39,411.79</b>	<b>87,223.00</b>	<b>47,811.21</b>	<b>45.2</b>

TOWN OF WIGGINS  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING APRIL 30, 2022

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>STORMWATER</u>					
10-432-59	.00	1,015.00	5,000.00	3,985.00	20.3
10-432-60	.00	.00	50,000.00	50,000.00	.0
10-432-61	.00	.00	5,000.00	5,000.00	.0
10-432-62	.00	.00	1,000.00	1,000.00	.0
10-432-63	.00	.00	1,000.00	1,000.00	.0
10-432-64	.00	.00	500.00	500.00	.0
10-432-65	.00	.00	2,000.00	2,000.00	.0
<b>TOTAL STORMWATER</b>	<b>.00</b>	<b>1,015.00</b>	<b>64,500.00</b>	<b>63,485.00</b>	<b>1.6</b>
<u>PARK &amp; RECREATION</u>					
10-451-11	.00	.00	17,991.00	17,991.00	.0
10-451-12	.00	1,780.36	16,141.00	14,360.64	11.0
10-451-16	.00	.00	5,006.00	5,006.00	.0
10-451-22	.00	136.22	641.00	504.78	21.3
10-451-25	.00	3.14	25.00	21.86	12.6
10-451-26	7.45	521.70	1,500.00	978.30	34.8
10-451-30	.00	.00	1,000.00	1,000.00	.0
10-451-38	72.44	355.22	490.00	134.78	72.5
10-451-39	81.80	312.97	1,200.00	887.03	26.1
10-451-40	.00	.00	1,000.00	1,000.00	.0
10-451-41	1,796.80	3,303.34	12,000.00	8,696.66	27.5
10-451-43	5,562.64	7,881.13	15,000.00	7,118.87	52.5
10-451-44	.00	.00	15,000.00	15,000.00	.0
10-451-48	.00	.00	800.00	800.00	.0
10-451-55	.00	.00	1,200.00	1,200.00	.0
10-451-60	.00	.00	735.00	735.00	.0
10-451-61	837.00	3,185.87	4,500.00	1,314.13	70.8
10-451-62	.00	350.00	3,000.00	2,650.00	11.7
10-451-70	.00	.00	100.00	100.00	.0
10-451-71	168.14	343.14	2,100.00	1,756.86	16.3
10-451-83	.00	.00	2,000.00	2,000.00	.0
10-451-84	862.08	1,374.84	10,100.00	8,725.16	13.6
10-451-86	.00	.00	1,000.00	1,000.00	.0
10-451-87	893.73	2,757.67	1,200.00	( 1,557.67)	229.8
10-451-88	.00	.00	2,000.00	2,000.00	.0
10-451-90	.00	.00	500.00	500.00	.0
10-451-92	.00	.00	100.00	100.00	.0
10-451-93	.00	.00	200.00	200.00	.0
<b>TOTAL PARK &amp; RECREATION</b>	<b>10,282.08</b>	<b>22,305.60</b>	<b>116,529.00</b>	<b>94,223.40</b>	<b>19.1</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>101,922.73</b>	<b>321,338.68</b>	<b>1,345,611.00</b>	<b>1,024,272.32</b>	<b>23.9</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>( 26,794.01)</b>	<b>423,901.30</b>	<b>2,556.00</b>	<b>( 421,345.30)</b>	<b>16584.</b>

TOWN OF WIGGINS  
 BALANCE SHEET  
 APRIL 30, 2022

WATER ENTERPRISE

ASSETS

20-10100	CASH IN COMBINED CASH FUND	840,889.20	
20-10120	CASH ON HAND	50.00	
20-10210	WATER ENTERPRISE CLEARING ACCT	7,603.69	
20-10250	COLOTRUST-WATER FUND	107.10	
20-10251	HIGH PLAINS WATER ENTPR FUND	182,762.69	
20-10260	COLOTRUST - DEVELOPMENT FEES	107.17	
20-10261	2011 USDA DEBT SERV RESERVE	101,257.85	
20-10262	2013 USDA DEBT SERV RESERVE	154,570.61	
20-10270	COLOTRUST-WATER BOND ACCOUNT	22.11	
20-10271	63.23% BOTW DEBT SERVICE	631.68	
20-10273	2020 BOTW LOAN--SINKING FUND	365,497.25	
20-10280	COLOTRUST-WATER BOND RESERVE	108.10	
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	107.16	
20-11500	ACCOUNTS RECEIVABLE	55,759.97	
20-14000	CWCB LOAN PROCEEDS ESCROW	1,133,775.50	
20-14100	PREPAID EXPENSE	276.31	
20-16100	LAND	661,549.57	
20-16200	WATER RIGHTS	5,022,202.92	
20-16300	CONSTRUCTION IN PROGRESS	46,000.00	
20-16400	PLANT EQUIPMENT	7,382,696.17	
20-16401	OTHER EQUIPMENT	28,834.06	
20-16410	ACCUMULATED DEPRECIATION	( 1,796,869.05)	
	TOTAL ASSETS		<u>14,465,118.74</u>

LIABILITIES AND EQUITY

LIABILITIES

20-20200	ACCOUNTS PAYABLE	38,604.96	
20-20300	ACCRUED COMPENSATED ABSENCES	7,101.64	
20-20301	ACCR'D COMP ABS--CURR. PORTION	1,775.41	
20-20400	ACCRUED INTEREST PAYABLE	157,563.15	
20-22530	2013 USDA	471,062.09	
20-22540	REVENUE BOND PAYABLE-REA	2,719,371.76	
20-22550	BOTW LOAN--63.23% WATER	1,827,739.03	
20-22600	CAPITAL LEASES PAYABLE	239,931.50	
20-22650	2017 CWCB NOTE PAYABLE	2,408,850.00	
20-22900	CUSTOMER DEPOSIT LIABILITY	47,562.00	
	TOTAL LIABILITIES		<u>7,919,561.54</u>

FUND EQUITY

20-27900	RETAINED EARNINGS	6,464,467.93	
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TOWN OF WIGGINS  
BALANCE SHEET  
APRIL 30, 2022

WATER ENTERPRISE

	UNAPPROPRIATED FUND BALANCE:		
20-29001	SUSPENSE	63,564.71	
	REVENUE OVER EXPENDITURES - YTD	<u>134,645.78</u>	
	BALANCE - CURRENT DATE		<u>198,210.49</u>
	TOTAL FUND EQUITY		<u>6,662,678.42</u>
	TOTAL LIABILITIES AND EQUITY		<u><u>14,582,239.96</u></u>

TOWN OF WIGGINS  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING APRIL 30, 2022

WATER ENTERPRISE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
20-34000 WATER SALES	58,267.25	233,327.69	882,000.00	648,672.31	26.5
20-34001 CUSTOMER DEPOSITS	.00	445.00	35,000.00	34,555.00	1.3
20-34002 BULK WATER SALES	601.00	1,775.60	3,000.00	1,224.40	59.2
20-34440 TAP FEES & ACQUISITION FEES	.00	175,000.00	800,000.00	625,000.00	21.9
20-34450 MISCELLANEOUS WATER INCOME	1,610.00	5,760.00	15,000.00	9,240.00	38.4
20-36000 WATER DEVELOPMENT CONTRIBUTION	.00	300.00	.00	( 300.00)	.0
20-36001 RENTAL INCOME	.00	.00	12,000.00	12,000.00	.0
20-36100 INTEREST EARNED	.04	108.18	.00	( 108.18)	.0
TOTAL FUND REVENUE	60,478.29	416,716.47	1,747,000.00	1,330,283.53	23.9

TOWN OF WIGGINS  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING APRIL 30, 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	590.00	590.00	5,000.00	4,410.00	11.8
20-410-31 WATER RIGHTS EXPENSES	5,610.00	35,105.50	95,000.00	59,894.50	37.0
20-410-32 PROFESSIONAL SERVICES	9,929.95	46,784.49	90,000.00	43,215.51	52.0
20-410-33 POSTAGE	.00	168.20	2,000.00	1,831.80	8.4
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	1,910.00	5,000.00	3,090.00	38.2
<b>TOTAL PROFESSIONAL SERVICES</b>	<b>16,129.95</b>	<b>84,558.19</b>	<b>216,105.00</b>	<b>131,546.81</b>	<b>39.1</b>
<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	5,601.60	22,406.40	.00	( 22,406.40)	.0
20-411-20 EMPLOYEE BENEFITS	548.11	2,192.44	10,505.00	8,312.56	20.9
20-411-22 FICA & MEDICARE	422.10	1,688.40	5,033.00	3,344.60	33.6
20-411-23 457 RETIREMENT	251.18	1,004.72	5,116.00	4,111.28	19.6
20-411-25 UNEMPLOYMENT INSURANCE	3.90	32.82	197.00	164.18	16.7
20-411-26 WORKERS' COMPENSATION	7.45	7.45	145.00	137.55	5.1
20-411-72 UTILITY BILLING SOFTWARE EXP	.00	.00	2,920.00	2,920.00	.0
<b>TOTAL WATER ADMINISTRATION</b>	<b>6,834.34</b>	<b>27,332.23</b>	<b>89,709.00</b>	<b>62,376.77</b>	<b>30.5</b>
<u>PUBLIC WORKS ADMINISTRATION</u>					
20-430-11 SALARY-PW MAINTENANCE	1,062.58	4,250.32	30,040.00	25,789.68	14.2
20-430-15 EMPL SALARY-PW P/T SEASONAL	.00	.00	1,950.00	1,950.00	.0
20-430-20 EMPLOYEE BENEFITS	180.70	722.80	5,730.00	5,007.20	12.6
20-430-22 FICA & MEDICARE	67.86	271.44	2,298.00	2,026.56	11.8
20-430-23 457 RETIREMENT	31.88	127.52	901.00	773.48	14.2
20-430-25 UNEMPLOYMENT INSURANCE	1.30	7.02	90.00	82.98	7.8
20-430-26 WORKERS' COMPENSATION	.00	354.75	3,345.00	2,990.25	10.6
<b>TOTAL PUBLIC WORKS ADMINISTRATION</b>	<b>1,344.32</b>	<b>5,733.85</b>	<b>44,354.00</b>	<b>38,620.15</b>	<b>12.9</b>
<u>SUPPLIES</u>					
20-431-22 EQUIPMENT REPAIRS AND MAINT	.00	.00	5,000.00	5,000.00	.0
20-431-62 FUEL	.00	53.06	6,000.00	5,946.94	.9
20-431-75 VEHICLE REPAIR	.00	.00	5,000.00	5,000.00	.0
<b>TOTAL SUPPLIES</b>	<b>.00</b>	<b>53.06</b>	<b>16,000.00</b>	<b>15,946.94</b>	<b>.3</b>

