



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

**September 28, 2023, 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/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 August 23, 2023
2. Approval of Board of Trustees Special Meeting Minutes August 24, 2023
3. Approval of Board of Trustees Special Meeting Minutes September 6, 2023
4. Approval of Bills September 2023

**III. REPORTS**

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

**IV. PUBLIC COMMENTS**

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

**V. CONSIDERATION OF RESOLUTION NO. 40-2023**

A Resolution A Resolution Approving an Alley Maintenance License Agreement Between the Town of Wiggins and Our Lady of Lourdes Wiggins at 502 Main Street.

1. Resolution No. 40-2023

**VI. CONSIDERATION OF RESOLUTION NO. 41-2023**

A Resolution Authorizing the Town to Contract for Crack Sealing Streets in the Town of Wiggins

1. Resolution No. 41-2023

**VII. EXECUTIVE SESSION**

An Executive Session for discussion of a personnel matter under C.R.S. Section 24-6-402(4)(f) and not involving: any specific employees who have requested discussion of the matter in open session; any member of this body or any elected official; the appointment of any person to fill an office of this body or of an elected official; or personnel policies that do not require the discussion of matters personal to particular employees – Public Works staff position salary.

**VIII. REPORT FROM EXECUTIVE SESSION**

(For Discussion, Direction or Action)

**IX. ADJOURNMENT**

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



## **MINUTES OF MEETING**

### **TOWN OF WIGGINS BOARD OF TRUSTEES MEETING**

August 23, 2023 at 7:00 p.m.

#### **CALL TO ORDER & ROLL CALL**

A meeting of the Town Board of Trustees for the Town of Wiggins, Colorado was held on Wednesday, August 23, 2023. Mayor Chris Franzen called the meeting to order at 6:58 p.m. The following Trustees answered roll call: Mayor Chris Franzen, Mayor Pro-Tem David Herbstman, and Trustees: Bryan Flax, Steven Perrott, Bruce Miller, Mandy Camilleri, and Jerry Schwindt. Staff present were Tom Acre, Town Manager; Hope Becker, Planning & Zoning Administrator.

#### **APPROVAL OF THE AGENDA**

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

#### **CONSENT AGENDA**

Approval of Board of Trustees Meeting Minutes July 26, 2023

Approval of Board of Trustees Special Meeting Minutes August 9, 2023.

Approval of Bills August 2023

Trustee Miller asked about the \$30,000 bill for the Jones fly over. Tom stated that they are still in discussions with all parties to determine what went wrong and who is responsible for which parts of the bill.

Mayor Pro Tem Herbstman asked about GLH and what was still outstanding on the bill. Tom indicated that the Town still has the retainage and the pedestrian crossings. Trustee Miller asked how long the retainage was. Tom stated he would have to go back to look.

Trustee Miller stated he did not see anything in the bills for ProCode, Inc. Tom stated that we have an invoice that still needs to be paid. ProCode continues to do inspections. Hope confirmed that there are still inspections but permits are low right now. Only smaller permits are in right now such as roofing and fences. 2 Valley Builders does a couple new home permits at a time.

Trustee Miller asked if we were caught up with Tom Jones. The Town Manager stated that we are still working on getting caught up. He has talked to Tom Jones and we should be getting the invoices more quickly.



Motion was made by Trustee Flax to approve the Consent Agenda. Seconded by Mayor Pro Tem Herbstman. Roll Call: The Consent Agenda were unanimously approved.

### **TOWN MANAGER REPORT**

- The Town Manager reported that we were near the end of the water court case for the Knievel project. He stated that there would be a meeting tomorrow night where he would update the Board of Trustees about the remaining objector and the stipulation settlements with Morgan County Quality Water and with the Bijou Ditch. Will hopefully have final answers to provide to the court by Friday and not have to go to court.
- The Town Manager met with USDA via phone call with additional questions regarding the environmental assessment. He stated he's working to update the finances so that we could wrap up the new application. It's going to be timed as such that it will be in their new fiscal year but they're still interested in funding the Town.
- He met with CWCB regarding extending that loan contract so that we can continue and build out the Glassy Farms recharge ponds and start the water court process.
- He is also putting together copies of the Clerk application responses for the qualified candidates for the Town Clerk/Treasurer position. He spoke with Lorraine and a former clerk colleague about developing an aptitude test to give to the candidates and developing a tentative plan for interviewing by September 8<sup>th</sup> if it works out with the interviewing committee.
- He has also been working with Roberts 81 and working through their development agreement and their Letter of Credit with their bank. Melinda has been a great help in providing information and advice and we are waiting to hear back from the bank on their Letter of Credit.

