



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

November 30, 2022 at 7:00 P.M.

**304 CENTRAL AVENUE
WIGGINS, CO 80654**

**THE PUBLIC IS INVITED & ENCOURAGED TO ATTEND THE MEETING VIA ZOOM
OR WATCH ON YOUTUBE IF THEY ARE UNABLE TO ATTEND MEETING IN PERSON**

GO TO <https://us06web.zoom.us/j/88382529027> 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 October 26, 2022
2. Approval of Board of Trustees Special Meeting Minutes November 9, 2022
3. Approval of Bills November 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 five (5) minutes. The Board will not respond to your comments this evening, rather they will take your comments and suggestions under advisement and provide direction to the appropriate member of Town Staff for follow-up.

V. CONSIDERATION OF RESOLUTION NO. 42-2022

A Resolution Authorizing Changes to the Authorized Signers to Access the Town's Safe Deposit Box

1. Resolution No. 42-2022

VI. LIQUOR LICENSE AUTHORITY

1. Consideration of a Liquor License Renewal – Stubs Gas & Oil, LLC

VII. EXECUTIVE SESSION

1. 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) – Potential Incentive for Family Dollar.

VIII. REPORT FROM EXECUTIVE SESSION

IX. ADJOURNMENT

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



MINUTES OF MEETING

TOWN OF WIGGINS BOARD OF TRUSTEES MEETING

October 26, 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, October 26, 2022. Mayor Chris Franzen called the meeting to order at 7:00 p.m. The following Trustees answered roll call: Mayor Chris Franzen, Mayor Pro-Tem David Herbstman and Trustees: Mandy Camilleri, Jerry Schwindt, Bryan Flax, Bruce Miller and Mark Strickland. Staff present were Tom Acre, Town Manager and Hope Becker, Town Planning & Zoning.

APPROVAL OF THE AGENDA:

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

CONSENT AGENDA AND BILLS:

There was discussion about the bills. The Board's questions were answered.

Motion was made by Trustee Bryan Flax to approve the agenda. Seconded by Trustee Bruce Miller. Roll Call: The consent agenda were unanimously approved.

TOWN MANAGER REPORT:

- Reported that the Morgan County Economic Development (MCED) Corporation had their first investor lunch at the new bank. 10-12 people with one possible new investor. MCEDC is looking at new ways of reaching new investors.
- Tom reported that he is also been attending recruitment meetings with MCED and he's also on the nominating committee. The Mayor Pro Tem also met with Kirsten wit MCED and Tom to discuss the Wiggins Main Street Program and ways to initiate the program.
- The Mayor and Tom attended the Roadmap to Recovery meeting in Sterling, CO. This is a group put together in conjunction with DOLA (Department of Local Affairs) to do studies on how to help local communities. Recent consultant work showed that housing and economic development are two priorities.
- Tom met with the state director of USDA. He is interested in and supportive of what the Town is doing with its water and wastewater projects. The director initially questioned staff on which direction the projects are going, but he supports expanding the projects. The Director plans to start coming out to our area and working with Kristen with MCED to have some educational sessions on some of the additional funding that might be available through USDA.
- Tom reported that the Town continues to have meetings with the water team on our water court case. The Town is slowly getting most of the objectors out. Our hopes are that we can get them all out and not have to go to trial but there is still some work with three projectors.



- Diamondback Engineering continues to work updating the Town's PER and is updating and increasing the area for environmental assessment as we are looking at including more of the Town needs in the project and to request more funding from USDA.
- Tom will be attending a salary survey meeting with CML (Colorado Municipal League) on Friday. He is looking at different salaries/ways of filling a replacement for the clerk position. Lorrain is going to come out on Friday and Pat Lentell is working with Joenne.
- He, the Mayor, Chief of Police, and Beau met with the County Commissioners on Wednesday about County Road P and Main Street. They discussed the need to repair Main St. south of 5th Ave. and doing speed studies on CR P.

BOARD OF TRUSTEES REPORTS:

- Mayor Pro Tem David Herbstman asked Tom why the Town did not do a Pro/Con items in the ballot issues for elections. Tom indicated that to his knowledge the Clerk did not include it at with the ballot information at the time of submission. Tom indicated that staff was working on a Pro/Con and will attempt to get it out prior to elections.
- Trustee Bruce Miller confirmed with Tom that the 1% tax increase was going strictly towards the Town roads. Tom confirmed.

FINANCIALS - ACTUAL TO BUDGET:

Trustee Bruce Miller asked if there were any significant changes since the workshop session. Tom Acre did clarify that there was not much change in the financials since the budget workshop session.

Motion was made by Trustee Bryan Flax to approve the agenda. Seconded by Trustee Mark Strickland. Roll Call: The Financials to Actual agenda were unanimously approved.

PUBLIC COMMENTS:

The Public Comments portion of the meeting was opened at 7:22 p.m.

There were no comments from the Board Room or Zoom audiences.

The Public Comment portion of the meeting was closed at 7:23 p.m.

PUBLIC HEARING:

Continuation of a Public Hearing and Consideration of a Special Review Use for Brann RV Park/Boat Storage and RV Park (Campground).

Mayor Franzen opened the Public Hearing at 7:23 pm.

Mayor Franzen asked the applicants if they had anything to add to their hearing. Applicants Robin Sewing and Brady Powers addressed a concern that the mayor had in the previous meeting. The mayor's concern was if the RV Park would be the "best" use of the land. Robin stated that they didn't



think there was enough economy in Wiggins to support a retail / food commercial at this location. However, housing is a need in Wiggins and they feel that the RV Park would meet the need.

Robin reassured the Trustees that her Park would not be a campground. It would be a well maintained and groomed area to provide a location for people to live at a reasonable rate.

Robin also addressed previous concerns regarding the paraquat that was brought up. Robin did some research and found that once this is sprayed and kills the weeds that it does not remain active in the soil. She also brought up a study where the spray was done 10 times in the amount that it should have and the chemical broke down within 23 weeks. It was gone and untraceable.

The applicants voiced that if there were better development options that the people and the board would like to see instead then they would be open; however, they have received a good response from community members to the park idea.

Brady stated that they also did utility usage research and offered those numbers to the Trustees. This included water usage. He also stated that additional people in Town would also benefit the Town with purchases from hardware store and grocery store, churches would benefit with new members, and

Trustee Bruce Miller asked if they would be bringing in water to the Town. Tom was able to confirm that they could tie in to Central Avenue along Main Street with an 6-8" line. Or they could come off of Central Avenue near their building on Central Avenue.

Trustee Mark Strickland brought up thoughts about the length of stay. Hope confirmed that the Planning Commissioner have asked staff to look into what could be done to amend and/or change the Land Development Code. However, it would be up to the Commissioners to make their recommendations to the Trustees and the Trustees to review and approve. Hope reminded that this would still be a process. Trustee Mark Strickland voiced that he thought it would be wise to not vote until the LDC definitions have been amended.

Mayor Franzen also stated that he would like to see the soil tested prior to approval. Discussion presented ideas on where the applicants could go to get their soil test performed and concerns surrounding the chemicals that could potentially be in the soil due to extended farming.

Mayor Franzen thanked the applicants for their additional comments. Mayor Franzen asked Hope if she had additional information to present.

Hope Becker reminded the Trustees and the audience that the applicant property was located on Main Street across from the Town Sewer Plant. Hope also provided a reminder that a soil test is required of all new commercial development prior to building. Staff was able to research the access easements of the Walton and the Thomas Minor subdivisions. Staff was able to locate records outside of the plats for the easement off of Central Avenue. None was found for the access off of Main Street. There is language indicated on the plats that dedicate the easements for public use



forever. Hope did recognize that the applicants would like to take the easements off. Hope stated for the record that the staff is not recommending vacating the easement at this time until there is clear direction as to what will be developed and if the easements are needed for the development.

Hope also had further conversations with Interim Fire Chief John Pachek. Discussion included the use of small propane tanks. The tanks will be your simple ten-pound portable tanks. With each site limited to 1 or 2 tanks and with ample space between units, he did not see this as a high concern. There was also discussion about CHS and their massive chemical tanks. The Board had high concerns about the close proximity of the park to the CHS tanks. Hope reminded the Board that regardless of what type of development, there would be a risk with the CHS chemical tanks present and in use. Interim Chief Pachek confirmed that any type of explosion from the CHS tanks would take out the better half of Corona side of Wiggins.

Access points would each of key code entry. All emergency personnel would share one code. Interim Chief Pachek indicated that as long as they had a code to get in then they would not have an issue with key code entry.

Hope confirmed that all the lots were uniform with each space between lots were the equivalent of the lot sizes. The roads within the park were all 25' wide which provides ample width for all emergency responses.

Hope reminded the Board of Trustees that the Land Development Code does require them to consider 8 points before making a decision on the review. If they feel that the applicant cannot meet one of these points listed in the LDC then they should vote against the application.

Mayor Franzen opened the hearing for public comments at 7:49 pm.

Terry Rutenbeck of 203 W 4th Avenue, Wiggins and owner of Rudy's Tires. Terry brought up concerns regarding the CHS property and would the applicants be constructing fences to separate tenants/children. And would the alley remain open? Terry voiced concerns about items that were not addressed and he felt that they should. From snow removal, to soil testing, retention ponds, etc. He felt that storage and hotels would be good but he is not in favor of the RV Park.

Brady stated that his attorney states that the access easements can be lifted and he would place a fence around the entire property including the access easements. Brady addresses some of Terry's concerns by reviewing some of the rules that they will have in place. The applicants assured the board and Terry that they are pushing to get the working people not families staying at the park.

Trustee Mandy Camilleri spoke up about background checks. Her concern is how do you control background checks on someone with a sketchy relative? Mayor Franzen brought up concerns that the board should not be projecting what ifs of others actions just as no one can determine what ifs of other residents in other parts of town.



Mayor Franzen stated concerns regarding the RV Park before it can be considered by the board. The storage sounds good. The Board asked if they could approve one and not the other at this moment. Tom confirmed that the board would need to approve all or nothing to keep the resolution clean.

Mayor Franzen closed the hearing to public comment at 8:12 pm

No objections were made to including all statements and documents into the hearing.

Trustee Bryan Flax stated that he agrees that the 30-day rule could be a downfall to the business being run. Especially if you have a good tenant. He felt that a soil test is needed. He is concerned that the rules in place will still not be followed. He feels that the land has been vacant for some time and it would be nice to have something there; however, he is not sure it is the right something for the Town at the moment.

Trustee Mark Strickland is curious about the lack of storage in town and that could be something for the applicants to consider. He does not feel that the Trustees can overstep the LDC before it is amended on the 30-day rule.

Mayor Franzen stated that he would like to see more drawings such as retention ponds, drainage study, and soil tests performed.

Trustee Jerry Schwindt stated that they may want to have a security plan in place especially with the chemicals at CHS. Where would the security fence be?

Trustee Bruce Miller stated that the storage use would be a great use.

Mayor Pro Tem David Herbstman stated that we need to consider what is on the table.

Mayor Pro Tem David Herbstman asked Town Attorney, Melinda Culley, if a resolution to deny the special review use would prevent the applicants from reapplying. Melinda confirmed that the applicants could reapply with a new plan and/or use. Melinda also reminded Trustees that the board members need to fill in one of the criteria that Hope mentioned as to why the board is denying the application.