TOWN OF WIGGINS  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING APRIL 30, 2022

WATER ENTERPRISE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OPERATIONS</u>					
20-432-00	.00	.00	2,500.00	2,500.00	.0
20-432-05	75.84	267.41	.00	( 267.41)	.0
20-432-30	400.00	1,200.00	6,000.00	4,800.00	20.0
20-432-35	39.75	230.93	477.00	246.07	48.4
20-432-37	815.60	6,723.55	12,000.00	5,276.45	56.0
20-432-39	.00	.00	1,125.00	1,125.00	.0
20-432-40	115.75	576.96	800.00	223.04	72.1
20-432-41	7,098.53	17,655.45	70,000.00	52,344.55	25.2
20-432-45	.00	1,004.75	500.00	( 504.75)	201.0
20-432-46	.00	.00	764.00	764.00	.0
20-432-48	.00	.00	100.00	100.00	.0
20-432-49	1,899.60	6,066.66	100.00	( 5,966.66)	6066.7
20-432-50	.00	.00	300.00	300.00	.0
20-432-52	414.80	5,111.14	8,000.00	2,888.86	63.9
20-432-53	253.99	253.99	12,000.00	11,746.01	2.1
20-432-54	479.71	479.71	7,500.00	7,020.29	6.4
20-432-55	609.61	6,830.27	30,000.00	23,169.73	22.8
20-432-56	4,443.89	6,771.91	15,000.00	8,228.09	45.2
20-432-57	62.96	434.96	7,500.00	7,065.04	5.8
20-432-59	.00	158.43	1,000.00	841.57	15.8
20-432-61	.00	.00	1,500.00	1,500.00	.0
20-432-68	184.69	466.87	390.00	( 76.87)	119.7
20-432-70	.00	.00	500.00	500.00	.0
20-432-85	.00	.00	70,000.00	70,000.00	.0
20-432-87	.00	.00	5,000.00	5,000.00	.0
20-432-90	.00	.00	100,000.00	100,000.00	.0
20-432-99	180.46	4,485.40	1,000.00	( 3,485.40)	448.5
<b>TOTAL OPERATIONS</b>	<b>17,075.18</b>	<b>58,718.39</b>	<b>354,056.00</b>	<b>295,337.61</b>	<b>16.6</b>
<u>DEBT SERVICE</u>					
20-471-09	.00	.00	45,000.00	45,000.00	.0
20-471-11	.00	.00	147,000.00	147,000.00	.0
20-471-12	3,510.42	17,552.10	42,125.00	24,572.90	41.7
20-471-13	.00	.00	40,000.00	40,000.00	.0
20-471-14	17,862.75	88,122.87	95,000.00	6,877.13	92.8
<b>TOTAL DEBT SERVICE</b>	<b>21,373.17</b>	<b>105,674.97</b>	<b>369,125.00</b>	<b>263,450.03</b>	<b>28.6</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>62,756.96</b>	<b>282,070.69</b>	<b>1,089,349.00</b>	<b>807,278.31</b>	<b>25.9</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>( 2,278.67)</b>	<b>134,645.78</b>	<b>657,651.00</b>	<b>523,005.22</b>	<b>20.5</b>



TOWN OF WIGGINS  
BALANCE SHEET  
APRIL 30, 2022

SEWER ENTERPRISE

ASSETS

30-10100	CASH IN COMBINED CASH FUND	1,138,934.59	
30-10250	COLOTRUST FUND	107.10	
30-10251	HIGH PLAINS SEWER ENTPR FUND	63,637.18	
30-10260	COLOTRUST SEWER PROJECT	107.10	
30-10271	36.77% BOTW DEBT SERVICE	1,787.02	
30-10273	2020 BOTW LOAN--SINKING FUND	212,546.75	
30-10282	2020 BOTW LOAN--D.S. RESERVE	148,803.41	
30-10290	CD 1726--STORM SEWER WGNS SCH	12,301.08	
30-11500	ACCOUNTS RECEIVABLE	22,970.82	
30-14100	PREPAID EXPENSE	276.30	
30-16100	LAND	821,659.00	
30-16200	BUILDINGS	130,310.00	
30-16300	CONSTRUCTION IN PROGRESS	63,081.99	
30-16400	EQUIPMENT	2,118,488.31	
30-16401	OTHER EQUIPMENT	25,098.72	
30-16410	ACCUMULATED DEPRECIATION-EQ	( 768,463.19)	
	TOTAL ASSETS		3,991,646.18

LIABILITIES AND EQUITY

LIABILITIES

30-20200	ACCOUNTS PAYABLE	11,006.23	
30-20300	ACCRUED COMPENSATED ABSENCES	7,101.64	
30-20301	ACCR'D COMP ABS--CURR. PORTION	1,775.41	
30-20400	ACCRUED INTEREST PAYABLE	10,435.84	
30-22550	BOTH 36.77% SEWER LOAN	1,062,880.97	
30-22900	CUSTOMER DEPOSIT LIABILITY	11,236.00	
30-22905	DEVELOPER PERFORMANCE DEPOSIT	11,750.00	
	TOTAL LIABILITIES		1,116,186.09

FUND EQUITY

30-27900	RETAINED EARNINGS	2,830,717.65	
	UNAPPROPRIATED FUND BALANCE:		
30-29001	SUSPENSE	36,964.63	
	REVENUE OVER EXPENDITURES - YTD	19,099.17	
	BALANCE - CURRENT DATE	56,063.80	
	TOTAL FUND EQUITY		2,886,781.45
	TOTAL LIABILITIES AND EQUITY		4,002,967.54

TOWN OF WIGGINS  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING APRIL 30, 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	21,169.78	84,347.59	248,400.00	164,052.41	34.0
30-34001 CUSTOMER DEPOSITS	.00	130.00	35,000.00	34,870.00	.4
30-34440 TAP FEES	.00	78,000.00	320,000.00	242,000.00	24.4
30-36100 INTEREST EARNED	.02	15.70	.00	( 15.70)	.0
30-39110 TRANSFER FROM SALES TAX FUND	.00	.00	85,000.00	85,000.00	.0
TOTAL FUND REVENUE	21,169.80	162,493.29	843,400.00	680,906.71	19.3

TOWN OF WIGGINS  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING APRIL 30, 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	3,429.13	6,776.31	15,000.00	8,223.69	45.2
30-410-33 POSTAGE	.00	168.20	2,100.00	1,931.80	8.0
30-410-34 SEWER DEPOSIT REFUND	.00	.00	500.00	500.00	.0
30-410-35 COPIER LEASE	39.75	230.90	477.00	246.10	48.4
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
<b>TOTAL PROFESSIONAL SERVICES</b>	<b>3,468.88</b>	<b>7,175.41</b>	<b>28,482.00</b>	<b>21,306.59</b>	<b>25.2</b>

SEWER ADMINISTRATION

30-411-14 EMPL SALARY'S-ADMINISTRATION	.00	.00	45,524.00	45,524.00	.0
30-411-15 ADMINISTRATION DEPT EMPLOYEES	5,601.60	22,406.40	.00	( 22,406.40)	.0
30-411-20 EMPLOYEE BENEFITS	548.10	2,192.40	7,162.00	4,969.60	30.6
30-411-22 FICA & MEDICARE	422.12	1,688.48	3,483.00	1,794.52	48.5
30-411-23 457 RETIREMENT	251.16	1,004.64	3,610.00	2,605.36	27.8
30-411-25 UNEMPLOYMENT INSURANCE	3.89	32.81	137.00	104.19	24.0
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
<b>TOTAL SEWER ADMINISTRATION</b>	<b>6,826.87</b>	<b>27,324.73</b>	<b>63,231.00</b>	<b>35,906.27</b>	<b>43.2</b>

PUBLIC WORKS ADMINISTRATION

30-430-11 SALARY-PW MAINTENANCE	1,062.58	4,250.32	.00	( 4,250.32)	.0
30-430-12 SALARY-PW MAINTENANCE	.00	1,410.78	30,040.00	28,629.22	4.7
30-430-13 EMPL SALARY-PW P/T SEASONAL	.00	.00	1,950.00	1,950.00	.0
30-430-20 EMPLOYEE BENEFITS	180.70	722.80	5,730.00	5,007.20	12.6
30-430-22 FICA & MEDICARE	67.88	379.42	2,298.00	1,918.58	16.5
30-430-23 457 RETIREMENT	31.88	127.52	901.00	773.48	14.2
30-430-25 UNEMPLOYMENT	1.29	9.27	149.00	139.73	6.2
30-430-26 WORKERS' COMPENSATION	7.45	222.95	90.00	( 132.95)	247.7
<b>TOTAL PUBLIC WORKS ADMINISTRATION</b>	<b>1,351.78</b>	<b>7,123.06</b>	<b>41,158.00</b>	<b>34,034.94</b>	<b>17.3</b>

TOWN OF WIGGINS  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING APRIL 30, 2022

SEWER ENTERPRISE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>WWTP</u>					
30-431-22	.00	.00	10,000.00	10,000.00	.0
30-431-41	.00	.00	11,000.00	11,000.00	.0
30-431-45	.00	.00	400.00	400.00	.0
30-431-48	.00	.00	876.00	876.00	.0
30-431-51	.00	.00	5,000.00	5,000.00	.0
30-431-59	.00	4,522.50	5,000.00	477.50	90.5
30-431-62	.00	53.06	3,500.00	3,446.94	1.5
30-431-74	.00	.00	25,000.00	25,000.00	.0
30-431-75	.00	.00	5,000.00	5,000.00	.0
TOTAL WWTP	.00	4,575.56	65,776.00	61,200.44	7.0
<u>OPERATIONS</u>					
30-432-00	.00	.00	12,000.00	12,000.00	.0
30-432-05	75.83	210.61	.00	( 210.61)	.0
30-432-30	400.00	1,200.00	6,000.00	4,800.00	20.0
30-432-39	.00	.00	1,125.00	1,125.00	.0
30-432-41	3,307.54	9,582.01	25,000.00	15,417.99	38.3
30-432-42	115.75	448.75	800.00	351.25	56.1
30-432-45	.00	584.64	100.00	( 484.64)	584.6
30-432-46	.00	.00	764.00	764.00	.0
30-432-50	.00	1,574.00	1,650.00	76.00	95.4
30-432-51	862.20	3,373.00	4,500.00	1,127.00	75.0
30-432-52	414.80	5,111.12	8,000.00	2,888.88	63.9
30-432-53	.00	.00	15,000.00	15,000.00	.0
30-432-55	.00	.00	1,000.00	1,000.00	.0
30-432-56	438.62	806.52	2,500.00	1,693.48	32.3
30-432-57	.00	.00	2,000.00	2,000.00	.0
30-432-59	.00	.00	15,000.00	15,000.00	.0
30-432-60	6.48	1,724.32	10,000.00	8,275.68	17.2
30-432-61	179.27	453.16	1,500.00	1,046.84	30.2
30-432-75	.00	1,266.00	331,730.00	330,464.00	.4
30-432-99	.00	.00	1,000.00	1,000.00	.0
TOTAL OPERATIONS	5,800.49	26,334.13	439,669.00	413,334.87	6.0
<u>DEBT SERVICE</u>					
30-471-13	10,401.09	60,665.76	80,000.00	19,334.24	75.8
30-471-14	.00	10,195.47	.00	( 10,195.47)	.0
TOTAL DEBT SERVICE	10,401.09	70,861.23	80,000.00	9,138.77	88.6
TOTAL FUND EXPENDITURES	27,849.11	143,394.12	718,316.00	574,921.88	20.0