Mayor Pro Tem Herbstman inquired about the sewer line incident and how is the Town going to ensure that this is not going to happen again. The Town Manager stated that we will start requiring the developers to provide a video scope of the lines before final acceptance showing that everything is okay. This will provide additional assurance that the lines are clear after homes are complete. The Town is about to begin annual preventive sewer maintenance and Kiowa Park will be a part of that maintenance this year. He stated that video scoping showed that this blockage was caused by the presence of construction expanding foam, plastic bags, corn cobs, wood, and the scope also showed what appeared to be a live fish.

### **FINANCIALS - ACTUAL TO BUDGET**

The Town Manager stated that the next work session would be focused on budget talks.

Mayor Pro Tem Herbstman asked if 1% sales tax was in the rears. The Town Manager Tom stated that this was correct. The Town is averaging about \$70,000 per month in sales tax.

Motion was made by Mayor Pro Tem Herbstman to approve Financials Actual to Budget. Seconded by Trustee Perrott. Roll Call: Motion was unanimously approved.



## **PUBLIC COMMENTS**

The Public Comments portion of the meeting was opened at 7:33 p.m.

Mattie Bowling of 885 MCR M.5 spoke to the Board of Trustees about the Taelor Solar Project and address concerns about a letter that was sent the Morgan County Planning Commission regarding the project. She stated that the Town letter provided an approved alternative route for the project which happens to be near where she lives. The Mayor provided comment that the County asked for comments from the Town out of respect, but confirmed that the Town does not have any authority as to who uses county roads. The Mayor confirmed that the Town did not want the project trucks coming through the Town and would prefer that they go around. Mattie asked the Board to take into consideration of residents outside of Town and the impact this project would cause to their areas. Mattie asked that the Town do another letter clarifying that the Town is against the county road usage for the project.

Rand Ravensberg of 12851 MCR 2 stated that he has concerns that the Town is not requesting the developer to have more agreements in place that would benefit the Town and all residents inside and outside of Town limits. Agreements could help prevent solar farms from being the Town's next-door neighbor in the future.

Mark Tapey of 2715 MCR M brought up points that the Town should be at the county commissioner meetings. He brought up concerns about how paved and dirt roads on the haul route were going to be taken care of and maintained. How are our fire fighters going to keep up with this type of serious hazmat. What type of training, water sources, and chemicals to fight potential fires. What is going to control 4900 acres of disturbed soil? What is going to control blowing soil? Seeding it not going to take without water. Mark believes that the \$20 million in tax revenue will not make it to Morgan County let alone the Town because they will claim non-exempt. And Mark is deeply concerned about property values.

Justin Steffen of 2547 MCR M addressed concerns about the haul route and non-existence of westbound entrances and exits on CR 3. He addressed concerns about CR M being basically one lane.

Virginia Steffan of 2547 MCR M addressed the Board with concerns about the effects of 400 people influxes into our community and how that will affect the schools, businesses, restaurants, and roads.

Billy Blair of 43781 MCR 42 readdressed concerns of how the original letter was addressed to the Morgan County Planning Commission and asked the Board to readdress the letter with a letter of opposition on behalf of the Town.

Jennifer Hauber of 3119 MCR R stated that she thought it was sad that developers take advantage of the front range and then treat it like trash. She is concerned with property values and the effects this big of a project will have on Wiggins. Outsiders will not respect the small town and its beauty as much as those who have made this their permanent home.