CONSIDERATION OF RESOLUTION NO.31-2022:

A resolution denying a special review use for Brannnd RV Park for RV boat storage and RV Park Campground located within the Walton and Thomas Minor Subdivisions

Trustee Strickland made the motion to approve a resolution denying a special review use for Brannnd RV Park for RV boat storage and RV Park Campground located within the Walton and Thomas Minor Subdivisions whereas the proposed use will not be in harmony with and compatible with the character of the surrounding neighborhood.



Motion Seconded by Trustee Mandy Camilleri. Roll Call: Resolution unanimously approved.

CONSIDERATION OF RESOLUTION NO. 35-2022:

Consideration of a Resolution Approving a Parking and License Agreement Between the Town of Wiggins and MK5 Industries, LLC at 103 Main Street.

Staff introduced Sam Mesa who is developing 103 Main Street. Unfortunately, the property lacks the space to meet the minimum requirement for parking for the entire building and staff has recently discovered that the curb cut in the public right of way sidewalk was not actually placed where the Town's alley should be. The road that the public has been historically using is actually part of MK5's property and the Town's alley is about 10 feet to the south of where the curb cut is. Mr. Mesa has been able to work out a deal with Stagecoach Meats to meet minimum parking requirements for Phase One of his building remodel so that he can open the Mexican retail establishment. The Town has been working with Mr. Mesa to develop a parking and license agreement that outlines infrastructure development and maintenance responsibilities.

Sam Mesa addressed the Trustees and provided answers to additional questions that were asked.

Motion was made by Trustee Jerry Schwindt to approve Resolution 35-2022. Seconded by Trustee Mark Strickland. Roll Call: Motion was unanimously approved.

CONSIDERATION OF RESOLUTION NO. 36-2022:

Consideration of a resolution approving the 2023 Operating Plan and Budget for the Roberts 81 Business Improvement District.

Staff provided a summary to the Trustees concerning the operating plan and budget for the Roberts 81 Business Improvement District. This is a yearly routine item. Trustee Bruce Miller asked if this was the same thing the board approved last year? Tom confirmed that he was correct but that the budget was updated.

Motion was made by Trustee Mark Strickland to approve Resolution 36-2022. Seconded by Trustee Mandy Camilleri. Roll Call: Motion was unanimously approved.

CONSIDERATION OF RESOLUTION NO. 37-2022:

Consideration of a resolution amending the Wiggins Personnel Policy Handbook.

Staff stated this was an update resulting from the board's discussion about the Family Medical Leave Act. One of the things that the staff discovered with the Town Attorney is that our current sick leave for part time employees doesn't meet the requirements of the healthy families and workplaces act. Our full-time employees' section does meet the requirements. Staff is proposing to add a section in the personnel policy that gives part time employees one hour of sick leave for every 30 hours worked up to a maximum of 48 hours per year. That will meet the qualifications for state requirements.



Motion was made by Mayor Pro Tem David Herbstman to approve Resolution 37-2022. Seconded by Trustee Mark Strickland. Roll Call: Motion was unanimously approved.

CONSIDERATION OF RESOLUTION NO. 38-2022:

Consideration of a resolution to opt out of the State Paid Family and Medical Leave Insurance (FAMLI) Program.

Staff stated that this item was presented in the work session two weeks ago. The State of Colorado voters passed Proposition 118 in the November 2020 elections for the implementation of a state-run program for Paid Family and Medical Leave or the FAMLI program. Under that, there are three options available for local governments. We could either opt out completely, we can opt out from the Town paying a portion of that Family Leave insurance which is .45% for the families and .45% of someone's salary, or we could completely opt out. An employee can still choose to participate if the Town opts out completely but they would have to do so on their own and keep track of all payments and paperwork themselves. Town administration did give notice to all employees and did a poll with all staff members. Staff is recommending the Board choose to opt out as staff members are currently satisfied with what is already being provided.

Motion was made by Trustee Jerry Schwindt to approve Resolution 38-2022. Seconded by Trustee Mandy Camilleri. Roll Call: Motion was unanimously approved.

CONSIDERATION OF RESOLUTION NO. 39-2022:

Consideration of a Resolution recognizing a grant from the Statewide Internet Portal Authority (SIPA) for codification of the Town Ordinances.

Staff provided the board with a review of who SIPA is. The Town received a grant to codify all of its ordinances from 1974. Codification will assist the Town in compiling all its ordinance in an organized fashion to make searching Town codes and laws easier and more accessible. The grant is in the amount of \$6500. The resolution is being requested for approval to recognize that staff can apply the funds to the project. There are currently funds dedicated within the budget for the codification process. The grant will cover the majority but the rest will come from the Town budget. Staff has received two quotes and hopes to have that recommendation to the board before the end of the year.

Motion was made by Trustee Mark Strickland to approve Resolution 39-2022. Seconded by Trustee Bryan Flax. Roll Call: Motion was unanimously approved.

CONSIDERATION OF RESOLUTION NO. 40-2022:

Consideration of a Resolution removing Deborah Lee as a signatory on all checking, savings, and safe deposit box accounts for the Town of Wiggins.

Staff stated this was a housekeeping item to remove Deb Lee from all accounts since she recently resigned as the Town Clerk.



Motion was made by Trustee Bryan Flax to approve Resolution 40-2022. Seconded by Trustee Mandy Camilleri. Roll Call: Motion was unanimously approved.

ADJOURNMENT:

Mayor Franzen adjourned the meeting at 8:54 pm.

Respectfully submitted by:

A handwritten signature in blue ink that reads "Tom Acre". The signature is written in a cursive, flowing style.

Tom Acre, Interim Town Clerk



MINUTES OF MEETING

TOWN OF WIGGINS BOARD OF TRUSTEES SPECIAL MEETING

November 9, 2022 at 8:00 p.m.

CALL TO ORDER & ROLL CALL:

A special meeting of the Town Board of Trustees for the Town of Wiggins, Colorado was held on Wednesday, November 9, 2022. Mayor Pro Tem David Herbstman called the meeting to order at 8:07 p.m. The following Trustees answered roll call: Mayor Pro-Tem David Herbstman and Trustees: Mandy Camilleri, Jerry Schwindt, Bryan Flax, and Bruce Miller. Absent: Mayor Chris Franzen and Trustee Mark Strickland. Staff present were Tom Acre, Town Manager.

APPROVAL OF THE AGENDA:

Motion was made by Trustee Jerry Schwindt to approve the agenda. Seconded by Mandy Camilleri. Roll Call: The agenda were unanimously approved.

CONSIDERATION OF RESOLUTION NO. 41-2022:

Consideration of a resolution providing that certain elected and/or appointed officials of the Town of Wiggins shall be deemed not to be "Employees" within the meaning of the Worker's Compensation Laws.

Tom stated that this resolution is considered a routine housekeeping item for the boards approval. Every year when we do our insurance renewals with CIRSA, the Town's risk management/insurance carrier. The Town is required to provide CIRSA and the State Department of Labor and Employment, Division of Workers' Compensation a list of elected and/or appointed officials that the Town does not wish to cover under worker's compensation. Traditionally, the Town has not covered the Planning and Zoning Commission because they are not in that position to need that type of coverage.

Motion was made by Trustee Bryan Flax to approve Resolution 41-2022. Seconded by Trustee Mandy Camilleri. Roll Call: Motion was unanimously approved.

ADJOURNMENT:

Mayor Pro Tem David Herbstman adjourned the meeting at 8:12 pm.

Respectfully submitted by:

A handwritten signature in blue ink that reads "Tom Acre".


Tom Acre, Interim Town Clerk

TOWN of WIGGINS - BILLS PAID
NOVEMBER 2022

Vendor	Description	Amount
BANK OF THE WEST	Credit Card Payment	\$3,401.99
BLOEDORN LUMBER	PW Building Supplies	\$2,525.39
BLUE LIGHTNING	Phone/Internet	\$528.31
CAMILLERI, ROBERT	Expense Reimbursement	\$15.71
CASELLE, INC	Finance Software Support	\$906.00
CHS	Propane	\$340.85
CIRSA	Property Insurance	\$20,613.68
CITY OF FORT MORGAN UTILITIES	Glassey Pump Elec	\$8.17
COLORADO ANALYTICAL LABORATORY	Water Analysis	\$1,321.60
COLORADO DEPARTMENTOF AGRICULTURE	PD Radar Calibration	\$80.00
COLORADO MUNICIPAL LEAGUE	2023 Membership	\$843.00
CORE & MAIN	Water Meters/Misc. Water Supplies	\$4,640.14
COUNTRY HARDWARE	Misc. Shop Supplies	\$1,473.65
Dell Marketing	Desk Top Comp-PD	\$1,407.48
DIAMONDBACK ENG & SURV INC.	Town Engineer	\$31,853.06
EMIL, KIMBERLY A	Judge Salary	\$312.50
GABLE, KAYLA	CPR Class-PD & PW	\$88.00
GARRETSON'S SPORT CENTER	Baseball Equip	\$667.80
HAYES POZNANOVIC KORVER, LLC	Water Rights Legal Fees	\$4,446.00
HE LLC	PW Assistance	\$4,637.50
HILZER, BRAYDEN	Soccer Referee	\$20.00
IAMGIS	GIS Software Support	\$2,500.00
JONES IRRIGATION SERVICE	Storm Water Drainage/Roads/PW	\$11,575.00
JONES, JON	Road Base	\$1,500.00
KAMMERER, WILLIAM M.	Water Shares Lease	\$3,510.42
KELLY, PC	Town Attorney	\$6,063.00
Kinnon Entertainment INC	Mic Eval & Setup Adjust	\$125.00
L.A.W.S.	Mobile Dock Install	\$1,180.84
LEAF	Copier Lease	\$318.00
LOST CREEK GUIDE, LLC	Christmas Event Advertising	\$600.00
LRE Water	Water Rights Engineering	\$6,381.50
MILLER, CRAIG	Expense Reimbursement	\$36.52
MJ'S GARAGE DOOR SERVICE	PW Shop Garage Door	\$5,558.00
MORGAN COUNTY QUALITY WATER	Road U 3261	\$40.99
MORGAN COUNTY REA	Utility-Electric	\$8,509.28
OUT EAST CONTRACTING, LLC	Recycled Asphalt	\$1,950.00
PITNEY BOWES (LEASE & SUPPLIES)	Postage Meter Lease	\$287.70
PITNEY BOWES- (POSTAGE)	Postage Meter Lease	\$600.00
PREMIERE COPIER INC	Copier Supplies	\$372.14
PROFESSIONAL MANAGEMENT SOLUTIONS	Contract Accountant	\$3,521.25
PROTECT YOUTH SPORTS	Coach Background Checks	\$216.70
RH WATER & WASTEWATER, INC.	Contact Water/WWTF Operator	\$800.00
RIVAL SERVICES, LLC	Portable Toilet-Kiowa Park Playground	\$150.00
RUDY'S G.T.O.	Tires-PD/Repair-PW	\$656.30

TOWN of WIGGINS - BILLS PAID
NOVEMBER 2022

Vendor	Description	Amount
STUB'S GAS & OIL, INC.	Fuel-PW	\$831.40
TALAMANTES, JAZMIN	Soccer Referee	\$20.00
TREATMENT TECHNOLOGY	Chemicals RO/WWTF	\$3,276.00
TRUJILLO, ADRIAN	Utility Deposit Refund	\$20.33
UNCC	Locate Service Fees	\$94.90
VERIZON WIRELESS	Machine to Machine-Water Towers	\$64.08
VIAERO WIRELESS	Cell Phones	\$444.84
WELDON VALLEY DITCH COMPANY	Kammerer Water Accounting	\$199.00
WIGGINS FARM AND AUTO SUPPLY	Misc. PW Vehicle Repair/Supplies	\$252.80
WOLF WASTE, LLC	Trash Removal	\$544.00
XCEL ENERGY	Utility-Gas	\$200.03

Approved: 

Date: 11/28/2022

Total: \$142,530.85

INCIDENT ANALYSIS - DAY

Date 11/10/2022

Time 11:36:26

Report CFS03

Agency Wiggins Police Dept.