TOWN OF WIGGINS  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 4 MONTHS ENDING APRIL 30, 2022

SEWER ENTERPRISE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
NET REVENUE OVER EXPENDITURES	( 6,679.31)	19,099.17	125,084.00	105,984.83	15.3

TOWN OF WIGGINS  
BALANCE SHEET  
APRIL 30, 2022

SALES TAX CAPITAL IMPROVEMENT

<u>ASSETS</u>			
40-10100	CASH IN COMBINED CASH FUND	605,566.27	
40-10250	COLOTRUST FUND	107.10	
40-10251	HIGH PLAINS 1% TAX FUND	15,174.73	
40-11500	ACCOUNTS RECEIVABLE	44,015.44	
	TOTAL ASSETS		664,863.54
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
40-25320	FUND BALANCE	620,845.59	
	TOTAL LIABILITIES		620,845.59
<u>FUND EQUITY</u>			
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	81,460.60	
	BALANCE - CURRENT DATE	81,460.60	
	TOTAL FUND EQUITY		81,460.60
	TOTAL LIABILITIES AND EQUITY		702,306.19

TOWN OF WIGGINS  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 4 MONTHS ENDING APRIL 30, 2022

SALES TAX CAPITAL IMPROVEMENT

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
40-31300 1% TOWN SALES TAX	17,502.79	81,458.08	200,000.00	118,541.92	40.7
40-36100 INTEREST EARNED	.65	2.52	5.00	2.48	50.4
TOTAL FUND REVENUE	17,503.44	81,460.60	200,005.00	118,544.40	40.7

TOWN OF WIGGINS  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 4 MONTHS ENDING APRIL 30, 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
<b>TOTAL CAPITAL PROJECTS</b>	<b>.00</b>	<b>.00</b>	<b>220,000.00</b>	<b>220,000.00</b>	<b>.0</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>.00</b>	<b>.00</b>	<b>220,000.00</b>	<b>220,000.00</b>	<b>.0</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>17,503.44</b>	<b>81,460.60</b>	<b>( 19,995.00)</b>	<b>( 101,455.60)</b>	<b>407.4</b>



TOWN OF WIGGINS  
 BALANCE SHEET  
 APRIL 30, 2022

CONSERVATION TRUST

ASSETS

50-10100	CASH IN COMBINED CASH FUND	14,128.56	
50-10250	COLOTRUST FUND	107.10	
50-10251	HIGH PLAINS CNSRVTN TRST FUND	14,223.30	
	TOTAL ASSETS		<u>28,458.96</u>

LIABILITIES AND EQUITY

LIABILITIES

50-25320	FUND BALANCE	24,873.13	
	TOTAL LIABILITIES		24,873.13

FUND EQUITY

	UNAPPROPRIATED FUND BALANCE:		
	REVENUE OVER EXPENDITURES - YTD	8,576.36	
	BALANCE - CURRENT DATE	8,576.36	
	TOTAL FUND EQUITY		<u>8,576.36</u>
	TOTAL LIABILITIES AND EQUITY		<u>33,449.49</u>

TOWN OF WIGGINS  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 4 MONTHS ENDING APRIL 30, 2022

CONSERVATION TRUST

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
50-33501 CT - ST PROCEEDS (LOTTERY)	.00	8,572.84	10,000.00	1,427.16	85.7
50-36100 INTEREST EARNED	.01	3.52	10.00	6.48	35.2
TOTAL FUND REVENUE	.01	8,576.36	10,010.00	1,433.64	85.7

TOWN OF WIGGINS  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING APRIL 30, 2022

CONSERVATION TRUST

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT	
<u>ADMINISTRATION</u>						
50-411-11	GROUNDKEEPER 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	.01	8,576.36	1,016.00	( 7,560.36)	844.1



## **STAFF SUMMARY**

**Board of Trustees Meeting**

**May 25, 2022**

---

**DATE:** May 18, 2022

**AGENDA ITEM NUMBER:** 5

**TOPIC:** 2021 Budget Amendment Public Hearing

**STAFF MEMBER RESPONSIBLE:** Tom Acre, Town Manager

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**BACKGROUND:**

The Town has recently commissioned an independent audit of the Town's finances and the auditor has recommended a budget amendment to the General Fund within the 2021 Budget reflecting actual expenditures.

**SUMMARY:**

Based on the results of the audit, the need exists to appropriate an additional \$ 50,000 in the General Fund. The increase is due to actual expenditures that were accounted for in budget year 2021 were slightly above what was estimated. The Board will recall that revenue and expenses for the budget for 2021 were estimated very cautiously due to Covid-19. As we came out of the pandemic some expenses were incurred above the estimate.

**FISCAL IMPACT:**

Appropriation of these funds reflects the actual expenses within the General Fund.

**APPLICABILITY TO TOWN OBJECTIVES AND GOALS TO PROVIDE SERVICES:**

Amending the budget by appropriating unanticipated expenditures provides transparency in budgeting to the citizens.

**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. 13-2022 – A Resolution Amending the 2021 Budget by Increasing the Appropriations in the General Fund.

**ACTION REQUESTED:**

MOTION, SECOND, ROLL-CALL VOTE

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

**TOWN OF WIGGINS, COLORADO  
RESOLUTION NO. 13-2022**

**A RESOLUTION AMENDING THE 2021 BUDGET BY INCREASING THE APPROPRIATIONS  
IN THE CONSERVATION TRUST FUND AND WATER ENTERPRISE FUND**

**WHEREAS**, the Board of Trustees of the Town of Wiggins on December 9, 2020 adopted a budget for the 2021 calendar year per Resolution 44-2020, pursuant to and in accordance with the Local Government Budget Law; and

**WHEREAS**, the Town has recently commissioned an independent audit of the Town's finances and the auditor has recommended budget amendments to certain funds within the 2021 Budget reflecting actual expenditures.

- General Fund \$50,000

**WHEREAS**, the Board of Trustees approved expenses that were anticipated during the 2021 calendar year.

**WHEREAS**, based on the foregoing, a need exists to appropriate additional sums of money in the General Fund; and

**WHEREAS**, the Board of Trustees has published notice of and held a hearing upon the supplemental appropriations and amendments to the 2021 budget authorized by this Resolution; and

**WHEREAS**, the amended 2021 budget, as revised by this Resolution, does not result in a deficit as required by law.

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

**Section 1.** That the 2021 General Fund Budget is amended to reflect an additional appropriation of \$50,000.

**Section 2.** The foregoing appropriations are effective as of the date of this Resolution.

**INTRODUCED, READ AND ADOPTED THIS 25<sup>th</sup> DAY OF MAY 2022.**

TOWN OF WIGGINS, COLORADO

\_\_\_\_\_  
Christopher Franzen, Mayor

Attest:

\_\_\_\_\_  
Deborah Lee, Town Clerk



## **STAFF SUMMARY**

**Board of Trustees Meeting  
May 25, 2022**

---

**DATE:** May 23, 2022

**AGENDA ITEM NUMBER:** 6

**TOPIC:** Consideration of Resolution 14-2002 – A Resolution Authorizing Changes to the Authorized Signers for the Town’s Banking Accounts

**STAFF MEMBER RESPONSIBLE:** Deb Lee, Town Clerk

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**BACKGROUND:**

The Town currently shows both Mayor Franzen and former Mayor Palmer as a signatory on the Town’s commercial checking, savings, credit accounts and safe deposit boxes with High Plains Bank, Bank of the West, WEX and other financial institutions. Due to the timing of the change in Mayor, authorization of signatory authority, and processing payroll, removing former Mayor Palmer as a signatory was not done at the April 27, 2022 meeting.

When Mayor Franzen took office, he did not have authority to sign checks until new bank signatory cards were completed. The Resolution authorizing Mayor Franzen as a signatory and the minutes of the April 27, 2022 meeting were needed. Mayor Chris Franzen is now authorized to sign checks at High Plains Bank. Staff would like to remove the former Mayor Palmer from our accounts as he is no longer needed on them.

**SUMMARY:**

Removing former Mayor Palmer from the commercial checking, savings, credit accounts and safe deposit boxes with High Plains Bank, Bank of the West, WEX and other financial institutions will keep the signatories as the Mayor, Mayor Pro-Tem, Town Manager and the Town Clerk.

**FISCAL IMPACT:**

This action has no negative impact on the Town’s adopted budget.

**APPLICABILITY TO TOWN OBJECTIVES AND GOALS TO PROVIDE SERVICES:**

The Town of Wiggins strives to be as fiscally responsible as possible. Having only four people on the accounts allows us to achieve this goal.

**OPTIONS AVAILABLE TO THE BOARD OF TRUSTEES:**

The Board of Trustees can adopt the resolution as presented, modify the resolution, or elect not to adopt the resolution.

**MOTION FOR APPROVAL:**

I make the motion to adopt Resolution 14-2022 - A Resolution Authorizing Changes to the Authorized Signers for the Town's Banking Accounts.

**ACTION REQUESTED:**

Motion, Second, Roll-Call Vote.

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





**TOWN OF WIGGINS  
RESOLUTION NO. 14-2022**

**A RESOLUTION AUTHORIZING CHANGES TO THE AUTHORIZED SIGNERS FOR  
THE TOWN'S BANKING ACCOUNTS**

**WHEREAS**, the Town has commercial checking, savings and credit accounts and safe deposit boxes with High Plains Bank, Bank of the West, WEX and other financial institutions; and

**WHEREAS**, the Board of Trustees desires to remove an authorized signer to such accounts and safe deposit boxes.

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

**Section 1.** The Board of Trustees hereby removes Jeffrey Palmer, as a signatory agent for all checking, savings, and credit accounts effective immediately.