Wendy Sawal of 2432 MCR M will be neighbors to the Taelor project. She stated concerns about who will buy her property after her husband passes and she needs to sell her home. She requested the Town of Wiggins Board of Trustees unite with these homeowners to oppose this project.

Sandy Gonke 12851 MCR 2 addressed the Board via Zoom. Sandy asked if the Town of Wiggins talk to the Morgan County Commissions and have some say in the matter on behalf of the community residents.

Sandy Eworts of 4504 CR V stated she owns the mineral rights of where the developer is proposing the project. She does not think they did proper notification and they are in talks with their attorney to make sure that the mineral rights are going to be worth something.

Larry Cash of 9524 WCR 93 stated that the Mayor's previous comments regarding an alternative route through Weld County would not be possible. There is no straight shot road and he would not let them pass on his property.

The Town Manager advised the Board that they may want to agree to meet in a special meeting in one week which would provide Staff time to draft a letter to the Morgan County Commissioners clarifying the previous Town letter and addressing new concerns. The Board agreed.

The Public Comment portion of the meeting was closed at 7:59 p.m.

**CONSIDERATION OF RESOLUTION 35-2023** – A Resolution Terminating an Intergovernmental Agreement for Mutual Aid Among Law Enforcement Agencies.

Chief Miller provided a report to the Board of Trustees to discontinue the mutual aid agreement with Log Lane Village. Log Lane Village has not come up with a viable police department. Chief and other agencies in Morgan County have felt the same way and will be discontinuing their aid as well.

Motion was made by Trustee Schwindt to approve Resolution 35-2023 Seconded by Trustee Camilleri. Roll Call: Motion was unanimously approved.

**CONSIDERATION OF RESOLUTION 36-2023** – A resolution Authorizing the Town Manager to Purchase a Replacement Pump for the Johnson Street Lift Station.

The Town Manager reminded the Board that the Johnson Street lift station had a pump failure. Foreign objects in the sewer system had caused the pump to fail and needs replacement. The station can operate on one pump and the floats have been replaced. Central Station lift station has a backup and staff would like to repair the pump and purchase a backup pump just in case.



Motion was made by Trustee Flax to approve Resolution 36-2023 Seconded by Trustee Perrott. Roll Call: Motion was unanimously approved.

**CONSIDERATION OF RESOLUTION 37-2023** – A resolution Authorizing the Town Manager to Sign Letter Agreement with Kiowa Park LLC/LDI Inc. for Revegetation of Outlot E in the Kiowa Park Subdivision.

The Town Manager updated the Board regarding the last agreement with Kiowa Park LLC/LDI. The Town has provided final acceptance to the Kiowa Park subdivision with exception to revegetating Outlot E before it becomes the Town's. The agreement will allow the Town to release the letter of credit while still holding Kiowa Park LLC/LDI Inc responsible for vegetating the outlot with a sort of water wise grass such as buffalo grass and a couple of trees.

Trustee Miller asked how long with the agreement stay in place. The Town Manager clarified that the hold would be until the vegetation is established and final acceptance is provided by the Town.

Motion was made by Trustee Perrott to approve Resolution 37-2023 Seconded by Trustee Camilleri. Roll Call: Motion was unanimously approved.

#### **ADJOURNMENT**

The Mayor invited closing remarks.

There was additional Board discussion and Board comments regarding the Taelor Solar 1 project.

Mayor Franzen adjourned the meeting at 8:13 pm.

**Respectfully submitted by:**

  
\_\_\_\_\_  
Tom Acre, Interim Town Clerk



## **MINUTES OF MEETING**

### **TOWN OF WIGGINS BOARD OF TRUSTEES SPECIAL MEETING**

August 24, 2023 at 6:30 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 August 24, 2023. Mayor Pro-Tem Herbstman called the meeting to order at 6:33 p.m. The following Trustees answered roll call: Mayor Pro-Tem David Herbstman and Trustees: Jerry Schwindt, Bryan Flax, and Steven Perrott. Mayor Chris Franzen, and Trustees Bruce Miller and Mandy Camilleri were excused. Staff present was Tom Acre, Town Manager. Also present were Town Attorney Melinda Culley and Water Attorney Matt Poznanovic.