Dates 10/01/2022 Thru 10/31/2022

Activity	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Total
Agency: WPD Wiggins Police Dept.								
	0	0	2	0	0	0	0	2
00500 Burglary	0	1	0	0	1	0	1	3
00600 Theft	1	0	0	0	1	0	1	3
01400 Vandalism/crim Mischf	0	0	0	1	0	0	0	1
01510 Shots Fired	0	0	0	0	0	1	0	1
01720 Assault-sexual	0	0	1	0	0	0	0	1
02415 Domestic Violence	1	0	0	0	0	0	0	1
02430 Loud Noise	1	1	0	0	0	0	1	3
02620 Trespassing	0	0	0	0	0	0	2	2
02660 Harass/threat	0	2	0	0	0	0	0	2
02670 Local Ordinance Violation	9	2	0	2	4	0	0	17
02671 Dog At Large	0	0	1	0	0	0	0	1
02678 Watering Violation	0	0	1	0	0	0	0	1
02700 Susp Pers/veh/inc	1	1	0	2	0	3	1	8
02710 Prowler	0	0	1	0	0	0	0	1
03000 Community Policing	1	1	2	0	1	4	3	12
03010 Assist Other Agency	3	4	0	2	3	2	3	17
03020 Bar Check	0	0	0	0	0	1	0	1
03030 Building Check	1	0	2	0	0	2	0	5
03055 Remove A Party	1	0	0	0	0	0	0	1
03070 Keep The Peace	1	2	0	0	1	1	0	5
03080 Medical Assist	1	1	0	0	0	0	1	3
03100 Welfare Check	1	0	1	0	0	0	2	4
03120 Extra Patrol	54	37	45	35	39	45	24	279
03121 Vacation House Check	0	0	1	0	0	0	0	1
03590 Traffic Ctrl	0	0	0	0	0	0	1	1
03600 Driving Complaint	0	0	0	0	1	0	1	2
03610 Parking Complaint	0	0	0	2	0	0	0	2
03644 Vicious Dog	1	1	0	0	0	0	0	2
03690 Neighborhood Dispute	1	0	0	0	0	0	0	1
03730 Lost/found	0	0	0	0	1	0	0	1
03760 Information	1	1	0	0	0	1	0	3
03770 Return Phone Call	0	0	1	0	0	0	0	1
04000 Alarm	0	1	1	0	0	0	0	2
07410 Disturbance	0	0	1	0	0	0	0	1
07510 Abandoned Vehicle	1	0	0	0	0	1	0	2
07520 Motorist Assist	1	0	0	0	0	0	0	1
07530 Traffic Contact	5	3	4	10	8	12	3	45
07531 Pedestrian Contact	1	1	0	1	0	0	0	3
07580 Vehicle Inspection	0	2	1	1	2	2	0	8
09001 911-Welfare Check	0	0	0	1	0	0	0	1
09004 Misc.	0	0	0	0	1	0	0	1
09006 Registered Sex Offender	6	0	0	0	0	0	0	6
09900 Follow Up/Investigation	2	6	1	1	0	0	6	16
09901 Summons Service	0	0	0	0	1	0	0	1
09902 Civil Issues	1	1	0	0	0	0	1	3
35HR Traffic Accident-H & R	0	0	0	0	0	0	1	1
REPO Repossession	0	0	0	1	0	0	0	1
S2T Safe2Tell	0	0	2	0	0	0	0	2
SEO Select Enforce Off Init	3	3	18	20	10	5	6	65
TEST2 Test Record Only	0	1	0	0	0	0	0	1

INCIDENT ANALYSIS - DAY

Date	11/10/2022								
Time	11:36:26								
Report	CFS03								
	Agency	Wiggins Police Dept.							
	Dates	10/01/2022	Thru	10/31/2022					
Activity		Sun	Mon	Tue	Wed	Thur	Fri	Sat	Total
Wiggins Police Dept. Agency Total		99	72	86	79	74	80	58	548
Total		99	72	86	79	74	80	58	548

TOWN OF WIGGINS
COMBINED CASH INVESTMENT
OCTOBER 31, 2022

COMBINED CASH ACCOUNTS

01-10210	HIGH PLAINS-MAIN CHECKING	5,140,515.31
01-10700	RETURNED CHECK CLEARING ACCT	391.30
01-10750	UTILITY CASH CLEARING ACCOUNT	435.70
		<hr/>
	TOTAL COMBINED CASH	5,141,342.31
01-10100	CASH ALLOCATED TO OTHER FUNDS	(5,141,342.31)
		<hr/>
TOTAL UNALLOCATED CASH		.00
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CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO GENERAL FUND	1,772,270.02
20	ALLOCATION TO WATER ENTERPRISE	1,341,017.96
30	ALLOCATION TO SEWER ENTERPRISE	1,225,843.96
40	ALLOCATION TO SALES TAX CAPITAL IMPROVEMENT	781,750.39
50	ALLOCATION TO CONSERVATION TRUST	20,459.98
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	TOTAL ALLOCATIONS TO OTHER FUNDS	5,141,342.31
	ALLOCATION FROM COMBINED CASH FUND - 01-10100	(5,141,342.31)
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ZERO PROOF IF ALLOCATIONS BALANCE		.00
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TOWN OF WIGGINS
BALANCE SHEET
OCTOBER 31, 2022

GENERAL FUND

ASSETS

10-10100	CASH IN COMBINED CASH FUND	1,772,270.02	
10-10110	PETTY CASH (T. MANAGER)	44.30	
10-10120	PETTY CASH (T. CLERK)	805.39	
10-10240	CASH IN BANK COMM HALL FUND SA	18,822.50	
10-10250	COLOTRUST FUND	108.13	
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	
10-16400	EQUIPMENT & MACHINERY	(731.50)	
	TOTAL ASSETS		2,618,305.40

LIABILITIES AND EQUITY

LIABILITIES

10-20200	ACCOUNTS PAYABLE	(312.50)	
10-20210	PAYABLE TO SCHOOL DISTRICT	18,506.03	
10-22210	DEFERRED PROPERTY TAX	499,772.00	
10-22710	FED/ FICA TAXES PAYABLE	10,659.32	
10-22720	STATE W/H TAXES PAYABLE	15,429.40	
10-22740	POLICE PENSION PAYABLE	4,832.61	
10-22760	DEFERRED COMP CONTRIB PAYABLE	621.44	
10-22770	UNEMPLOYMENT PAYABLE	(1,532.01)	
10-22790	GARNISHMENT PAYABLE	(647.50)	
10-22820	HEALTH INSURANCE PAYABLE	(8,370.99)	
10-22825	AFLAC PAYABLE	43.36	
10-22830	LIFE INSURANCE PAYABLE	6.72	
10-22840	VISION INSURANCE PAYABLE	(1.23)	
10-25320	FUND BALANCE	1,324,817.00	
	TOTAL LIABILITIES		1,863,823.65

FUND EQUITY

UNAPPROPRIATED FUND BALANCE:			
REVENUE OVER EXPENDITURES - YTD	754,481.75		
BALANCE - CURRENT DATE		754,481.75	
TOTAL FUND EQUITY			754,481.75
TOTAL LIABILITIES AND EQUITY			2,618,305.40

TOWN OF WIGGINS
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2022

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
10-30004 GENERAL MISCELLANEOUS	.00	1,266.08	.00 (1,266.08)	.0
10-31100 CURRENT PROPERTY TAX	3,654.25	500,798.82	499,772.00 (1,026.82)	100.2
10-31200 SPECIFIC OWNERSHIP	4,417.27	33,031.50	25,000.00 (8,031.50)	132.1
10-31300 1% TOWN SALES TAX	30,090.37	230,999.62	200,000.00 (30,999.62)	115.5
10-31301 USE TAX	8,654.08	187,613.17	120,000.00 (67,613.17)	156.3
10-31420 CIGARETTE TAX	225.65	1,435.59	1,800.00	364.41	79.8
10-31810 SEVERENCE TAX	.00	53,074.06	6,500.00 (46,574.06)	816.5
10-31820 FRANCHISE FEE-MORGAN CTY REA	.00	6,978.00	8,000.00	1,022.00	87.2
10-31821 FRANCHISE FEE-XCEL ENERGY	495.40	11,762.70	8,000.00 (3,762.70)	147.0
10-31823 FRANCHISE FEE--BLUE LIGHTNING	947.99	3,703.11	2,750.00 (953.11)	134.7
10-31900 PENALTIES & INTEREST	271.43	976.11	.00 (976.11)	.0
10-32110 LIQUOR LICENSE (15%)	.00	85.00	175.00	90.00	48.6
10-32210 BUILDING PERMITS	6,084.19	135,683.25	50,000.00 (85,683.25)	271.4
10-33412 DOLA EIAF 2021	.00	.00	82,500.00	82,500.00	.0
10-33415 FEDERAL GRANT--ARP	.00	146,159.89	146,160.00	.11	100.0
10-33430 MISCELLANEOUS FEES	.00	395.38	.00 (395.38)	.0
10-33530 HIGHWAY USERS TAX	10,516.27	47,897.41	38,000.00 (9,897.41)	126.1
10-33550 ADDITIONAL MOTOR VEHICLE	1,131.86	8,251.18	6,000.00 (2,251.18)	137.5
10-33800 ROAD & BRIDGE	225.84	57,024.43	38,000.00 (19,024.43)	150.1
10-34210 SPECIAL POLICE SERVICES	.00	101.88	.00 (101.88)	.0
10-34215 VIN INSPECTIONS	90.00	840.00	250.00 (590.00)	336.0
10-34220 BUILDING DEVELOPMENT REVIEW	263.47	15,568.15	5,000.00 (10,568.15)	311.4
10-34221 BUILDING INSPECTION PLAN REV	3,219.70	45,025.67	1,000.00 (44,025.67)	4502.6
10-34282 PARKS & REC FEES	.00 (25.00)	.00	25.00	.0
10-34283 SOFTBALL REG FEES	.00	2,100.00	2,000.00 (100.00)	105.0
10-34284 BASEBALL REG FEES	.00	8,635.00	11,000.00	2,365.00	78.5
10-34286 VOLLEYBALL REG FEES	.00	530.00	1,000.00	470.00	53.0
10-34287 SOCCER REG FEES	.00	6,420.00	1,500.00 (4,920.00)	428.0
10-34289 MISCELLANEOUS ACTIVITY FEES	.00	.00	2,000.00	2,000.00	.0
10-35110 COURT FINES-MUNICIPAL	3,150.00	33,308.12	30,000.00 (3,308.12)	111.0
10-36000 OTHER MISCELLANEOUS	.00	681.14	.00 (681.14)	.0
10-36010 DOG LICENSES/CLINIC	5.00	315.00	300.00 (15.00)	105.0
10-36011 BUSINESS LICENSES	.00	3,880.90	3,500.00 (380.90)	110.9
10-36012 CONTRACTOR LICENSES	100.00	1,275.00	1,800.00	525.00	70.8
10-36013 GOLF CART LICENSES	.00	730.00	150.00 (580.00)	486.7
10-36030 SPECIAL EVENT FEES	.00	410.00	.00 (410.00)	.0
10-36040 INSURANCE PROCEEDS	.00	5,597.65	.00 (5,597.65)	.0
10-36050 CAPITAL CREDITS RECEIVED	.00	1,746.49	.00 (1,746.49)	.0
10-36100 INTEREST ON SAVINGS	.31	15.22	10.00 (5.22)	152.2
10-36310 BUILDING & FARM RENT	500.00	3,165.00	6,000.00	2,835.00	52.8
10-36420 REFUNDS	(838.75)	(838.75)	.00	838.75	.0
10-36500 CONTRIBUTIONS/DONATIONS	.00	315.00	.00 (315.00)	.0
10-36501 SPONSORSHIPS	.00	1,500.00	.00 (1,500.00)	.0
10-36510 OTHER GRANTS	.00	28,995.00	.00 (28,995.00)	.0
10-36511 GRANTS--LEAF	.00	2,900.00	.00 (2,900.00)	.0
10-36512 GRANTS--DUI	.00	4,850.00	.00 (4,850.00)	.0
10-36513 GRANTS--TRAINING	.00	1,575.87	.00 (1,575.87)	.0
10-36514 GRANT--SIPA	.00	6,500.00	.00 (6,500.00)	.0
10-36515 GRANT--C.I.O.T.	.00	2,189.37	.00 (2,189.37)	.0
10-39160 TRANSFER FROM SALES TAX FUND	.00	.00	50,000.00	50,000.00	.0
10-39210 SALE OF FIXED ASSETS	838.75	24,737.75	.00 (24,737.75)	.0