**Section 2.** The Mayor and Town Clerk are hereby authorized to execute and deliver any and all documents necessary to effect the change.

**INTRODUCED, ADOPTED AND RESOLVED THIS 25<sup>TH</sup> DAY OF MAY 2022.**

TOWN OF WIGGINS, COLORADO

\_\_\_\_\_  
Christopher Franzen, Mayor

ATTEST:

\_\_\_\_\_  
Deborah Lee, Town Clerk



## STAFF SUMMARY

### Board of Trustees Meeting May 25, 2022

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**DATE:** May 18, 2022

**AGEND ITEM NUMBER:** 7

**TOPIC:** Consideration of Resolution 15-2022- A Resolution Amending Bulk Water Fees on the Town of Wiggins Fee Schedule

**STAFF MEMBER RESPONSIBLE:** Tom Acre, Town Manager

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**BACKGROUND:**

Staff updates the Town's fee schedule periodically and presents it to the Board of Trustees for adoption. The current fee schedule was adopted at the February 23, 2022 Board of Trustees meeting. Due to the demands for bulk water purchases, Town staff recently repaired and added a water meter/backflow device for bulk water purchases at a cost of \$2,800.

**SUMMARY:**

Currently the Town collects a \$500 deposit for the use of the Town's bulk water meters. Staff has determined that this deposit amount is no longer sufficient to meet the Town's meter replacement cost should a bulk water meter need to be replaced. If a meter is damaged, the cost to repair is taken out of the deposit. Contractors are refunded their remaining amounts of deposits if the cost of repairs does not exceed the deposit amount. If a meter needs to be replaced, the contractor is responsible for the full amount. Staff recommends the deposit requirement be set at \$2,000.

**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 repairs and/or replacement of equipment used for services.

**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 request a modification and approve the resolution
- The Board of Trustees could not approve the resolution.

**MOTION FOR APPROVAL:**

I make the motion to adopt Resolution 15-2022 – A Resolution Amending Bulk Water Fees on the Town of Wiggins Fee Schedule

**ACTION REQUIRED:**

Motion, Second, Rollcall, Vote.

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

**TOWN OF WIGGINS, COLORADO  
RESOLUTION 15-2022**

**A RESOLUTION AMENDING BULK WATER FEES ON THE TOWN OF WIGGINS FEE  
SCHEDULE**

**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 ratified and adopted the Town of Wiggins Service Fee Schedule on February 23, 2022; and

**WHEREAS**, the Board of Trustees has determined through inspection and review that the bulk water meter deposit fee should be increased and adjusted to support use and cost of repairs and maintenance.

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

**Section 1.** The following bulk water meter fee changes are hereby imposed and reflected in the current fee schedule:

<b><u>Fee Description:</u></b>	<b><u>Fee:</u></b>
Bulk Water Meter Deposit	\$2,000

Such fees shall be due and payable at the time Bulk Water Application is submitted to the Town in addition to other fees required with the Bulk Water Application.

**Section 2.** This Resolution applies only to fees included in the Fee Schedule; and voids previous occurrences, mention, or implementation specific to those by Resolution.

**Section 3.** The Town may offer a discount to local non-profit entities. Such discount requests must be approved by the Town Manager.

**INTRODUCED, ADOPTED AND RESOLVED THIS 25<sup>th</sup> DAY OF MAY 2022.**

TOWN OF WIGGINS, COLORADO

\_\_\_\_\_  
Christopher Franzen, Mayor

ATTEST:

\_\_\_\_\_  
Deborah Lee, Town Clerk



## **STAFF SUMMARY**

### **Board of Trustees Meeting**

**May 25, 2022**

---

**DATE:** May 19, 2022

**AGENDA ITEM NUMBER:** 8

**TOPIC:** Consideration of Resolution No. 16 -2022 – A Resolution Approving First Amendment to Purchase Contract and Easement Agreement

**STAFF MEMBER RESPONSIBLE:** Tom Acre, Town Manager

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#### **BACKGROUND:**

At the October 27, 2021, Board meeting the sale of a portion of the Knievel property to Mike and Carey Miller was approved. The Miller's purchased the approximately 13-acres to provide access to their adjacent property northeast of the Town's property.

As the landowner and staff have worked to complete the purchase, we discovered the portion of property sold included the livestock well, which provides water to two stock tanks in that area of the property. The well actually straddles the north-south property line between the two properties.

#### **SUMMARY:**

The livestock well is not required for the Town's augmentation plan but is beneficial for the future use of that portion of the property as grazing pasture. The purchaser and staff agree that sharing the use of the stock well may be the best approach. Attached is an amendment to the sale and purchase agreement and easement language for the Board's consideration and facilitate the closing on the property sale.

#### **FISCAL IMPACT:**

These actions will not have a negative impact on the Town of Wiggins Water Fund.

#### **APPLICABILITY TO TOWN OBJECTIVES AND GOALS TO PROVIDE SERVICES:**

These actions support the Board of Trustees goal of being good stewards of Town resources.

#### **OPTIONS AVAILABLE TO THE BOARD OF TRUSTEES:**

The Board of Trustees may approve resolution, approve the resolution with modifications, or not approve the resolution.

**MOTION FOR APPROVAL:**

I make the motion to adopt Resolution No. 16 -2022 – A Resolution Approving First Amendment to Purchase Contract and Easement Agreement

**ACTION REQUESTED:**

Motion, Second, Roll-Call Vote for each of the above.

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

**TOWN OF WIGGINS, COLORADO  
RESOLUTION NO. 16-2022**

**A RESOLUTION APPROVING A FIRST AMENDMENT TO PURCHASE CONTRACT AND EASEMENT  
AGREEMENT**

**WHEREAS**, the Town of Wiggins previously entered into a Purchase Contract to Buy and Sell Real Estate with Michael K. Miller and Carey R. Miller (the “**Contract**”); and

**WHEREAS**, the parties desire to amend the Contract to extend the closing date and make other changes; and

**WHEREAS**, the parties have also determined there is a need for an Easement Agreement for the Town’s continued use of a stock well on the subject property; and

**WHEREAS**, Board of Trustees by this Resolution desires to approve the First Amendment to Contract and the Easement Agreement and to authorize their execution.

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

**Section 1.** The proposed First Amendment to Contract to Buy and Sell Real Estate between the Town of Wiggins and Michael K. Miller and Carey R. Miller (the “First Amendment”) is hereby approved in essentially the same form as the copy of such First Amendment accompanying this Resolution.

**Section 2.** The proposed Easement Agreement between the Town of Wiggins and Michael K. Miller and Carey R. Miller (the “Easement”) concerning the Town’s continued use of a stock well is hereby approved in essentially the same form as the copy of such Easement accompanying this Resolution.

**Section 3.** The Mayor or Town Manager, or either of them, is authorized to execute the First Amendment and Easement in substantially the same form as the copy attached hereto; further, the Mayor and Town Administrator are hereby granted the authority to negotiate and approve such revisions to the First Amendment and Easement as they determine are necessary or desirable for the protection of the Town, so long as the material terms and conditions of the First Amendment and Easement are not altered.

**INTRODUCED, ADOPTED AND RESOLVED THIS 25<sup>th</sup> DAY OF MAY, 2022.**

TOWN OF WIGGINS, COLORADO

\_\_\_\_\_  
Christopher Franzen, Mayor

ATTEST:

\_\_\_\_\_  
Deborah Lee, Town Clerk

**FIRST AMENDMENT TO PURCHASE CONTRACT TO BUY AND SELL REAL ESTATE**

THIS FIRST AMENDMENT is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2022 (the “Effective Date”), by and between the **Town of Wiggins**, a Colorado municipal corporation, hereinafter referred to as “Town” or “Seller,” and **Michael K. Miller JR and Carey R. Miller**, hereinafter collectively referred to as “Purchaser”.

**RECITALS**

WHEREAS, Seller and Buyer previously entered into a Purchase Contract to Buy and Sell Real Estate dated \_\_\_\_\_, 2021 (the “**Contract**”) concerning the sale of approximately 13.36 acres of real property located in Morgan County, Colorado; and

WHEREAS, Seller and Buyer wish to amend the Contract as set forth below;

NOW, THEREFORE, in consideration of the mutual covenants, conditions and agreements contained herein, the sufficiency of which consideration is acknowledged by all parties hereto, the undersigned hereby agree as follows:

**AMENDMENT**

1. Paragraph 1 is amended by the addition of the following to the end of said paragraph section: “There are no water rights being sold with the Property.”

2. Paragraph 7 is amended to read as follows (words to be added are underlined; words to be deleted are ~~stricken through~~):

**7. Closing.** The closing for the Property shall be held within one hundred and eighty (180) ~~ninety (90)~~ days following Seller’s execution of the Contract. The specific date and time of the Closing shall be set by mutual written agreement of the parties. The place of Closing shall be the offices of the title company issuing the title commitment or such other place as may be designated by mutual written agreement of the parties.

3. Paragraph 11 is amended by the addition of a new subparagraph (c) to read as follows (words to be added are underlined):

**11. Purchaser’s Obligations at Closing.** At the time of Closing and, upon Seller’s compliance with the terms and provisions of this Contract, Purchaser shall deliver:

c. An executed easement agreement addressing the Town’s continued use of the stock well on the Property. The easement agreement will



be drafted by the Town and shall be in a form mutually acceptable to both parties.

4. Unless otherwise defined in this First Amendment, capitalized terms used herein shall have the same meaning as they are given in the Contract.

5. This First Amendment may be executed in one or more counterparts, each of which shall be deemed an original, and all of which shall constitute one and the same instrument.

6. Except as amended herein, all other provisions of the Contract shall remain in full force and effect. This First Amendment contains the entire expression of the understanding between Buyer and Seller as to the subject matter hereof. There are no prior or contemporaneous agreements, oral or written, that are not entirely superseded hereby.

IN WITNESS WHEREOF, the parties hereto have executed this First Amendment as of the date first written above.

**SELLER:**

TOWN OF WIGGINS, a Colorado municipal corporation

\_\_\_\_\_  
Christopher Franzen, Mayor

ATTEST:

\_\_\_\_\_  
Deborah Lee, Town Clerk

Date: \_\_\_\_\_

**PURCHASER:**

\_\_\_\_\_  
Michael K. Miller JR

\_\_\_\_\_  
Carey R. Miller

Date: \_\_\_\_\_

**ACKNOWLEDGMENT**

STATE OF COLORADO            )  
  )ss  
COUNTY OF \_\_\_\_\_        )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_ by Michael K. Miller JR and Carey R. Miller.