#### **APPROVAL OF THE AGENDA**

Motion was made by Trustee Schwindt to approve the agenda. Seconded by Trustee Perrott: The agenda was unanimously approved.

A motion was made by Trustee Flax to go into Executive Session for the purposes stated below. Seconded by Trustee Schwindt. Roll Call: The motion to go into Executive Session was approved unanimously. The Board of Trustees entered the Executive Session at 6:35 p.m.

#### **EXECUTIVE SESSION**

1. 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) regarding (a) First Amendment to IGA with Central Colorado Water Conservancy District.

The Board adjourned the Executive Session at 7:03 p.m.

#### **REPORT FROM EXECUTIVE SESSION-**

The Board gave general direction to the Town Manager regarding action on the First Amendment to IGA with Central Colorado Water Conservancy District as discussed in the Executive Session. No formal action was taken during the Executive Session.

#### **CONSIDERATION OF RESOLUTION NO. 38-2023**

A Resolution Approving a First Amendment to the IGA for Cooperative Construction and Use of Water Infrastructure.

Motion was made by Trustee Schwindt to approve Resolution 38-2023, Seconded by Trustee Perrott approving the amended IGA with Central Colorado Water Conservancy District. Roll Call: Motion was unanimously approved





**ADJOURNMENT**

Mayor Pro-Tem Herbstman adjourned the meeting at 7:07 pm.

**Respectfully submitted by:**

A handwritten signature in blue ink that reads "Tom Acre". The signature is written in a cursive style with a long horizontal stroke at the end.

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Tom Acre, Interim Town Clerk



## **MINUTES OF MEETING**

### **TOWN OF WIGGINS BOARD OF TRUSTEES SPECIAL MEETING**

September 6, 2023 at 6:30 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, September 6, 2023. Mayor Chris Franzen called the meeting to order at 6:28 p.m. The following Trustees answered roll call: Mayor Chris Franzen, Mayor Pro-Tem David Herbstman, and Trustees: Steven Perrott, Bruce Miller, and Mandy Camilleri. Trustees Brian Flax and Trustee Jerry Schwindt were absent. Staff present were Tom Acre, Town Manager; Hope Becker, Planning & Zoning Administrator.

#### **APPROVAL OF THE AGENDA**

Motion was made by Trustee Miller to approve the agenda. Seconded by Trustee Perrott. Roll Call: The agenda were unanimously approved.

**CONSIDERATION OF RESOLUTION 39-2023** – A Resolution Authorizing the Mayor to Sign a Letter to the Morgan County Planning & Zoning Commission Clarifying the Town of Wiggins' Position on the Taelor Solar1, LLC Project Haul Route.

Mayor Franzen opened the meeting up for representatives for the Taelor Solar 1, LLC project to address the Board of Trustees with some facts about the project. Matt Mooney, a representative of Taelor Solar 1 presented information on the proposed solar project. Taelor Solar 1 is proposing a 250-megawatt project with 125-megawatts of battery storage with a 500-duration battery storage system. It will be similar technology to the other two projects that have already been approved by the Morgan County. Mr. Mooney highlighted the benefits the solar project would provide to Morgan County.

The project will engage with Morgan County Community College and Northeast Junior College to create training jobs for the industry. There was clarification that typically the trades come in waves during construction. There may be more activity from one month to another depending on what trade is active for the type of installation. There will not be 400 employees at one time. Stated they were looking to create as many local jobs and opportunities as possible. There will be approximately 10 jobs ranging from management to maintenance once the installation is complete.

Taylor Anderson, with Outshine Energy representing Taelor Solar 1, stated that Taelor Solar 1 has had discussions with the County regarding the haul route and would be happy to do a traffic study. They stated that they have made attempts to communicate with community members. They indicated that they will have subject matter experts present at an open house after the Wiggins Community BBQ at the school to help address concerns and questions from the community members.



The Mayor discussed haul route alternatives with the Taelor Solar 1 representatives.