TOWN OF WIGGINS
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2022

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
TOTAL FUND REVENUE	74,043.08	1,630,179.76	1,348,167.00	(282,012.76)	120.9

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2022

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>GENERAL GOVERNMENTAL</u>					
10-410-13 FINANCIAL AUDIT	.00	5,000.00	9,000.00	4,000.00	55.6
10-410-32 PROFESSIONAL SERVICES	.00	19,599.37	15,000.00	(4,599.37)	130.7
10-410-34 CODIFICATION	.00	.00	12,000.00	12,000.00	.0
10-410-35 COPIER LEASE	.00	573.54	477.00	(96.54)	120.2
10-410-40 EMPLOYEE TRAINING	.00	1,302.86	5,000.00	3,697.14	26.1
10-410-41 TELEPHONE & INTERNET	.00	977.85	800.00	(177.85)	122.2
10-410-42 UTILITIES--ELECTRIC	.00	707.29	3,000.00	2,292.71	23.6
10-410-43 OFFICE BLDG REPAIRS & MAINT	.00	2,271.27	2,000.00	(271.27)	113.6
10-410-44 POSTAGE METER LEASE	.00	.00	525.00	525.00	.0
10-410-45 UTILITES-GAS	.00	945.60	1,200.00	254.40	78.8
10-410-46 CELL PHONE	32.34	961.00	980.00	19.00	98.1
10-410-48 TRASH	.00	.00	270.00	270.00	.0
10-410-52 INSURANCE & BONDS	.00	29,568.14	25,000.00	(4,568.14)	118.3
10-410-54 ADVERTISING	.00	512.88	250.00	(262.88)	205.2
10-410-55 POSTAGE & SHIPPING	.00	380.64	1,500.00	1,119.36	25.4
10-410-58 TRAVEL & MEETINGS	.84	2,615.37	3,500.00	884.63	74.7
10-410-61 OPERATING SUPPLIES	11.29	3,557.31	10,000.00	6,442.69	35.6
10-410-68 COPIER EXPENSE	.00	691.57	600.00	(91.57)	115.3
10-410-70 IT SUPPORT	.00	281.96	15,000.00	14,718.04	1.9
10-410-71 COMPUTER SOFTWARE	346.58	965.75	3,000.00	2,034.25	32.2
10-410-90 DUES & SUBSCRIPTIONS	95.00	876.08	2,500.00	1,623.92	35.0
10-410-91 NEWSLETTERS & PUBLICATIONS	.00	738.25	.00	(738.25)	.0
TOTAL GENERAL GOVERNMENTAL	486.05	72,526.73	111,602.00	39,075.27	65.0
<u>ADMINISTRATION DEPARTMENT</u>					
10-411-15 ADMINISTRATION DEPT EMPLOYEES	2,768.70	66,522.36	86,649.00	20,126.64	76.8
10-411-20 EMPLOYEE BENEFITS	.00	7,108.83	13,847.00	6,738.17	51.3
10-411-22 FICA & MEDICARE	268.20	5,095.80	6,629.00	1,533.20	76.9
10-411-23 457 RETIREMENT	141.88	2,695.72	6,190.00	3,494.28	43.6
10-411-25 UNEMPLOYMENT INS	.00	89.95	254.00	164.05	35.4
10-411-26 WORKERS' COMPENSATION	.00	(3,330.54)	150.00	3,480.54	(2220.
10-411-27 EMPLOYEE APPRECIATION	.00	66.91	1,000.00	933.09	6.7
10-411-28 TA VEHICLE STIPEND	.00	.00	1,000.00	1,000.00	.0
TOTAL ADMINISTRATION DEPARTMENT	3,178.78	78,249.03	115,719.00	37,469.97	67.6

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2022

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>JUDICIAL DEPARTMENT</u>					
10-412-00 CONTRACT-JUDGE	312.50	3,125.00	3,600.00	475.00	86.8
10-412-01 CONTRACT-TOWN PROSECUTOR	.00	2,655.00	3,000.00	345.00	88.5
10-412-35 COPIER LEASE	.00	344.13	125.00	(219.13)	275.3
10-412-41 TELEPHONE & INTERNET	.00	.00	100.00	100.00	.0
10-412-55 POSTAGE	.00	108.65	50.00	(58.65)	217.3
10-412-61 OFFICE SUPPLIES	.00	83.14	150.00	66.86	55.4
10-412-68 COPIER EXPENSE	.00	.00	200.00	200.00	.0
10-412-70 IT SUPPORT	.00	.00	100.00	100.00	.0
10-412-71 COMPUTER SOFTWARE	.00	.00	200.00	200.00	.0
TOTAL JUDICIAL DEPARTMENT	312.50	6,315.92	7,525.00	1,209.08	83.9
<u>MAYOR & LEGISLATIVE BOARDS</u>					
10-413-10 MAYOR COMPENSATION	.00	1,800.00	2,400.00	600.00	75.0
10-413-11 BOARD OF TRUSTEES COMPENSATION	.00	2,160.00	2,880.00	720.00	75.0
10-413-12 BOARD OF TRUSTEES APPRECIATION	.00	.00	500.00	500.00	.0
10-413-22 FICA & MEDICARE	.00	302.94	404.00	101.06	75.0
10-413-26 WORKER'S COMPENSATION	.00	49.46	140.00	90.54	35.3
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	(50.00)	260.00	5,000.00	4,740.00	5.2
10-413-71 COMPUTER SOFTWARE	.00	168.14	.00	(168.14)	.0
10-413-90 DUES & SUBSCRIPTIONS	.00	.00	2,500.00	2,500.00	.0
TOTAL MAYOR & LEGISLATIVE BOARDS	(50.00)	7,825.17	18,824.00	10,998.83	41.6
<u>ELECTIONS</u>					
10-414-00 ELECTIONS	.00	2,748.81	3,000.00	251.19	91.6
TOTAL ELECTIONS	.00	2,748.81	3,000.00	251.19	91.6
<u>TREASURER'S OFFICE</u>					
10-415-15 COLLECTIONS (TREASURERS FEE)	58.16	9,843.48	8,000.00	(1,843.48)	123.0
10-415-30 TOWN LEGAL	.00	45,226.00	35,000.00	(10,226.00)	129.2
10-415-40 REPORTING & PUBLISHING	.00	87.40	1,200.00	1,112.60	7.3
TOTAL TREASURER'S OFFICE	58.16	55,156.88	44,200.00	(10,956.88)	124.8

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2022

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ECONOMIC DEVELOPMENT</u>					
10-416-50 ECONOMIC DEVELOPMENT	.00	.00	20,000.00	20,000.00	.0
10-416-51 MEMBERSHP FEE/DUES	.00	2,670.00	4,500.00	1,830.00	59.3
TOTAL ECONOMIC DEVELOPMENT	.00	2,670.00	24,500.00	21,830.00	10.9
<u>COMMUNITY DEVELOPMENT</u>					
10-417-30 COMMUNITY MEETING	.00	.00	1,000.00	1,000.00	.0
10-417-35 COPIER LEASE	.00	.00	95.00	95.00	.0
10-417-44 POSTAGE	.00	.00	105.00	105.00	.0
10-417-55 POSTAGE MACHINE LEASE	.00	.00	500.00	500.00	.0
10-417-61 OFFICE SUPPLIES	.00	.00	120.00	120.00	.0
10-417-63 ABATEMENT	.00	.00	500.00	500.00	.0
10-417-68 COPIER EXPENSE	.00	.00	120.00	120.00	.0
10-417-70 IT SUPPORT	.00	.00	200.00	200.00	.0
10-417-71 COMPUTER SOFTWARE	.00	168.14	100.00	(68.14)	168.1
10-417-85 CODE ENFORCEMENT	.00	.00	500.00	500.00	.0
10-417-91 NEWSLETTER	.00	.00	2,100.00	2,100.00	.0
TOTAL COMMUNITY DEVELOPMENT	.00	168.14	5,340.00	5,171.86	3.2
<u>PLANNING & ZONING</u>					
10-418-30 LEGAL/ENGINEERING SUPPORT	.00	3,371.00	3,500.00	129.00	96.3
10-418-35 COPIER LEASE	.00	.00	95.00	95.00	.0
10-418-40 STAFF TRAINING	.00	.00	1,000.00	1,000.00	.0
10-418-41 TELEPHONE & INTERNET	.00	.00	425.00	425.00	.0
10-418-44 POSTAGE	.00	51.86	105.00	53.14	49.4
10-418-49 COMMISSION TRAINING	.00	.00	500.00	500.00	.0
10-418-51 MEMBERSHIPS/PUBLICATIONS	.00	14.06	200.00	185.94	7.0
10-418-54 NOTICES/PUBLICATION	228.00	667.91	1,000.00	332.09	66.8
10-418-55 POSTAGE	.00	17.94	420.00	402.06	4.3
10-418-61 OFFICE SUPPLIES	.00	225.54	50.00	(175.54)	451.1
10-418-68 COPIER EXPENSE	.00	.00	100.00	100.00	.0
10-418-70 IT SUPPORT	.00	.00	100.00	100.00	.0
10-418-71 COMPUTER SOFTWARE	.00	278.14	100.00	(178.14)	278.1
10-418-93 COMPREHENSIVE PLAN	.00	.00	82,500.00	82,500.00	.0
10-418-94 ZONING MAP	.00	.00	5,000.00	5,000.00	.0
10-418-97 LAND DEVELOPMENT CODE	.00	.00	37,500.00	37,500.00	.0
10-418-98 IMPACT FEE STUDY	.00	.00	30,000.00	30,000.00	.0
TOTAL PLANNING & ZONING	228.00	4,626.45	162,595.00	157,968.55	2.9