Witness my hand and official seal.

My commission expires on: \_\_\_\_\_

(SEAL)

\_\_\_\_\_  
Notary Public

## **EASEMENT AGREEMENT**

**THIS EASEMENT AGREEMENT** is made this \_\_\_\_\_ day of \_\_\_\_\_, 2022, by and between MICHAEL K. MILLER JR and CAREY R. MILLER, whose address is \_\_\_\_\_ (collectively, the “Grantor”) and THE TOWN OF WIGGINS, COLORADO, a municipal corporation organized and existing under and by virtue of the laws of the State of Colorado, whose address is 304 Central Avenue, Wiggins, Colorado 80654 (the “Grantee”):

### **WITNESSETH:**

**THAT THE GRANTOR**, for and in consideration of the sum of Ten Dollars (\$10.00) paid to the Grantor by the Grantee, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, does hereby grant, bargain, sell and convey unto the Grantee a perpetual, irrevocable and non-exclusive Easement for access to and use, maintenance, repair, operation and replacement of a stock well, appurtenances, and related improvements, such Easement being on, over, under and across the real property described in and depicted on Exhibit A, attached hereto and incorporated herein by this reference;

**TOGETHER WITH** all the rights and privileges as are necessary or incidental to the reasonable and proper use of such Easement described in Exhibit A; and

**SUBJECT TO** the following terms and conditions:

1. Grantor shall not place, erect or construct, or allow to be placed, erected or constructed on the Easement area any equipment or structure or other improvement whatsoever which may interfere with the Grantee’s full use and enjoyment of the rights hereunder. Without limiting the foregoing, Grantee shall have the right to cut and clear trees, brush, debris and other obstructions on the Easement premises that might interfere with the operation and maintenance of Grantee’s facilities installed within the Easement premises.
2. Insofar as practicable, the Grantee shall restore the surface of the Easement area to the condition that existed immediately prior to the commencement of any surface disturbing activities permitted hereunder.
3. Grantor, its successors and assigns shall not grant any easements on, under, over or across the Easement area without Grantee’s prior written consent, which such consent shall not be unreasonably withheld.
4. This Easement and the rights and obligations provided for hereunder shall be binding upon and inure to the benefit of Grantor and Grantee, and their respective successors and assigns.
5. The Easement granted herein shall be subject to all restrictions and easements of record

and/or apparent on the ground.

6. To the extent authorized by law, Grantee shall be responsible for any liabilities arising from its activities permitted or performed on the area of the Easement, in the manner and to the extent provided under the Colorado Governmental Immunity Act, C.R.S. §§ 24-10-101 et seq. Grantee by this provision in no way waives or intends to waive the monetary limitations or any other rights, immunities, and protections provided to the Grantee and its employees under the Colorado Governmental Immunity Act, C.R.S. §§ 24-10-101 et seq.

**GRANTOR**, for itself, its successors and assigns, does covenant, grant, bargain, and agree to and with the Grantee, its successors and assigns, that at the time of the ensembling and delivery of these presents, it is well seized of the property on which the easement above conveyed is located, and has good, sure, perfect, absolute and indefeasible estate, in law, in fee simple, and has good right, full power and authority to grant, bargain, sell, and convey the same in the manner and form as set forth above, and that the property is free and clear from all former and other grants, bargains, sales, liens, taxes, assessments, encumbrances, and restrictions of whatever kind or nature whatsoever, except taxes and special assessments for the current year, easements, restrictions, reservations of minerals, covenants, and rights of way of record.

**IN WITNESS WHEREOF**, the Grantee and Grantor have executed this instrument on the date first above written.

**GRANTEE:**  
TOWN OF WIGGINS,  
a Colorado municipal corporation

By: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Deborah Lee, Town Clerk



**GRANTOR:**

\_\_\_\_\_  
Carey R. Miller

**ACKNOWLEDGMENT**

STATE OF COLORADO    )  
  ) ss.  
COUNTY OF \_\_\_\_\_ )

The foregoing instrument was acknowledged before me this \_\_\_ day of \_\_\_\_\_, 2022, by Carey R. Miller.

Witness my hand and official seal.

My commission expires: \_\_\_\_\_

(SEAL)

\_\_\_\_\_  
Notary Public

**EXHIBIT A**  
**DESCRIPTION OF EASEMENT AREA**

The easement area is described as the area immediately surrounding the livestock well and associated pump components for the well described as:

Well I.D. 30995, Located in the SE1/4SW1/4 Sec 15 T4N R 60W, approximately 50 feet East and 520 Feet South of quarter section corner.



## STAFF SUMMARY

### Board of Trustees Meeting May 25, 2022

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**DATE:** May 18, 2022

**AGENDA ITEM NUMBER:** 9

**TOPIC:** Consideration of Ordinance 07-2022 – An Emergency Ordinance Adopting an Updated Water Conservation Policy and Regulations for the Town of Wiggins

**STAFF MEMBERS RESPONSIBLE:** Tom Acre, Town Manager  
Beau Warden, Public Works Supervisor  
Hope Becker, Planning & Zoning Administrator

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**BAKGROUND:**

The Town Board of Trustees have approved and amended Water Conservation Policies dating as far back as 2003 and last amended the policy on March 25, 2015. The Water Conservation Policy is necessary to achieve water conservation and enhance the Town’s ability to supply water to its users at any given time.

The Town currently maintains a 500,000-gallon water storage tank that serves over seven hundred water accounts. The Town has obtained a sufficient quantity of water necessary to serve its current customers and future growth, but can only successfully serve its customers when the demand for water is not at the same time. The Town previously received a USDA grant and loan for enhancing the Town’s water system including an additional elevated 500,000-gallon water storage tank. These funds are obligated for Wiggins by USDA; however, they have not been released for expenditure.

The Town must also have sufficient water supply to serve the fire department in the event a high demand for water is necessary to fight a fire. The water system must have enough time to establish sufficient level before the next demand on water is requested.

Staff presented the new conservation policy to the Board of Trustees at the May 11, 2022 Work Session. Staff provided suggestions and explanation to the Trustees as to how the new policy would simplify the existing regulations for the residents and business owners allowing for less confusion as to which “conservation state” the Town may be in. The new policy and regulations



provide further clarification of definitions, descriptions of states of conservation, and exemptions.

**SUMMARY:**

As the Town’s water users put demand pressure on the Town’s water system, staff must make modifications to the system operation to maintain adequate water storage levels and pressures to provide water to residents. Wiggins is located in an arid environment and water is a precious resource and we need to be good stewards of the resource. The implementation of set watering schedules and conservation measures proposed in the amended Water Conservation Policy provide certainty to water users and enable the Town to have some control of water demands to meet residents needs while maintaining a sufficient water level in the storage tank.

Staff recommends amending the Water Conservation Policy by setting a fixed water schedule to allow the water system ample time to recover in order to maintain adequate water levels in the water storage tank. This amendment will streamline watering rules, providing property owners in Town clarity on when outdoor water usage is allowed, enforcement and how modifications in the standard watering schedule will be communicated to the public if warranted.

Staff modified the previous draft of the Water Conservation Policy that was presented in the Work Session in based on input from the Board of Trustees.

**FISCAL IMPACT:**

The Town of Wiggins adopted budget will not be directly impacted.

**APPLICABILITY TO TOWN OBJECTIVES AND GOALS TO PROVIDE SERVICES:**

The Town desires to maintain transparency and to streamline rules and regulations where possible. The proposed modifications support the goal of being good stewards of the Town’s resources.

**OPTIONS AVAILABLE TO THE BOARD OF TRUSTEES:**

- The Board of Trustees may approve the Emergency Ordinance with a vote of 6 board members; or
- The Board of Trustees may table the agenda item to allow staff to make further amendments to the policy; or
- The Board of Trustees may disapprove the Emergency Ordinance.

**MOTION FOR APPROVAL:**

I make a motion to adopt Ordinance 07-2022: An Emergency Ordinance Adopting an Updated Water Conservation Policy and Regulations for the Town of Wiggins.

**ACTION REQUESTED:**

Motion, Seconded, Roll-Call Vote.

*(Emergency Ordinances require affirmative votes from a minimum of six (6) Trustees.)*

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

**AN EMERGENCY ORDINANCE ADOPTING AN UPDATED WATER  
CONSERVATION POLICY AND REGULATIONS FOR THE TOWN OF WIGGINS**

**WHEREAS**, the Board of Trustees previously adopted Ordinance No. 03-2015, which set forth water conservation restrictions for Town residents; and

**WHEREAS**, the Board of Trustees has determined that Ordinance No. 03-2015 should be updated to reflect new water conservation policy guidelines; and

**WHEREAS**, such updates are necessary to achieve further water conservation and protect the Town's water supply system and its ability to supply water to its users; and

**WHEREAS**, the watering schedules and conservation measures set forth in the Water Conservation Policy provide certainty to water users and enable the Town to better control water use, ability to provide adequate supply of water, and to develop and implement water management measures in a fair and orderly manner for the benefit of the public.

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

**Section 1.** The Board of Trustees hereby adopts the following ordinance, which shall be known as the “Town of Wiggins Water Conservation Policy and Regulations”:

**Town of Wiggins  
Water Conservation Policy and Regulations**

- I. Purpose; Intent.
- II. Definitions
- III. Declaration of Extreme Water Conservation Situation.
- IV. Landscape Irrigation Schedule
- V. Extreme Water Conservation Schedule
- VI. Additional Requirements
- VII. Wasting of Water Prohibited
- VIII. Enforcement Officials
- IX. Penalties

**I. PURPOSE; INTENT.**

- A. It is the purpose and intent of this Ordinance to proactively establish procedures for managing water demand in order to conserve the Town's available water supply and protect the integrity of the Town's water supply facilities, with particular regard for domestic water use, sanitation, and fire protection, and to protect and preserve

public health, welfare, and safety and minimize the adverse impacts of water supply shortage or other water supply emergencies.

- B. This Ordinance establishes regulations to be implemented during times of typical water conditions, declared water shortages, or declared water shortage emergencies. It establishes levels of water conservation, with corresponding water conservation measures, which increase in response to worsening drought conditions and decreasing available supplies.