The Taelor Solar 1 representatives had discussion with the Board regarding the Wiggins Rural Fire Department and the concerns raised by the public about putting out fires/hazard disasters that may occur at the solar plant.

Motion was made by Trustee Scwindt to approve Resolution 35-2023 Seconded by Trustee Camilleri.  
Roll Call: Motion was unanimously approved.

### **ADJOURNMENT**

The Mayor invited closing remarks.

Mayor Franzen adjourned the meeting at 7:38 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

**TOWN OF WIGGINS - BILLS PAID****September 2023**

Vendor Name	Description	Amount Paid
ADRIANA CARRAZCO	Court Translation (2x)	\$100.00
BANK OF THE WEST	Credit Card Payment	\$5,451.66
BLOEDORN LUMBER	Bulding Materials	\$973.27
BLUE LIGHTENING	Internet	\$455.77
CAMILLERI, ROBERT	Reimb for Ammo, Trainng	\$431.57
CASELLE, INC	Software Support	\$1,948.00
CENTRAL AUTO PARTS	Auto Cut 36-2	\$41.68
CITY OF FORT MORGAN UTILITIES	Glassey Well Pump	\$16.34
COMPUTER INFORMATION SYSTEMS	PD Mob Field Rprt License	\$225.00
CORE & MAIN	Meters/Install	\$4,159.40
DPC INDUSTRIES, INC..	RO Maintenance	\$1,584.70
GERTGE TECHNOLOGY, LLC	Office Phone	\$116.98
GOLF & SPORT SOLUTIONS	Chalk 50lb	\$68.00
GRAINGER	RO Check Valve Replace	\$262.23
HAYES POZNANOVIC KORVER, LLC	Attorney's Fees Water Rights	\$38,950.00
HE LLC	PW Assist Drainage & Parks	\$737.50
JONES IRRIGATION SERVICE	PW Asist, Grading, Electric	\$30,091.72
KAMMERER, WILLIAM M.	Water Shares Lease/Purch Paymt	\$3,510.42
LEAF	Copier Lease	\$159.00
MILLER & ASSOCIATES	Town Engineer	\$17,427.50
MORGAN COUNTY QUALITY WATER	3261 CR U	\$79.21
MORGAN COUNTY REA	Utility - Electric	\$9,147.03
OUT EAST CONTRACTING, LLC	Cold Patch 21.88 tons	\$4,267.09
POPE FARMS GARDEN CENTER	Flats of Annuals	\$408.00
PREMIERE COPIER INC	Copier Expense	\$943.14
RH WATER & WASTEWATER, INC.	Contract Water/WWTF Operator	\$2,672.50
RIVAL SERVICES, LLC	Portable Toilet Rental KP Playground	\$150.00
RUDY'S G.T.O.	Lawn Mower Tire Repair	\$34.54
SAFEbuilt, LLC	Commercial Inspec	\$5,912.58
Simon Materials	Concrete for Ped Sign Bases	\$381.00
STUB'S GAS & OIL, INC.	Fuel for Welder	\$259.26
UNCC	Water/Sewer Locates Exps	\$50.31
USA BLUEBOOK	Water Locate Marking Supply	\$1,127.78
VIAERO WIRELESS	Cell Phone Charges	\$982.20
Vikers, August	Baseball Umpire	\$100.00
Well Testing	Pull Pump & Retreive Bailer	\$310.00
WIGGINS FARM AND AUTO SUPPLY	Misc PW Vehilce Repair	\$592.88
WIGGINS SUPER'S 1846	Misc PW Suplies	\$418.95
WOLF WASTE, LLC	Trash Removal	\$1,073.80
XCEL	Utility - Gas	\$148.09

**Approved: \_\_\_\_\_****Date: 09/27/2023****Total: \$135,769.10**

# INCIDENT ANALYSIS - DAY

Date 09/12/2023

Time 16:19:42

Report CFS03

Agency Wiggins Police Dept.