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2022

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>COMMUNITY PROGRAMS</u>					
10-419-00 FOURTH OF JULY FESTIVAL	.00	20,071.85	20,000.00	(71.85)	100.4
10-419-01 WIGGINS OLD TIME CHRISTMAS	.00	6,036.32	4,000.00	(2,036.32)	150.9
10-419-02 FALL HARVEST FEST	.00	.00	4,000.00	4,000.00	.0
10-419-05 BUSINESS DIST BEAUTIFICATION	.00	625.70	2,000.00	1,374.30	31.3
10-419-10 EVENTS COORINATOR	.00	.00	25,000.00	25,000.00	.0
10-419-20 DONATIONS	.00	2,190.00	10,000.00	7,810.00	21.9
10-419-50 ECONOMIC DEVELOPMENT	(7,222.00)	(6,925.20)	.00	6,925.20	.0
10-419-58 COMMUNITY MEETING	.00	.00	2,000.00	2,000.00	.0
10-419-61 OFFICE EQUIPMENT LEASES	.00	13.77	.00	(13.77)	.0
10-419-62 MAIN STREET PROGRAMS	.00	.00	20,000.00	20,000.00	.0
10-419-65 TREES/TREE PLANTING	.00	1,692.78	2,000.00	307.22	84.6
10-419-66 PLANTERS	.00	.00	1,500.00	1,500.00	.0
10-419-91 NEWSLETTER/EVENT POSTCARD	.00	320.40	1,200.00	879.60	26.7
10-419-99 OTHER MISCELLANEOUS	.00	410.60	.00	(410.60)	.0
TOTAL COMMUNITY PROGRAMS	(7,222.00)	24,436.22	91,700.00	67,263.78	26.7

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2022

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>POLICE DEPARTMENT</u>					
10-421-02 CONTRACT SERVICES	.00	1,134.50	3,600.00	2,465.50	31.5
10-421-04 EQUIPMENT	.00	31,421.36	45,250.00	13,828.64	69.4
10-421-15 POLICE SALARIES	7,259.50	128,858.14	179,727.00	50,868.86	71.7
10-421-20 EMPLOYEE BENEFITS	.00	14,028.20	28,649.00	14,620.80	49.0
10-421-21 VEHICLE/MOBILE EQUIPMENT	.00	11,105.46	6,000.00	(5,105.46)	185.1
10-421-22 FICA & MEDICARE	110.58	1,956.07	13,749.00	11,792.93	14.2
10-421-23 PENSION-FPPA	688.56	12,294.06	16,175.00	3,880.94	76.0
10-421-24 DEATH & DISABILITY-FPPA	70.36	1,084.77	2,876.00	1,791.23	37.7
10-421-25 UNEMPLOYMENT INSURANCE	.00	83.58	539.00	455.42	15.5
10-421-26 WORKERS' COMPENSATION	.00	3,840.46	7,510.00	3,669.54	51.1
10-421-28 FARM HOUSE UTILITIES-GAS & ELC	.00	2,430.87	.00	(2,430.87)	.0
10-421-29 UNIFORMS	.00	1,704.57	3,000.00	1,295.43	56.8
10-421-30 PROFESSIONAL LEGAL SERVICES	.00	900.00	1,000.00	100.00	90.0
10-421-35 COPIER LEASE	.00	114.72	95.00	(19.72)	120.8
10-421-40 TRAINING	859.14	2,754.66	3,000.00	245.34	91.8
10-421-41 TELEPHONE & INTERNET	.00	255.44	2,735.00	2,479.56	9.3
10-421-42 COM CENTER PHONE LINE	.00	364.73	1,821.00	1,456.27	20.0
10-421-43 REPAIRS AND MAINTENANCE (AUTO)	904.18	1,524.24	5,525.00	4,000.76	27.6
10-421-44 UTILITIES-ELECTRIC	.00	707.30	750.00	42.70	94.3
10-421-45 UTILITIES-GAS	.00	461.78	400.00	(61.78)	115.5
10-421-46 CELL PHONE	223.08	1,827.26	350.00	(1,477.26)	522.1
10-421-48 TRASH	.00	.00	270.00	270.00	.0
10-421-49 OTHER MISCELLANEOUS	.00	1,107.38	1,000.00	(107.38)	110.7
10-421-52 INSURANCE & BONDS	(66.57)	10,321.76	25,000.00	14,678.24	41.3
10-421-55 PRINTING	.00	745.00	800.00	55.00	93.1
10-421-61 OFFICE/GEN OPERATING SUPPLIES	.00	584.91	1,000.00	415.09	58.5
10-421-62 FUEL	.00	6,989.72	8,500.00	1,510.28	82.2
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	.00	360.15	9,760.00	9,399.85	3.7
10-421-72 AMMUNITION	.00	.00	1,700.00	1,700.00	.0
10-421-73 LEXIPOLE	.00	.00	2,239.00	2,239.00	.0
10-421-85 ANIMAL CONTROL	.00	599.73	100.00	(499.73)	599.7
10-421-90 MEMBERSHIP DUES	.00	110.00	253.00	143.00	43.5
TOTAL POLICE DEPARTMENT	10,048.83	239,692.27	376,473.00	136,780.73	63.7

BUILDING INSPECTION DEPARTMENT

10-424-20 BUILDING INSPECTIONS MATERIALS	.00	128.44	1,000.00	871.56	12.8
10-424-30 DEVELOPMENT REVIEW MISC EXP	.00	865.00	5,000.00	4,135.00	17.3
10-424-31 COMMERCIAL BUILDING REVIEW	.00	23,532.91	5,000.00	(18,532.91)	470.7
10-424-32 RESIDENTIAL BUILDING REVIEW	.00	89,185.10	5,000.00	(84,185.10)	1783.7
10-424-40 EMPLOYEE TRAINING	.00	.00	2,000.00	2,000.00	.0
TOTAL BUILDING INSPECTION DEPARTMEN	.00	113,711.45	18,000.00	(95,711.45)	631.7

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2022

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PUBLIC WORKS ADMINISTRATION</u>					
10-430-11 SALARY - PW MAINTENANCE(1)	3,180.00	65,217.49	30,779.00	(34,438.49)	211.9
10-430-12 SALARY-PW MAINTENANCE(2)	.00	487.00	.00	(487.00)	.0
10-430-15 SALARY-PW SEASONAL (MOWING)	.00	1,189.08	6,000.00	4,810.92	19.8
10-430-16 PW EMPLOYEES-FULL TIME	754.16	2,271.36	32,718.00	30,446.64	6.9
10-430-20 EMPLOYEE BENEFITS - PW	.00	3,252.60	13,857.00	10,604.40	23.5
10-430-22 FICA & MEDICARE	287.53	5,035.34	4,493.00	(542.34)	112.1
10-430-23 457 RETIREMENT	54.49	673.39	1,603.00	929.61	42.0
10-430-25 UNEMPLOYMENT INSURANCE - PW	3.23	112.67	181.00	68.33	62.3
10-430-26 WORKERS' COMPENSATION - PW	.00	2,065.46	8,250.00	6,184.54	25.0
TOTAL PUBLIC WORKS ADMINISTRATION	4,279.41	80,304.39	97,881.00	17,576.61	82.0

PUBLIC WORKS & STREETS DEPT

10-431-00 UNIFORMS - PW	.00	674.10	3,500.00	2,825.90	19.3
10-431-20 REPAIRS-EQUIPMENT & VEHICLES	6.50	12,103.18	9,500.00	(2,603.18)	127.4
10-431-21 STREETS-SIGNS & MATERIAL	.00	2,175.61	10,000.00	7,824.39	21.8
10-431-22 REPAIRS & MAINTENANCE-STREETS	1,300.00	18,613.68	.00	(18,613.68)	.0
10-431-23 EQUIPMENT RENTAL	.00	.00	200.00	200.00	.0
10-431-24 REPAIRS & MAINTENANCE-STREETS	.00	.00	10,000.00	10,000.00	.0
10-431-25 FARM HOUSE MAINT	3.98	3,130.69	1,000.00	(2,130.69)	313.1
10-431-28 FARM HOUSE UTILITIES	.00	.00	2,700.00	2,700.00	.0
10-431-35 COPIER LEASE	.00	114.72	95.00	(19.72)	120.8
10-431-39 GIS	.00	.00	250.00	250.00	.0
10-431-40 EMPLOYEE TRAINING	.00	.00	2,500.00	2,500.00	.0
10-431-41 UTILITIES - ELECTRIC	.00	2,795.32	1,500.00	(1,295.32)	186.4
10-431-43 BUIDING MAINT	11,787.02	20,939.75	3,000.00	(17,939.75)	698.0
10-431-45 UTILITIES-GAS	.00	945.60	1,200.00	254.40	78.8
10-431-46 CELL PHONE	74.36	703.96	975.00	271.04	72.2
10-431-47 TELEPHONE & INTERNET	.00	894.10	800.00	(94.10)	111.8
10-431-48 TRASH	.00	.00	540.00	540.00	.0
10-431-52 INSURANCE - PW	(608.90)	6,947.44	9,611.00	2,663.56	72.3
10-431-55 POSTAGE & SHIPPING-PW	.00	32.50	.00	(32.50)	.0
10-431-60 STREET LIGHTING - PW	.00	7,999.85	9,600.00	1,600.15	83.3
10-431-61 OFFICE SUPPLIES	.00	.00	1,400.00	1,400.00	.0
10-431-62 FUEL - PW	.00	10,682.09	8,500.00	(2,182.09)	125.7
10-431-63 CONTRACT REFUSE REMOVAL - PW	.00	2,379.00	2,000.00	(379.00)	119.0
10-431-65 TREE PROGRAM	.00	.00	1,500.00	1,500.00	.0
10-431-66 PEST/WEED CONTROL - PW	.00	567.80	1,600.00	1,032.20	35.5
10-431-68 COPIER EXPENSE	.00	.00	78.00	78.00	.0
10-431-70 IT SUPPORT	.00	.00	2,500.00	2,500.00	.0
10-431-71 COMPUTER SOFTWARE	.00	180.15	424.00	243.85	42.5
10-431-74 EQUIPMENT- CAPITAL OUTLAY	1,210.00	1,210.00	2,250.00	1,040.00	53.8
10-431-99 OTHER MISCELLANEOUS - PW	.00	3,545.04	.00	(3,545.04)	.0
TOTAL PUBLIC WORKS & STREETS DEPT	13,772.96	96,634.58	87,223.00	(9,411.58)	110.8