## II. DEFINITIONS.

“Address” means the house number of a physical location of a specific property. If a lot number in a mobile home park or similar community is used by the U.S. Postal Service to determine a delivery location, the lot number shall be the property’s address. An “even numbered address” means an address ending in the numbers 0, 2, 4, 6, 8 or the letters B, D, F, H, J, L, N, P, R, T, V, X, Z. An “odd numbered address” means an address ending in the numbers 1, 3, 5, 7, 9 or the letters A, C, E, G, I, K, M, O, Q, S, U, W, Y.

“Person” means any person, firm, partnership, association, corporation, company, business, or organization of any kind.

“Landscape irrigation” means the outside watering of plants in a landscape such as shrubbery, trees, lawns, grass, ground covers, plants, vines, gardens, and other such flora that are situated in such diverse locations as residential areas, public, commercial, and industrial establishments, and public medians and rights-of-way. “Landscape irrigation” does not include the watering of agricultural crops, nursery plants, and vegetation associated with intensive recreational areas such as public playgrounds, football, baseball, and soccer fields.

“Residential landscape irrigation” means the irrigation of landscape associated with any housing unit having sanitary and kitchen facilities designed to accommodate one or more residents, including multiple housing units, and common areas associated with mobile home parks and subdivision (HOA) common areas.

“Non-residential landscape irrigation” means the irrigation of landscape not included within the definition of “residential landscape irrigation,” such as that associated with public, commercial, and industrial property, including commercial or transient housing units, hotel and motel units, and public medians and rights-of-way.

“Landscape irrigation project” means the application of new grass seed or the addition of new sod to a yard or section of yard. Each separate section of the yard (e.g., front yard and back yard) is considered one “Landscape Irrigation Project” if a project is completed by sections.

**III. DECLARATION OF EXTREME WATER CONSERVATION SITUATION.**

- A. In case of an emergency water shortage or potential emergency (i.e., extreme persistent drought, large fire, or water system issue), the Town Manager or Board of Trustees may declare that an “Extreme” water conservation situation (Condition Red) shall apply in the Town of Wiggins. Any declaration of an emergency water shortage situation by the Town Manager shall expire in fourteen (14) days unless extended by resolution of the Board of Trustees.
- B. Upon declaration of Extreme Water Conservation Situation (Condition Red), the Town shall notify its water customers by one or more of the following means:
- Post the declaration at Town Hall; or
  - Post the declaration on the Town’s website and Facebook page; or
  - Send text or email to those who the Town has contact information.
- C. During an Extreme Water Conservation Situation, the water restrictions set forth in Section V, below, apply.

**IV. LANDSCAPE IRRIGATION SCHEDULE.**

- A. Landscape Irrigation shall occur only in accordance with the following schedule:
1. Properties bearing even-numbered street addresses shall water only on Tuesday, Thursday, and Saturday.
  2. Properties bearing odd-numbered street addresses shall water only on Monday, Wednesday, and Friday.
  3. No residential watering is allowed on Sunday.
  4. No outdoor watering shall occur between the hours of 9:00 a.m. and 6:00 p.m. on any given day. The exception to this rule may be granted for the watering of public parks, public ball fields or school owned ball fields.
  5. Watering of flowers and gardens is permitted on non-watering days if done by hand or ground soaker hoses for a maximum of ten minutes per day.
- B. Exception to the Landscape Irrigation Schedule.

Landscape irrigation shall be subject to the following irrigation schedule exceptions

1. Irrigation of new landscape is allowed with a permit provided by the Town Hall, at any time of day on any day for the initial 30 days. The permit may be extended by Town Manager or the Manager’s designee to every other day for the next 30 days for a total of one 60-day period per landscape irrigation

project, provided that the irrigation is limited to the minimum amount necessary for such landscape establishment.

2. Irrigation systems may be operated at any time of day on any day for maintenance and repair purposes not to exceed five (5) minutes per hour per zone.
3. Limited “spot” irrigation using a hand-held hose equipped with an automatic shut-off nozzle is allowed prior to 9:00 a.m. and after 6:00 p.m. on no-watering days.
4. Discharge of water from a water-to-air air-conditioning unit (evaporative/swamp cooler) or other water- dependent cooling system is not limited.
5. The Town of Wiggins may water its public parks and the School District may water its athletic fields at any given time and on any given day.

**V. EXTREME WATER CONSERVATION SCHEDULE.**

- A. The Extreme Conservation Watering Situation schedule applies in case of an emergency water shortage or potential emergency (i.e., extreme persistent drought, large fire, or water system issue).
- B. During a declared Extreme Conservation Watering Situation, the following watering restrictions shall apply to all customers using water provided by the Town of Wiggins:
  1. Watering of lawns is prohibited. Watering of flowers and gardens is permitted if done by hand (watering can or hose with automatic shutoff only) for a maximum of five (5) minutes per day.
  2. Washing of personal vehicles, vehicle fleets and vehicles in auto dealerships is prohibited.
  3. Temporary permits for new lawns will be revoked.
  4. Watering of school ball fields is prohibited.
  5. Limited watering of Town owned public parks is allowed to provide a space for the public to recreate.
  6. If Extreme Conservation Watering Situation conditions persist, the Town may adopt additional restrictions on domestic, commercial, and industrial use of water.

**VI. ADDITIONAL REQUIREMENTS.**

- A. Any person who purchases and installs an automatic landscape irrigation system must properly install, maintain, and operate technology that inhibits or interrupts operation of the system during periods of sufficient moisture.
- B. Any person who purchases and installs an automatic landscape irrigation system must properly install a backflow prevention device as pursuant to Town ordinances.

**VII. WASTING OF WATER PROHIBITED.**

- A. Wasting of water is prohibited, and all consumers shall prevent unnecessary waste of water and keep all water outlets closed when not in actual use.
- B. Wasting of water shall include, but not be limited to, the following uses:
  - 1. Failing to repair a controllable leak, including a broken sprinkler head, leaking valve, or leaking faucet.
  - 2. Operating a permanently installed irrigation system with a broken head, a head that is out of adjustment and spraying more than 10 percent of the spray on a street or parking lot or that is misting.
  - 3. During irrigation,
    - (i) watering of landscaping in a single irrigation zone at a rate and/or quantity that allows water to accumulate on the surface of the ground and then runoff into the public right-of-way in a steady stream for an unreasonable period of time; or
    - (ii) allowing water to spray or overflow onto sidewalks, driveways, streets, drainages, or any hard surface.
  - 4. Allowing a hose to be left running on the ground when washing a vehicle.
- C. Hose bibs, hydrants, toilets, bathtubs, and other openings must not be left running for any purpose other than the use for which they were intended.

**VIII. ENFORCEMENT OFFICIALS.**

- A. Law enforcement officials having jurisdiction in the area governed by this Ordinance are hereby authorized to enforce the provisions of this Ordinance. In addition, the Town Manager may also delegate enforcement responsibility for this ordinance to other departments or personnel of the Town of Wiggins government.

## **IX. PENALTIES.**

- A. Any person violating any provision of this Ordinance shall be punished by a minimum fine of two hundred and fifty dollars (\$250.00) and a maximum fine of two thousand six hundred and fifty dollars (\$2,650), as shall be adjusted for inflation from time to time pursuant to C.R.S. § 13-10-113. Each day that a violation of this Ordinance occurs is a separate offense.
- B. Upon a third and each subsequent conviction for such an offense, and in addition to such fine, the Town may discontinue water service to the property served, or the Town may install a flow restriction device, at the expense of the customer, upon the service line to the property served to limit water service to that necessary for health and sanitary purposes only. At least ten days' notice and an opportunity to be heard before the Town Manager shall be given prior to each discontinuance or restriction of water service pursuant to this Ordinance.

**Section 2.** All previously approved ordinances pertaining to Wiggins Water Conservation Policies, including Ordinance 03-2015, are hereby repealed in their entirety.

**Section 3.** The Board of Trustees herewith finds, determines and declares that this Ordinance is necessary to the immediate preservation of the public health, safety, and welfare due to widespread drought conditions in the State and in order to reduce water usage to ensure a sustainable water source for the Town. Therefore, the Board of Trustees herewith further finds, determines and declares that it is necessary for this Ordinance to take effect immediately, provided the same has been adopted and signed by the Mayor and approved by three-fourths of the entire Board of Trustees.

**Section 4.** If any portion of this Ordinance is held to be invalid for any reason, such decisions shall not affect the validity of the remaining portions of this Ordinance. The Board of Trustees hereby declares that it would have passed this Ordinance and each part hereof irrespective of the fact that any one part be declared invalid.

**Section 5.** The repeal or modification of any portion of any ordinance of the Town of Wiggins by this Ordinance shall not release, extinguish, alter, modify, or change in whole or in part any penalty, forfeiture, or liability, either civil or criminal, which shall have been incurred under such provision, and each provision shall be treated and held as still remaining in force for the purpose of sustaining any and all proper actions, suits, proceedings, and prosecutions for the enforcement of the penalty, forfeiture, or liability, as well as for the purpose of sustaining any judgment, decree, or order which can or may be rendered, entered, or made in such actions, suits, proceedings, or prosecutions.

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

**INTRODUCED, READ, ADOPTED, APPROVED, AND ORDERED PUBLISHED  
BY TITLE ONLY, BY THE BOARD OF TRUSTEES OF THE TOWN OF WIGGINS,  
COLORADO THIS 25<sup>TH</sup> DAY OF MAY 2022.**

**TOWN OF WIGGINS, COLORADO**

\_\_\_\_\_  
Christopher Franzen, Mayor

ATTEST:

\_\_\_\_\_  
Deborah Lee, Town Clerk

I, Deborah Lee, Town Clerk of the Town of Wiggins, Colorado, hereby certify and attest that the foregoing Ordinance No. 07-2022 was introduced, read, adopted, and ordered published by title only, at a regular meeting of the Board of Trustees of the Town of Wiggins, Colorado on the 25<sup>th</sup> day of May 2022. This Ordinance was published in The Fort Morgan Times on \_\_\_\_\_, 2022.

ATTEST:

\_\_\_\_\_  
Deborah Lee, Town Clerk





## STAFF SUMMARY

### Board of Trustees Meeting May 25, 2022

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**DATE:** May 20, 2022

**AGENDA ITEM NUMBER:** 10

**TOPIC:** Consideration of Ordinance 08-2022 – An Ordinance Amending the Health and Safety Code Concerning Trailers, Snow Removal, Garbage Cans, Emergency Alarms, and Other Matters

**STAFF MEMBER RESPONSIBLE:** Hope Becker, Planning and Zoning Administrator

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#### **BACKGROUND:**

The Board of Trustees expressed a desire for staff to do more abatements throughout town to maintain the beautification and cleanliness in town. The Board of Trustees approved the Health and Safety Ordinance on January 27, 2021. This Ordinance is centered on maintaining and improving the quality of life throughout Wiggins.