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2022

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>STORMWATER</u>					
10-432-59 STORMWATER ENGINEERING/DESIGN	.00	11,697.50	5,000.00	(6,697.50)	234.0
10-432-60 STORMWATER CONSTRUCTION	.00	12,562.50	50,000.00	37,437.50	25.1
10-432-61 RETENTION/DETENTION POND MAINT	.00	.00	5,000.00	5,000.00	.0
10-432-62 CULVERT/DITCH MAINT	.00	.00	1,000.00	1,000.00	.0
10-432-63 3RD AVE STORM LIFT STATION	.00	.00	1,000.00	1,000.00	.0
10-432-64 STREET SWEEPING	.00	.00	500.00	500.00	.0
10-432-65 LEVEE REPAIR & MAINT	.00	389.49	2,000.00	1,610.51	19.5
TOTAL STORMWATER	.00	24,649.49	64,500.00	39,850.51	38.2
<u>PARK & RECREATION</u>					
10-451-10 CONTRACT LABOR	.00	480.00	.00	(480.00)	.0
10-451-11 SALARIES - P&R DIRECTOR (SEAS)	873.00	3,062.88	17,991.00	14,928.12	17.0
10-451-12 SALARIES - SUMMER HELP (SEAS)	.00	1,780.36	16,141.00	14,360.64	11.0
10-451-16 SALARIES-PW FULL-TIME	150.83	452.47	5,006.00	4,553.53	9.0
10-451-22 FICA P&R	78.33	405.15	641.00	235.85	63.2
10-451-23 RENTS	4.52	4.52	.00	(4.52)	.0
10-451-25 UNEMPLOYMENT INSURANCE	2.05	10.18	25.00	14.82	40.7
10-451-26 WORKERS' COMPENSATION	.00	1,035.95	1,500.00	464.05	69.1
10-451-30 SPECIAL EVENTS - P&R	.00	56.39	1,000.00	943.61	5.6
10-451-38 CELL PHONE	37.18	612.68	490.00	(122.68)	125.0
10-451-39 TELEPHONE & INTERNET	.00	699.10	1,200.00	500.90	58.3
10-451-40 TRAINING	.00	.00	1,000.00	1,000.00	.0
10-451-41 UTILITIES - ELECTRIC	.00	7,020.75	12,000.00	4,979.25	58.5
10-451-43 PARK REPAIR AND MAINTENANCE	.00	15,687.04	15,000.00	(687.04)	104.6
10-451-44 CAPITAL OUTLAY - PARKS	.00	11,018.50	15,000.00	3,981.50	73.5
10-451-48 TRASH	.00	.00	800.00	800.00	.0
10-451-55 NEWSLETTERS/POSTCARDS	.00	460.20	1,200.00	739.80	38.4
10-451-60 BACKGROUND CHECKS	.00	.00	735.00	735.00	.0
10-451-61 OPERATING SUPPLIES - P&R	.00	3,781.92	4,500.00	718.08	84.0
10-451-62 PARKS & RECREATION PROGRAMS	.00	1,180.41	3,000.00	1,819.59	39.4
10-451-70 IT SUPPORT	.00	.00	100.00	100.00	.0
10-451-71 COMPUTER SOFTWARE	.00	1,426.14	2,100.00	673.86	67.9
10-451-81 ADULT ACTIVITIES	.00	2,004.75	.00	(2,004.75)	.0
10-451-83 SOFTBALL	.00	155.68	2,000.00	1,844.32	7.8
10-451-84 BASEBALL	.00	7,195.39	10,100.00	2,904.61	71.2
10-451-86 VOLLEYBALL	8.49	496.88	1,000.00	503.12	49.7
10-451-87 SOCCER	231.00	4,738.00	1,200.00	(3,538.00)	394.8
10-451-88 SUMMER ACTIVITY	.00	1,971.71	2,000.00	28.29	98.6
10-451-90 UNIFORMS & EQUIPMENT P&R	.00	.00	500.00	500.00	.0
10-451-91 MISC FEES	.00	3.98	.00	(3.98)	.0
10-451-92 PARK CONCESSION EXPENSE	.00	241.45	100.00	(141.45)	241.5
10-451-93 MEMBERSHIP/PUBLICATIONS	.00	.00	200.00	200.00	.0
TOTAL PARK & RECREATION	1,385.40	65,982.48	116,529.00	50,546.52	56.6

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2022

	GENERAL FUND				
	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
TOTAL FUND EXPENDITURES	26,478.09	875,698.01	1,345,611.00	469,912.99	65.1
NET REVENUE OVER EXPENDITURES	47,564.99	754,481.75	2,556.00	(751,925.75)	29518.

TOWN OF WIGGINS
BALANCE SHEET
OCTOBER 31, 2022

WATER ENTERPRISE

ASSETS

20-10100	CASH IN COMBINED CASH FUND	1,341,017.96	
20-10120	CASH ON HAND	50.00	
20-10210	WATER ENTERPRISE CLEARING ACCT	7,603.69	
20-10250	COLOTRUST-WATER FUND	108.13	
20-10251	HIGH PLAINS WATER ENTPR FUND	182,855.34	
20-10260	COLOTRUST - DEVELOPMENT FEES	108.20	
20-10261	2011 USDA DEBT SERV RESERVE	101,283.09	
20-10262	2013 USDA DEBT SERV RESERVE	154,648.97	
20-10270	COLOTRUST-WATER BOND ACCOUNT	22.17	
20-10271	63.23% BOTW DEBT SERVICE	536.22	
20-10273	2020 BOTW LOAN--SINKING FUND	456,884.21	
20-10280	COLOTRUST-WATER BOND RESERVE	109.14	
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	108.19	
20-11500	ACCOUNTS RECEIVABLE	74,270.86	
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			15,075,250.33

LIABILITIES AND EQUITY

LIABILITIES

20-20200	ACCOUNTS PAYABLE	(3,510.42)	
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	66,317.18	
TOTAL LIABILITIES			7,896,201.34

FUND EQUITY

20-27900	RETAINED EARNINGS	6,464,467.93	
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TOWN OF WIGGINS
BALANCE SHEET
OCTOBER 31, 2022

WATER ENTERPRISE

UNAPPROPRIATED FUND BALANCE:			
20-29001	SUSPENSE	154,951.67	
	REVENUE OVER EXPENDITURES - YTD	<u>559,629.39</u>	
	BALANCE - CURRENT DATE		<u>714,581.06</u>
	TOTAL FUND EQUITY		<u>7,179,048.99</u>
	TOTAL LIABILITIES AND EQUITY		<u><u>15,075,250.33</u></u>

TOWN OF WIGGINS
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2022

WATER ENTERPRISE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
20-34000 WATER SALES	84,306.74	795,350.77	882,000.00	86,649.23	90.2
20-34001 CUSTOMER DEPOSITS	.00	445.00	35,000.00	34,555.00	1.3
20-34002 BULK WATER SALES	2,347.00	5,508.20	3,000.00	(2,508.20)	183.6
20-34440 TAP FEES & ACQUISITION FEES	20,000.00	493,000.00	800,000.00	307,000.00	61.6
20-34442 WATER METER SALES	278.00	278.00	.00	(278.00)	.0
20-34450 MISCELLANEOUS WATER INCOME	1,595.00	15,996.00	15,000.00	(996.00)	106.6
20-36000 WATER DEVELOPMENT CONTRIBUTION	131.43	703.91	.00	(703.91)	.0
20-36001 RENTAL INCOME	.00	.00	12,000.00	12,000.00	.0
20-36100 INTEREST EARNED	1.59	308.93	.00	(308.93)	.0
TOTAL FUND REVENUE	108,659.76	1,311,590.81	1,747,000.00	435,409.19	75.1

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2022

WATER ENTERPRISE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PROFESSIONAL SERVICES</u>					
20-410-13 FINANCIAL AUDIT	.00	5,000.00	4,000.00	(1,000.00)	125.0
20-410-30 LEGAL SERVICE	.00	2,436.50	5,000.00	2,563.50	48.7
20-410-31 WATER RIGHTS EXPENSES	15.91	56,551.07	95,000.00	38,448.93	59.5
20-410-32 PROFESSIONAL SERVICES	1,999.50	79,252.48	90,000.00	10,747.52	88.1
20-410-33 POSTAGE	.00	901.91	2,000.00	1,098.09	45.1
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	38.25	348.22	4,000.00	3,651.78	8.7
20-410-44 POSTAGE MACHINE LEASE	.00	.00	105.00	105.00	.0
20-410-59 DESIGN/SYSTEM ENGINEERING	.00	34,680.00	5,000.00	(29,680.00)	693.6
TOTAL PROFESSIONAL SERVICES	2,053.66	179,170.18	216,105.00	36,934.82	82.9
<u>WATER ADMINISTRATION</u>					
20-411-12 EMPLOYEE SALARY-ADMINISTRATION	.00	.00	65,793.00	65,793.00	.0
20-411-15 ADMINISTRATION DEPT EMPLOYEES	2,704.15	53,118.55	.00	(53,118.55)	.0
20-411-20 EMPLOYEE BENEFITS	.00	4,932.99	10,505.00	5,572.01	47.0
20-411-22 FICA & MEDICARE	211.05	4,009.95	5,033.00	1,023.05	79.7
20-411-23 457 RETIREMENT	125.59	2,386.21	5,116.00	2,729.79	46.6
20-411-25 UNEMPLOYMENT INSURANCE	.00	34.20	197.00	162.80	17.4
20-411-26 WORKERS' COMPENSATION	.00	(1,758.55)	145.00	1,903.55	(1212.
20-411-72 UTILITY BILLING SOFTWARE EXP	.00	2,172.00	2,920.00	748.00	74.4
TOTAL WATER ADMINISTRATION	3,040.79	64,895.35	89,709.00	24,813.65	72.3
<u>PUBLIC WORKS ADMINISTRATION</u>					
20-430-11 SALARY-PW MAINTENANCE	832.96	10,999.45	30,040.00	19,040.55	36.6
20-430-15 EMPL SALARY-PW P/T SEASONAL	.00	.00	1,950.00	1,950.00	.0
20-430-20 EMPLOYEE BENEFITS	.00	1,626.30	5,730.00	4,103.70	28.4
20-430-22 FICA & MEDICARE	57.00	713.89	2,298.00	1,584.11	31.1
20-430-23 457 RETIREMENT	24.99	330.01	901.00	570.99	36.6
20-430-25 UNEMPLOYMENT INSURANCE	.60	8.82	90.00	81.18	9.8
20-430-26 WORKERS' COMPENSATION	.00	354.75	3,345.00	2,990.25	10.6
TOTAL PUBLIC WORKS ADMINISTRATION	915.55	14,033.22	44,354.00	30,320.78	31.6
<u>SUPPLIES</u>					
20-431-22 EQUIPMENT REPAIRS AND MAINT	.00	2,753.16	5,000.00	2,246.84	55.1
20-431-62 FUEL	.00	262.81	6,000.00	5,737.19	4.4
20-431-75 VEHICLE REPAIR	.00	.00	5,000.00	5,000.00	.0
TOTAL SUPPLIES	.00	3,015.97	16,000.00	12,984.03	18.9

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2022

WATER ENTERPRISE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OPERATIONS</u>					
20-432-00 LINE MAINTENANCE	.00	.00	2,500.00	2,500.00	.0
20-432-05 UTILITY LOCATE EXPENSE	.00	267.41	.00	(267.41)	.0
20-432-30 CONTRACT OPERATOR	.00	2,800.00	6,000.00	3,200.00	46.7
20-432-35 COPIER LEASE	.00	573.54	477.00	(96.54)	120.2
20-432-37 ANALYTICAL/SAMPLING EXPENSE	.00	11,084.35	12,000.00	915.65	92.4
20-432-39 GIS	.00	.00	1,125.00	1,125.00	.0
20-432-40 TELEPHONE & INTERNET	.00	1,390.53	800.00	(590.53)	173.8
20-432-41 UTILITIES-ELECTRIC	.00	51,253.57	70,000.00	18,746.43	73.2
20-432-45 UTILITIES-GAS	.00	1,828.32	500.00	(1,328.32)	365.7
20-432-46 CELL PHONE	.00	.00	764.00	764.00	.0
20-432-48 TRASH	.00	.00	100.00	100.00	.0
20-432-49 UTILITIES-PROPANE	.00	6,066.66	100.00	(5,966.66)	6066.7
20-432-50 PERMIT FEES	.00	1,220.00	300.00	(920.00)	406.7
20-432-52 INSURANCE AND BONDS	.00	7,122.51	8,000.00	877.49	89.0
20-432-53 BOOSTER STATION MAINTENANCE	.00	355.65	12,000.00	11,644.35	3.0
20-432-54 WATER MAIN INSTALLATION EXP	.00	1,234.48	7,500.00	6,265.52	16.5
20-432-55 METER INSTALL EXPENSE	124.02	18,075.44	30,000.00	11,924.56	60.3
20-432-56 MAINTENANCE (PLANT) RO	93.09	24,884.88	15,000.00	(9,884.88)	165.9
20-432-57 TREATMENT/OPERATING SUPPLIES	.00	3,633.71	7,500.00	3,866.29	48.5
20-432-59 WATER WELL MAINTENANCE	.00	2,252.81	1,000.00	(1,252.81)	225.3
20-432-61 OFFICE SUPPLIES	.00	406.51	1,500.00	1,093.49	27.1
20-432-68 COPIER EXPENSE	.00	712.52	390.00	(322.52)	182.7
20-432-70 IT SUPPORT	.00	.00	500.00	500.00	.0
20-432-75 SYSTEM REPAIR & MAINTENANCE	.00	1,302.24	.00	(1,302.24)	.0
20-432-85 WATER LEASES	.00	.00	70,000.00	70,000.00	.0
20-432-87 EQUIPMENT	.00	.00	5,000.00	5,000.00	.0
20-432-90 CAPITAL IMPROVEMENT PROJECT	.00	.00	100,000.00	100,000.00	.0
20-432-99 OTHER MISCELLANEOUS EXPENSE	.00	42,701.95	1,000.00	(41,701.95)	4270.2
TOTAL OPERATIONS	217.11	179,167.08	354,056.00	174,888.92	50.6
<u>DEBT SERVICE</u>					
20-471-09 LOAN PMT-CWCB	.00	.00	45,000.00	45,000.00	.0
20-471-11 LOAN PAYMENT-USDA	.00	83,759.00	147,000.00	63,241.00	57.0
20-471-12 LEASE/PURCHASE PAYMTS-KAMMERER	3,510.42	35,104.20	42,125.00	7,020.80	83.3
20-471-13 BOTW SINKING FUND PYMT	.00	36,132.75	40,000.00	3,867.25	90.3
20-471-14 BOTW INTEREST PYMT	.00	156,683.67	95,000.00	(61,683.67)	164.9
TOTAL DEBT SERVICE	3,510.42	311,679.62	369,125.00	57,445.38	84.4
TOTAL FUND EXPENDITURES	9,737.53	751,961.42	1,089,349.00	337,387.58	69.0
NET REVENUE OVER EXPENDITURES	98,922.23	559,629.39	657,651.00	98,021.61	85.1

TOWN OF WIGGINS
BALANCE SHEET
OCTOBER 31, 2022

SEWER ENTERPRISE

ASSETS

30-10100	CASH IN COMBINED CASH FUND	1,225,843.96	
30-10250	COLOTRUST FUND	108.13	
30-10251	HIGH PLAINS SEWER ENTPR FUND	63,669.45	
30-10260	COLOTRUST SEWER PROJECT	108.13	
30-10271	36.77% BOTW DEBT SERVICE	1,732.48	
30-10273	2020 BOTW LOAN--SINKING FUND	265,690.79	
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	33,577.17	
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		4,142,285.73

LIABILITIES AND EQUITY

LIABILITIES

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	9,978.32	
30-22905	DEVELOPER PERFORMANCE DEPOSIT	11,750.00	
	TOTAL LIABILITIES		1,103,922.18

FUND EQUITY

30-27900	RETAINED EARNINGS	2,830,717.65	
	UNAPPROPRIATED FUND BALANCE:		
30-29001	SUSPENSE	90,108.67	
	REVENUE OVER EXPENDITURES - YTD	117,537.23	
	BALANCE - CURRENT DATE	207,645.90	
	TOTAL FUND EQUITY		3,038,363.55
	TOTAL LIABILITIES AND EQUITY		4,142,285.73

TOWN OF WIGGINS
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2022

SEWER ENTERPRISE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
30-33420 DOLA GRANT	.00	.00	155,000.00	155,000.00	.0
30-34000 SEWER SALES	35,201.37	253,242.62	248,400.00	(4,842.62)	102.0
30-34001 CUSTOMER DEPOSITS	.00	130.00	35,000.00	34,870.00	.4
30-34440 TAP FEES	8,000.00	214,000.00	320,000.00	106,000.00	66.9
30-36100 INTEREST EARNED	.62	50.03	.00	(50.03)	.0
30-39110 TRANSFER FROM SALES TAX FUND	.00	.00	85,000.00	85,000.00	.0
 TOTAL FUND REVENUE	 43,201.99	 467,422.65	 843,400.00	 375,977.35	 55.4

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2022

SEWER ENTERPRISE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PROFESSIONAL SERVICES</u>					
30-410-13 FINANCIAL AUDIT	.00	5,000.00	8,000.00	3,000.00	62.5
30-410-30 LEGAL SERVICE	.00	1,581.00	500.00	(1,081.00)	316.2
30-410-32 PROFESSIONAL SERVICES	9.09	18,385.25	15,000.00	(3,385.25)	122.6
30-410-33 POSTAGE	.00	567.09	2,100.00	1,532.91	27.0
30-410-34 SEWER DEPOSIT REFUND	.00	.00	500.00	500.00	.0
30-410-35 COPIER LEASE	.00	573.45	477.00	(96.45)	120.2
30-410-40 TRAINING	.00	310.06	1,000.00	689.94	31.0
30-410-44 POSTAGE MACHINE LEASE	.00	.00	105.00	105.00	.0
30-410-67 OFFICE SUPPLIES	.00	.00	200.00	200.00	.0
30-410-68 COPIER EXPENSE	.00	.00	600.00	600.00	.0
TOTAL PROFESSIONAL SERVICES	9.09	26,416.85	28,482.00	2,065.15	92.8
<u>SEWER ADMINISTRATION</u>					
30-411-14 EMPL SALARY'S-ADMINISTRATION	.00	.00	45,524.00	45,524.00	.0
30-411-15 ADMINISTRATION DEPT EMPLOYEES	2,704.15	53,118.55	.00	(53,118.55)	.0
30-411-20 EMPLOYEE BENEFITS	.00	4,932.90	7,162.00	2,229.10	68.9
30-411-22 FICA & MEDICARE	211.06	4,010.14	3,483.00	(527.14)	115.1
30-411-23 457 RETIREMENT	125.58	2,386.02	3,610.00	1,223.98	66.1
30-411-25 UNEMPLOYMENT INSURANCE	.00	34.19	137.00	102.81	25.0
30-411-26 WORKERS' COMPENSATION	.00	(1,195.75)	145.00	1,340.75	(824.7)
30-411-70 IT SUPPORT	.00	.00	250.00	250.00	.0
30-411-72 UTILITY SOFTWARE EXP	.00	.00	2,920.00	2,920.00	.0
TOTAL SEWER ADMINISTRATION	3,040.79	63,286.05	63,231.00	(55.05)	100.1
<u>PUBLIC WORKS ADMINISTRATION</u>					
30-430-11 SALARY-PW MAINTENANCE	531.29	10,094.51	.00	(10,094.51)	.0
30-430-12 SALARY-PW MAINTENANCE	301.67	2,315.72	30,040.00	27,724.28	7.7
30-430-13 EMPL SALARY-PW P/T SEASONAL	.00	.00	1,950.00	1,950.00	.0
30-430-20 EMPLOYEE BENEFITS	.00	1,626.30	5,730.00	4,103.70	28.4
30-430-22 FICA & MEDICARE	57.03	822.02	2,298.00	1,475.98	35.8
30-430-23 457 RETIREMENT	25.00	330.02	901.00	570.98	36.6
30-430-25 UNEMPLOYMENT	.61	11.10	149.00	137.90	7.5
30-430-26 WORKERS' COMPENSATION	.00	222.95	90.00	(132.95)	247.7
TOTAL PUBLIC WORKS ADMINISTRATION	915.60	15,422.62	41,158.00	25,735.38	37.5

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2022

SEWER ENTERPRISE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>WWTP</u>					
30-431-22 EQUIPMENT MTNCE & REPAIRS	.00	.00	10,000.00	10,000.00	.0
30-431-41 UTILITIES-ELECTRIC	.00	.00	11,000.00	11,000.00	.0
30-431-45 UTILITIES-GAS	.00	.00	400.00	400.00	.0
30-431-48 TRASH	.00	.00	876.00	876.00	.0
30-431-51 WWTP ENGINEERING & CONTINGENCY	.00	4,717.50	5,000.00	282.50	94.4
30-431-59 ENGINEERING DESIGN	.00	8,052.50	5,000.00	(3,052.50)	161.1
30-431-62 FUEL	.00	262.82	3,500.00	3,237.18	7.5
30-431-74 CAPITAL OUTLAY WWTP	.00	4,162.50	25,000.00	20,837.50	16.7
30-431-75 VEHICLE REPAIRS	.00	.00	5,000.00	5,000.00	.0
TOTAL WWTP	.00	17,195.32	65,776.00	48,580.68	26.1