#### **SUMMARY:**

Staff has been creating ways to efficiently monitor health and safety issues throughout the Town that are addressed in the Health and Safety Ordinance. During this process, Staff determined that some processes written within the Ordinance were not needed or amendments were necessary in order to address health and safety issues within the abatement processes. The suggested amendments would also provide continued guidelines and structure to assist in the maintenance of zoning conformity.

1. **Section 1** - Abatement Process: Section 8-1-4. C.1 redefines who an enforcement officer is allowed to leave abatement notices with. There is not a way to determine who a property owner's designated agent might be at any given time; therefore, it is suggested that the code is amended to allow officers to deliver to anyone over the age of 18 at the subject property.
2. **Section 2** - Section 8-2-1. A.16 is being added to allow officers to remove a vehicle (when necessary) if the driver of the vehicle is unable to present evidence of complying insurance policy.
3. **Section 3** - Section 8-2-1. B & D: Section B is being amended to reflect the correct subsections that were referenced. Section D is being stricken from the Ordinance. Chief Miller has been able to confirm that charges are collected by the towing company

and/or impoundment company. The Town's Police Department does not accrue these charges; therefore, there is nothing for the Town to collect for recovery purposes.

4. **Section 4** – Section 8-2-3. A regarding the definition of “Vehicle” is being shortened and streamlined.
5. **Section 5** – Section 8-2-7 is amending the title to “Sleeper Vehicle and Trailer Regulations” instead of just “Sleeper Vehicle Regulations”. Staff has observed properties accruing an increase in trailer accumulations around residential properties. To maintain residential zones as residential and not storage accumulations, staff is suggesting an amendment to this section to include trailers. Staff is also recommending that a limit of two (2) trailers and/or campers per residential property to be set. This limit of two (2) may be any combination of camper or trailer but it can only be a maximum of 2 altogether. Staff is also recommending language be placed in this section of ordinance that pre-existing circumstance would not be considered exempt from this ordinance.
6. **Section 6** – Section 8-4-2. B & D: The title “Snow and Ice” is being amended to “Snow and Ice Removal” for additional clarification. Staff is recommending the addition of Section D to aid in the quick removal of accumulated snow and ice or the removal of garbage totes. This section originally abided by the 14-day compliance abatement processes described in Section 8-1. For safety reasons, Staff considers 14 days to be too long for circumstances pertaining to ice and is suggesting that properties have 24 hours to be in compliance instead. This would be 24 hours after the 48 hours from when the snow fall stopped.
7. **Section 7** – The Board of Trustees recently amended and approved the 2018 International Code Council building codes. The amendments included amendments to the requirements of sidewalks. Staff is recommending amendments to the sidewalk repair section to include language that property owners need to contact the Town's Building Department prior to repairs, replacements, and modifications.
8. **Section 8** – Section 8-4-4. A: Staff is recommending the addition of “neighbors” is added to the placement of landscaping materials in front of driveways. Home owners would be allowed to block their own driveway but need to be courteous of those that live next door.
9. **Section 9** – Staff has determined that there were many items within Section 8-9 pertaining to Emergency Alarm Systems that were not needed for the Town of Wiggins. This section has been modified to be more suitable for the needs of property owners within the Town. This includes NOT requiring a permit for the installation of emergency alarm systems.

**FISCAL IMPACT:**

Adopting this Ordinance does not have a negative impact to the Town's 2022 Budget.

**APPLICABILITY TO TOWN OBJECTIVES AND GOALS TO PROVIDE SERVICES:**

The amended changes will continue to promote a culture of health and safety. The overall goal being to achieve voluntary compliance and improve the appearance of the town.

**OPTIONS AVAILABE TO THE BOARD OF TRUSTEES:**

- The Board of Trustees may approve the Ordinance staff has provided for their consideration.
- The Board of Trustees may request a modification and approve the Ordinance.
- The Board of Trustees could not approve the Ordinance.

**MOTION FOR APPROVAL:**

I make the motion to adopt Ordinance 08-2022 – An Ordinance Amending the Health and Safety Code Concerning Trailers, Snow Removal, Garbage Cans, Emergency Alarms, and Other Matters.

**ACTION REQUIRED:**

Motion, Second, Rollcall, Vote.

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

**TOWN OF WIGGINS  
ORDINANCE NO. 08-2022**

**AN ORDINANCE AMENDING THE WIGGINS HEALTH AND SAFETY CODE CONCERNING TRAILERS, SNOW REMOVAL, GARBAGE CANS, EMERGENCY ALARMS, AND OTHER MATTERS**

**WHEREAS**, the Board of Trustees desires to amend the Wiggins Health and Safety Code as provided herein.

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

**Section 1.** Section 8-1-4. C.1 of the Wiggins Health & Safety Code is hereby amended to read as follows (words added are underlined; words deleted are ~~stricken through~~):

**8-1-4 ABATEMENT PROCESS.**

C. The authorized official shall promptly post a copy of the notice in a visible location on the property. Besides such posting, the authorized official shall, if practicable, provide a copy of the notice to the property owner by one or more of the following methods:

1. By personal delivery to the owner or an occupant of the subject property who is over 18 years of age. ~~or the owner's designated agent.~~

**Section 2.** Section 8-2-1. A.16 of the Wiggins Health & Safety Code is hereby added to read as follows (words added are underlined):

**8-2-1 Removal of Vehicles Generally**

A. Members of the police department are authorized to remove or have removed a vehicle to the nearest place of safety, or to a garage designated or maintained by the town, under the circumstances listed here.

16. When the driver of such vehicle is unable to present evidence of a complying insurance policy or certificate of self-insurance in full force and effect as required by Section 1409 of the Model Traffic Code for Colorado, as adopted, and amended by the Town from time to time.

**Section 3.** Sections 8-2-1. B - D of the Wiggins Health & Safety Code are hereby amended to read as follows (words added are underlined; words deleted are ~~stricken through~~):

**B.** Town parking enforcement officers, as authorized by the Chief of Police, and code enforcement inspectors can remove or order the removal of a vehicle to a garage

designated or maintained by the town, under the circumstances set forth under subsections ~~8-2-18-1-4~~. A.5, 8 and 11 of this section.

~~D. The Chief of Police or designee shall require the owner of any abandoned, publicly kept, or junk vehicle removed under the authority of this section to pay an administrative fee of \$50.00 in addition to actual cost of removal as an offset of costs incurred by the police department associated with such removal before authorizing release of the vehicle.~~

**Section 4.** Section 8-2-3. A of the Wiggins Health & Safety Code is hereby amended to read as follows (words added are underlined; words deleted are ~~stricken through~~):

**A. Definitions:**

~~Vehicle: means a machine propelled by power other than human power, and includes sleeper vehicles, trailers and other equipment designed to be carried upon or towed behind such powered vehicle, designed to travel along the ground by use of wheels, treads, runners or slides, or upon such vehicle, and transport persons or property or pull machinery, and shall include, without limitation, automobile, airplane, truck, trailer, camper, motorcycle, motor scooter, recreational vehicle, tractor, buggy and wagon.~~  
means an automobile, truck, motorcycle, motorbike, ATV, golf-cart, snowmobiles, boat, trailer, camper, house-trailer, or similar mode of wheeled transportation.

**Section 5.** Section 8-2-7 of the Wiggins Health & Safety Code is hereby amended to read as follows (words added are underlined; words deleted are ~~stricken through~~):

**8-2-7 SLEEPER VEHICLE AND TRAILER REGULATIONS.**

A. Except as provided in subsection C of this section, no person shall use any sleeper vehicle for temporary or permanent living, sleeping, housekeeping or preparation of food while parked or stopped on any public right-of-way or on private property within the Town.

B. Up to two (2) sleeper vehicles or two (2) trailers or any combination thereof; up to two (2) may be parked on private property for which the principal use is either single-family or two-family residential if such sleeper vehicles or trailers are registered to ~~or~~ and owned by the owner or occupant of such private property and are located at least three (3) feet back from the sidewalk or the front property line where no sidewalk exists except as provided in Section 8-3-4. A.4.a. Pre-existing circumstances or situations are not exempt from this Ordinance.

**Section 6.** Sections 8-4-2. B. and D. of the Wiggins Health & Safety Code are hereby amended to read as follows (words added are underlined; words deleted are ~~stricken through~~):

**B. Snow and Ice Removal.** It shall be unlawful for the owner or occupant of any building, property, or lot in the town to fail to remove the accumulation of snow, sleet, hail or ice from the sidewalks adjacent to such property, including those on public rights-of-way, within twenty-four (24) hours after the termination of each such snowfall, sleet, hail or ice. It shall further be unlawful for any person, to deposit, or cause to be deposited, any snow, sleet, hail or ice against any fire hydrant, or other appurtenance, or onto any public or private property that is not owned by, occupied by or otherwise under the legal control of the person without the express consent of the owner or occupant of the property.

**D. Abatement by Town.** Whenever the police chief, a police officer, code enforcement officer, or another employee authorized by the Town Manager (referenced, collectively hereafter, as authorized officers) determines that a violation of this Section 8-4-2 exists on or in any lot, building or premises, the authorized officer may give notice in the manner prescribed in Section 8-1-4, except that the correction order shall only allow 24 hours to remove snow, ice, or trash and garbage receptacles.

**Section 7.** Section 8-4-4. A of the Wiggins Health & Safety Code is hereby amended to read as follows (words added are underlined; words deleted are ~~stricken through~~):

**A.** No property owner, occupant or other person shall repair, replace, or modify any sidewalk located in the public right-of-way without first ~~obtaining a permit for such construction~~ contacting the Town's Planning & Zoning Department. All sidewalk construction or modification shall comply with this the Town of Wiggins Land Development Code. Permits (when necessary) may be reviewed and approved by the Planning Department and the Town Manager.

**Section 8.** Section 8-5-2. A. and B of the Wiggins Health & Safety Code is hereby amended to read as follows (words added are underlined; words deleted are ~~stricken through~~):

**A. Time limits.** Landscape materials may be stored on a public right-of-way for no more than three (3) days while such materials are ~~in~~ being installed on an adjacent property.

**B. Placement.** If placed in a town right-of-way, landscape materials must be stored on the right-of-way immediately adjacent to the property on which they will be used and in such a manner as to minimize disruption to the owners or occupants of adjacent property. Landscape materials shall not block access to and from side streets, alleys, maintenance roads, walkways, neighbors' driveways, sidewalks, bike paths, fire hydrants, fire stations, fire escapes, mailboxes, dumpsters, parked vehicles, water valves, valve housing structures, or any other vital equipment.