OPERATIONS

30-432-00 LINE MAINTENANCE	.00	.00	12,000.00	12,000.00	.0
30-432-05 UTILITY LOCATE EXPENSE	.00	210.61	.00	(210.61)	.0
30-432-30 CONTRACT OPERATOR	.00	2,800.00	6,000.00	3,200.00	46.7
30-432-39 COMPUTER SOFTWARE-GIS	.00	.00	1,125.00	1,125.00	.0
30-432-41 UTILITIES(ELECTRIC)	.00	17,599.38	25,000.00	7,400.62	70.4
30-432-42 TELEPHONE/INTERNET	.00	902.21	800.00	(102.21)	112.8
30-432-45 UTILITIES --GAS	.00	945.50	100.00	(845.50)	945.5
30-432-46 CELL PHONE	.00	.00	764.00	764.00	.0
30-432-48 TRASH	.00	800.00	.00	(800.00)	.0
30-432-50 PERMIT FEES	.00	3,331.00	1,650.00	(1,681.00)	201.9
30-432-51 ANALYTICAL/SAMPLING EXPENSE	956.20	8,722.00	4,500.00	(4,222.00)	193.8
30-432-52 INSURANCE AND BONDS	.00	7,122.49	8,000.00	877.51	89.0
30-432-53 SEWER CLEANING/VIDEO	.00	.00	15,000.00	15,000.00	.0
30-432-54 INSTALLATION OF LINE EXPENSE	.00	295.62	.00	(295.62)	.0
30-432-55 GENERAL MAINT CENT LIFT ST	.00	.00	1,000.00	1,000.00	.0
30-432-56 GENERAL MAINT OF PLANT	.00	3,038.54	2,500.00	(538.54)	121.5
30-432-57 GENERAL MAINT JOHNSON LT ST	.00	326.00	2,000.00	1,674.00	16.3
30-432-59 ENGINEERING DESIGN	.00	.00	15,000.00	15,000.00	.0
30-432-60 TREATMENT OPERATIONS	.00	5,970.81	10,000.00	4,029.19	59.7
30-432-61 OFFICE SUPPLIES	.00	793.15	1,500.00	706.85	52.9
30-432-75 CAPITAL OUTLAY - LINES	.00	1,266.00	331,730.00	330,464.00	.4
30-432-99 OTHER MISCELLANEOUS EXPENSE	.00	(2,113.50)	1,000.00	3,113.50	(211.4)
TOTAL OPERATIONS	956.20	52,009.81	439,669.00	387,659.19	11.8

DEBT SERVICE

30-471-13 BOTW SINKING FUND PYMT	.00	132,931.26	80,000.00	(52,931.26)	166.2
30-471-14 BOTW INTEREST PYMT	.00	42,623.51	.00	(42,623.51)	.0
TOTAL DEBT SERVICE	.00	175,554.77	80,000.00	(95,554.77)	219.4

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2022

SEWER ENTERPRISE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
TOTAL FUND EXPENDITURES	4,921.68	349,885.42	718,316.00	368,430.58	48.7
NET REVENUE OVER EXPENDITURES	38,280.31	117,537.23	125,084.00	7,546.77	94.0

TOWN OF WIGGINS
BALANCE SHEET
OCTOBER 31, 2022

SALES TAX CAPITAL IMPROVEMENT

ASSETS

40-10100	CASH IN COMBINED CASH FUND	781,750.39	
40-10250	COLOTRUST FUND	108.13	
40-10251	HIGH PLAINS 1% TAX FUND	15,180.35	
40-11500	ACCOUNTS RECEIVABLE	44,015.44	
	TOTAL ASSETS		841,054.31

LIABILITIES AND EQUITY

LIABILITIES

40-25320	FUND BALANCE	620,845.59	
	TOTAL LIABILITIES		620,845.59

FUND EQUITY

UNAPPROPRIATED FUND BALANCE:
REVENUE OVER EXPENDITURES - YTD

220,208.72

BALANCE - CURRENT DATE

220,208.72

TOTAL FUND EQUITY

220,208.72

TOTAL LIABILITIES AND EQUITY

841,054.31

TOWN OF WIGGINS
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2022

SALES TAX CAPITAL IMPROVEMENT

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>REVENUES</u>					
40-31300	1% TOWN SALES TAX	30,090.36	230,999.55	200,000.00	(30,999.55)	115.5
40-36100	INTEREST EARNED	2.72	9.17	5.00	(4.17)	183.4
	TOTAL FUND REVENUE	30,093.08	231,008.72	200,005.00	(31,003.72)	115.5

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2022

SALES TAX CAPITAL IMPROVEMENT

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CAPITAL PROJECTS</u>					
40-430-00 CAPITAL PROJECTS - SEWER	.00	.00	85,000.00	85,000.00	.0
40-430-05 CIP-NORTH STORM DETENTION	.00	.00	75,000.00	75,000.00	.0
40-430-10 CIP-MAIN STREET C&G 3RD TO 5TH	.00	.00	60,000.00	60,000.00	.0
40-430-15 CAPITAL PROJECT--K PARK ELEC	.00	10,800.00	.00	(10,800.00)	.0
TOTAL CAPITAL PROJECTS	.00	10,800.00	220,000.00	209,200.00	4.9
TOTAL FUND EXPENDITURES	.00	10,800.00	220,000.00	209,200.00	4.9
NET REVENUE OVER EXPENDITURES	30,093.08	220,208.72	(19,995.00)	(240,203.72)	1101.3

TOWN OF WIGGINS
BALANCE SHEET
OCTOBER 31, 2022

CONSERVATION TRUST

ASSETS

50-10100	CASH IN COMBINED CASH FUND	20,459.98	
50-10250	COLOTRUST FUND	108.13	
50-10251	HIGH PLAINS CNSRVTN TRST FUND	14,230.51	
	TOTAL ASSETS		34,798.62

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

	9,925.49		
	BALANCE - CURRENT DATE	9,925.49	
	TOTAL FUND EQUITY		9,925.49
	TOTAL LIABILITIES AND EQUITY		34,798.62

TOWN OF WIGGINS
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2022

CONSERVATION TRUST

		<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEARNED</u>	<u>PCNT</u>
	<u>REVENUES</u>					
50-33501	CT - ST PROCEEDS (LOTTERY)	.00	13,514.04	10,000.00	(3,514.04)	135.1
50-36100	INTEREST EARNED	.00	11.45	10.00	(1.45)	114.5
	TOTAL FUND REVENUE	.00	13,525.49	10,010.00	(3,515.49)	135.1

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2022

CONSERVATION TRUST

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMINISTRATION</u>					
50-411-11 GROUNDSCKEEPER SALARY	.00	.00	5,460.00	5,460.00	.0
50-411-22 FICA	.00	.00	418.00	418.00	.0
50-411-25 UNEMPLOYMENT	.00	.00	16.00	16.00	.0
50-411-26 WORKERS' COMPENSATION	.00	.00	100.00	100.00	.0
TOTAL ADMINISTRATION	.00	.00	5,994.00	5,994.00	.0
<u>DEPARTMENT 430</u>					
50-430-15 CAPITAL OUTLAY--K PARK ELEC	.00	3,600.00	.00	(3,600.00)	.0
TOTAL DEPARTMENT 430	.00	3,600.00	.00	(3,600.00)	.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	3,600.00	8,994.00	5,394.00	40.0
NET REVENUE OVER EXPENDITURES	.00	9,925.49	1,016.00	(8,909.49)	976.9



STAFF SUMMARY

Board of Trustees Meeting November 30, 2022

DATE: November 23, 2022

AGENDA ITEM NUMBER: 5

TOPIC: Consideration of Resolution 42-2022 – A Resolution Authorizing Changes to the Authorized Signers to Access the Town’s Safe Deposit Box

STAFF MEMBER RESPONSIBLE: Tom Acre, Town Manager/Interim Town Clerk

BACKGROUND:

Due to Deborah Lee’s recent resignation as Town Clerk, the Town requested that she be removed as an authorized signatory to access the Town’s Safe Deposit Box. High Plains Bank indicated that former Mayor Jeff Palmer is listed along with Deborah Lee as authorized to access the Town’s Safe Deposit Box. Mayor Christopher Franzen is not listed as authorized to access the Safe Deposit Box.

SUMMARY:

Removing former Town Clerk Deborah Lee and former Mayor Palmer from and adding Mayor Christopher Franzen to the list of individuals authorized to access the Town’s Safe Deposit Box provides the documentation needed by the bank. This leaves those authorized to access the safe deposit box as the Mayor, Mayor Pro-Tem, and Town Manager.

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. Removing an employee as they resign and having three people as signatory 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 42-2022 - A Resolution Authorizing Changes to the Authorized Signers to Access the Town’s Safe Deposit Box.

ACTION REQUESTED:

Motion, Second, Roll-Call Vote.

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

**TOWN OF WIGGINS
RESOLUTION NO. 42-2022**

**A RESOLUTION AUTHORIZING CHANGES TO THE AUTHORIZED SIGNERS TO
ACCESS THE TOWN'S SAFE DEPOSIT BOX**

WHEREAS, the Town has a safe deposit box with High Plains Bank; and

WHEREAS, the Board of Trustees desires to remove two signers and authorizing one additional authorized signer for the safe deposit box.

**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 and Deborah Lee as signatory agents for the safe deposit box effective immediately.

Section 2. The Board of Trustees hereby adds Mayor Christopher Franzen as a signatory agent for the safe deposit box effective immediately.

Section 3. The Mayor and Interim Town Clerk are hereby authorized to execute and deliver any and all documents necessary to effect the change.

INTRODUCED, ADOPTED AND RESOLVED THIS 30TH DAY OF NOVEMBER 2022.

TOWN OF WIGGINS, COLORADO

David Herbstman, Mayor Pro-Tem

ATTEST:

Tom Acre, Interim Town Clerk



STAFF SUMMARY

Board of Trustee Meeting Liquor License Authority November 30, 2022

DATE: November 23, 2022

AGENDA ITEM NUMBER: 6

TOPIC: Liquor License Renewal – Stubs Gas & Oil, LLC

Staff Member Responsible: Tom Acre, Town Manager/Interim Town Clerk

BACKGROUND:

Liquor License holders are required to renew their license each year. The process includes Town staff inquiring with the Police Department on if they have encountered any problems at the licensee's premise related to the liquor license, and the Town Board of Trustees approval of the license renewal acting as the Town's Liquor License Authority.

SUMMARY:

The Town is in receipt of a renewal for a Liquor License from Stubs Gas & Oil, LLC. Their current license expires on December 28, 2022. Stubs has paid the appropriate fees as required by the application. The Police Department has no cases or issues with this applicant related to the liquor license.

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 responsive to business needs and to follow State Statute by processing licensing request as appropriate.

OPTIONS AVAILABLE TO THE BOARD OF TRUSTEES:

The Board of Trustees can approve the renewal or elect not to approve the renewal.

MOTION FOR APPROVAL:

I make the motion to approve the liquor license renewal for Stubs Gas & Oil, LLC.

ACTION REQUESTED:

Motion, Second, Roll-Call Vote.

(Liquor License Actions require affirmative votes from the majority of the Trustees present.)

Submit to Local Licensing Authority

**STUBS GAS & OIL INC
 PO BOX 309
 Wiggins CO 80654-0309**

Fees Due	
TOWN RENEWAL FEE	75⁰⁰ PD
Renewal Fee DOR	227.50 PD
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	\$
Amount Due/Paid	\$

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 STUBS GAS & OIL INC		Doing Business As Name (DBA) STUBS GAS & OIL INC	
Liquor License # 02-20411-0000	License Type Liquor Store (city)		
Sales Tax License Number 02204110000	Expiration Date 12/28/2022	Due Date 11/13/2022	
Business Address 16740 HWY 39 Wiggins CO 80654-8919			Phone Number 3034837867
Mailing Address PO BOX 309 Wiggins CO 80654-0309		Email stubs gas@Rtebb.net	
Operating Manager Steve Klacka	Date of Birth 3-14-74	Home Address 314 Suzanne St Wiggins, Co	Phone Number 970 483 6503
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

Affirmation & Consent

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 <i>Steve Klecka</i>	Title <i>OWNER</i>
Signature <i>[Signature]</i>	Date <i>11-9-22</i>

Report & Approval of City or County Licensing Authority

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.

Therefore this application is approved.

Local Licensing Authority For		Date
Signature	Title	Attest