**Section 9.** Chapter 9 of Article Section 8-9-2 of the Wiggins Health & Safety Code is hereby repealed and reenacted with amendments to read as follows:

**Article 8**  
**CHAPTER 9**

**EMERGENCY ALARM SYSTEMS**

**SECTION:**

8-9-1: Definition

8-9-2: False Alarms

8-9-3: Rules and Regulations Generally

**8-9-1 DEFINITION.**

For the purpose of this Section, alarm means a signal from a system requiring the dispatch of a police officer, and false alarm means a signal from an alarm system which is determined by the Chief of Police or his/her designee to have been made in error, as the result of electrical or electronic malfunction, or deliberately made by the person in control of said alarm system. Notwithstanding the foregoing, this Chapter shall not apply to medical alert systems.

**8-9-2 FALSE ALARMS.**

**A.** Any person using an alarm system shall pay to the Town a fee as set forth in subsection D, for response to a place of business or home by members of its Police Department, occasioned by a false alarm from the system, if and when the number of false alarms from the system exceeds three (3) in twelve (12) consecutive months.

**B.** No false alarm shall be counted under the provisions of this Section if the owner or user of the alarm system has promptly notified the Police Department of the false alarm or if the alarm is occasioned by any criminal activity.

**C.** Anyone that is in violation of three (3) false alarms in 12 consecutive months may be subject to no response by the Police Department at their discretion.

**D.** The fee for false alarms shall be set by the Board of Trustees from time to time. Failure to pay such fee shall be a violation of this Chapter and may result in a summons and complaint being issued in Municipal Court.

**8-9-3 RULES AND REGULATIONS GENERALLY.**

The Town may from time to time adopt such reasonable rules and regulations as it may deem necessary to assure the quality, efficiency, and effectiveness of any such emergency alarm devices.

**Section 10.** If any section, paragraph, sentence, clause, or phrase of this ordinance is held to be unconstitutional or invalid for any reason, such decision shall not affect the validity or constitutionality of the remaining portions of this ordinance. The Board of Trustees hereby declares that it would have passed this ordinance and each part or parts hereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.

**Section 11.** All other ordinances or portions thereof inconsistent or conflicting with this ordinance or any portion hereof are hereby repealed to the extent of such inconsistency or conflict.

**INTRODUCED, READ, ADOPTED, APPROVED, AND ORDERED PUBLISHED BY TITLE ONLY, BY THE BOARD OF TRUSTEES OF THE TOWN OF WIGGINS, COLORADO THIS 25TH DAY OF MAY, 2022.**

TOWN OF WIGGINS, COLORADO

\_\_\_\_\_  
Christopher Franzen, Mayor

ATTEST:

\_\_\_\_\_  
Deborah Lee, Town Clerk

I, Deborah Lee, Town Clerk of the Town of Wiggins, Colorado, hereby certify and attest that the foregoing Ordinance No. 08-2022 was introduced, read, adopted, and ordered published by title only, at a regular meeting of the Board of Trustees of the Town of Wiggins, Colorado on the 25<sup>th</sup> day of May 2022. This Ordinance was published in The Fort Morgan Times on \_\_\_\_\_, 2022.

ATTEST:

\_\_\_\_\_  
Deborah Lee, Town Clerk



**Submit to Local Licensing Authority**

**JUST 1 MORE  
 PO BOX 365  
 Wiggins CO 80654**

Fees Due	
Renewal Fee	550.00
Storage Permit \$100 X _____	\$
Sidewalk Service Area \$75.00	\$
Additional Optional Premise Hotel & Restaurant \$100 X _____	\$
Related Facility - Campus Liquor Complex \$160.00 per facility	\$
<b>Amount Due/Paid</b>	<b>\$</b>

Make check payable to: Colorado Department of Revenue. The State may convert your check to a one-time electronic banking transaction. Your bank account may be debited as early as the same day received by the State. If converted, your check will not be returned. If your check is rejected due to insufficient or uncollected funds, the Department may collect the payment amount directly from your banking account electronically.

## Retail Liquor or Fermented Malt Beverage License Renewal Application

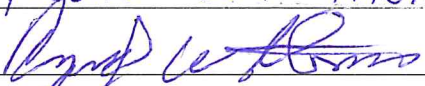
Please verify & update all information below

Return to city or county licensing authority by due date

Licensee Name JUST 1 MORE, LLC		Doing Business As Name (DBA) JUST 1 MORE	
Liquor License # 03-08058	License Type Tavern (city)		
Sales Tax License Number 30961897	Expiration Date 06/26/2022	Due Date 05/12/2022	
Business Address 217 MAIN STREET Wiggins CO 80654			Phone Number 9703966898
Mailing Address PO BOX 365 Wiggins CO 80654		Email Black53@aol.com	
Operating Manager Raymond Thomas	Date of Birth 1-2-50	Home Address 3771 County Road P - Wiggins	Phone Number 970-483-7813
1. Do you have legal possession of the premises at the street address above? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Are the premises owned or rented? <input checked="" type="checkbox"/> Owned <input type="checkbox"/> Rented* *If rented, expiration date of lease _____			
2. Are you renewing a storage permit, additional optional premises, sidewalk service area, or related facility? If yes, please see the table in upper right hand corner and include all fees due. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
3a. Are you renewing a takeout and/or delivery permit? (Note: must hold a qualifying license type and be authorized for takeout and/or delivery license privileges) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
3b. If so, which are you renewing? <input type="checkbox"/> Delivery <input type="checkbox"/> Takeout <input type="checkbox"/> Both Takeout and Delivery			
4a. Since the date of filing of the last application, has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant, been found in final order of a tax agency to be delinquent in the payment of any state or local taxes, penalties, or interest related to a business? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
4b. Since the date of filing of the last application, has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant failed to pay any fees or surcharges imposed pursuant to section 44-3-503, C.R.S.? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
5. Since the date of filing of the last application, has there been any change in financial interest (new notes, loans, owners, etc.) or organizational structure (addition or deletion of officers, directors, managing members or general partners)? If yes, explain in detail and attach a listing of all liquor businesses in which these new lenders, owners (other than licensed financial institutions), officers, directors, managing members, or general partners are materially interested. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
6. Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been convicted of a crime? If yes, attach a detailed explanation. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			

7. Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been denied an alcohol beverage license, had an alcohol beverage license suspended or revoked, or had interest in any entity that had an alcohol beverage license denied, suspended or revoked? If yes, attach a detailed explanation.  Yes  No

8. Does the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) have a direct or indirect interest in any other Colorado liquor license, including loans to or from any licensee or interest in a loan to any licensee? If yes, attach a detailed explanation.  Yes  No

<b>Affirmation &amp; Consent</b>		
I declare under penalty of perjury in the second degree that this application and all attachments are true, correct and complete to the best of my knowledge.		
Type or Print Name of Applicant/Authorized Agent of Business	Title	
Raymond W. Thomas	Partner	
Signature	Date	
	4-4-2022	
<b>Report &amp; Approval of City or County Licensing Authority</b>		
The foregoing application has been examined and the premises, business conducted and character of the applicant are satisfactory, and we do hereby report that such license, if granted, will comply with the provisions of Title 44, Articles 4 and 3, C.R.S., and Liquor Rules.		
<b>Therefore this application is approved.</b>		
Local Licensing Authority For		Date
Signature	Title	Attest




## Tax Check Authorization, Waiver, and Request to Release Information

I, Raymond W. Thomas am signing this Tax Check Authorization, Waiver and Request to Release Information (hereinafter "Waiver") on behalf of Just 1 More, LLC (the "Applicant/Licensee") to permit the Colorado Department of Revenue and any other state or local taxing authority to release information and documentation that may otherwise be confidential, as provided below. If I am signing this Waiver for someone other than myself, including on behalf of a business entity, I certify that I have the authority to execute this Waiver on behalf of the Applicant/Licensee.

The Executive Director of the Colorado Department of Revenue is the State Licensing Authority, and oversees the Colorado Liquor Enforcement Division as his or her agents, clerks, and employees. The information and documentation obtained pursuant to this Waiver may be used in connection with the Applicant/Licensee's liquor license application and ongoing licensure by the state and local licensing authorities. The Colorado Liquor Code, section 44-3-101. et seq. ("Liquor Code"), and the Colorado Liquor Rules, 1 CCR 203-2 ("Liquor Rules"), require compliance with certain tax obligations, and set forth the investigative, disciplinary and licensure actions the state and local licensing authorities may take for violations of the Liquor Code and Liquor Rules, including failure to meet tax reporting and payment obligations.

The Waiver is made pursuant to section 39-21-113(4), C.R.S., and any other law, regulation, resolution or ordinance concerning the confidentiality of tax information, or any document, report or return filed in connection with state or local taxes. This Waiver shall be valid until the expiration or revocation of a license, or until both the state and local licensing authorities take final action to approve or deny any application(s) for the renewal of the license, whichever is later. Applicant/Licensee agrees to execute a new waiver for each subsequent licensing period in connection with the renewal of any license, if requested.

By signing below, Applicant/Licensee requests that the Colorado Department of Revenue and any other state or local taxing authority or agency in the possession of tax documents or information, release information and documentation to the Colorado Liquor Enforcement Division, and its duly authorized employees, to act as the Applicant's/Licensee's duly authorized representative under section 39-21-113(4), C.R.S., solely to allow the state and local licensing authorities, and their duly authorized employees, to investigate compliance with the Liquor Code and Liquor Rules. Applicant/Licensee authorizes the state and local licensing authorities, their duly authorized employees, and their legal representatives, to use the information and documentation obtained using this Waiver in any administrative or judicial action regarding the application or license.

Name (Individual/Business) <u>Just 1 More, LLC</u>		Social Security Number/Tax Identification Number <u>82-1137958</u>	
Address <u>217 Main Street</u>			
City <u>Wiggins</u>		State <u>CO</u>	Zip <u>80654</u>
Home Phone Number <u>970-483-7813</u>		Business/Work Phone Number <u>970-396-6898</u>	
Printed name of person signing on behalf of the Applicant/Licensee <u>Raymond W. Thomas</u>			
Applicant/Licensee's Signature (Signature authorizing the disclosure of confidential tax information) 			Date signed <u>4-4-2022</u>

### Privacy Act Statement

Providing your Social Security Number is voluntary and no right, benefit or privilege provided by law will be denied as a result of refusal to disclose it. § 7 of Privacy Act, 5 USCS § 552a (note).