Dates 08/01/2023 Thru 08/31/2023

Activity	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Total
Agency: WPD Wiggins Police Dept.								
	0	2	0	0	0	0	0	2
00600 Theft	1	0	0	1	1	0	0	3
00700 M/V Theft	1	0	0	0	0	0	0	1
01100 Fraud	1	0	0	0	1	0	1	3
02000 Off Agnst Fam & Chld	0	0	1	0	0	0	0	1
02430 Loud Noise	0	0	0	0	0	1	0	1
02660 Harass/threat	1	1	1	0	1	0	0	4
02670 Local Ordinance Violation	0	0	4	0	3	0	0	7
02671 Dog At Large	0	0	0	2	1	1	1	5
02675 Loose Livestock	0	0	0	0	1	0	0	1
02678 Watering Violation	10	0	2	0	0	0	0	12
02679 Weed Violation	1	0	3	0	0	0	0	4
02700 Susp Pers/veh/inc	0	1	2	3	1	0	0	7
03000 Community Policing	0	1	0	0	3	0	1	5
03010 Assist Other Agency	1	2	1	1	0	1	1	7
03020 Bar Check	0	0	1	0	0	0	0	1
03080 Medical Assist	0	0	1	0	1	2	0	4
03090 Open Door/window	0	0	0	0	0	1	0	1
03100 Welfare Check	2	0	1	2	1	2	0	8
03120 Extra Patrol	13	2	33	22	16	13	7	106
03121 Vacation House Check	6	0	6	10	3	1	0	26
03590 Traffic Ctrl	0	1	0	2	0	2	0	5
03610 Parking Complaint	0	1	0	1	3	0	0	5
03620 Traffic Hazard	0	0	0	0	0	0	1	1
03640 Animal Control	0	0	1	2	1	0	0	4
03670 Animal Bite	0	1	0	0	0	0	0	1
03695 Family Dispute	0	1	0	0	0	0	0	1
03720 Bicycle/Golf/ATV Reg.	1	0	0	0	0	0	0	1
03730 Lost/found	0	0	0	0	2	0	0	2
03750 Meet Party	0	0	1	0	0	0	0	1
03760 Information	1	1	0	0	0	0	0	2
05000 Misc	0	1	1	1	1	3	0	7
07520 Motorist Assist	0	1	0	0	1	1	0	3
07530 Traffic Contact	1	2	10	9	19	7	3	51
07531 Pedestrian Contact	0	0	0	0	1	0	0	1
07580 Vehicle Inspection	0	0	0	0	1	0	0	1
07700 Juv Problem	0	1	0	0	0	0	0	1
09000 Fire Investigation LE	0	0	1	0	0	0	1	2
09001 911-Welfare Check	5	1	1	0	4	4	3	18
09900 Follow Up/Investigation	1	2	4	1	5	3	0	16
09902 Civil Issues	0	1	0	0	1	0	0	2
09911 Victim Notification	0	1	0	0	0	0	0	1
09917 Special Events	0	0	0	0	0	1	0	1
35DU Traffic Contact-DUI Inv	0	0	0	0	1	0	0	1
35SB Traffic Contact-Seatbelt	0	0	0	0	7	12	0	19
REPO Repossession	0	0	0	0	1	0	0	1
SEO Select Enforce Off Init	3	2	17	7	14	7	1	51
Wiggins Police Dept. Agency Total	49	26	92	64	95	62	20	408

INCIDENT ANALYSIS - DAY

Date 09/12/2023  
Time 16:19:42  
Report CFS03

Agency Wiggins Police Dept.  
Dates 08/01/2023 Thru 08/31/2023

Activity	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Total
Total	49	26	92	64	95	62	20	408

TOWN OF WIGGINS  
COMBINED CASH INVESTMENT  
AUGUST 31, 2023

COMBINED CASH ACCOUNTS

01-10210	HIGH PLAINS-MAIN CHECKING	1,420,840.79
01-10220	HIGH PLAINS-SWEEP ACCOUNT	3,081,859.31
01-10700	RETURNED CHECK CLEARING ACCT	( 100.30)
01-10750	UTILITY CASH CLEARING ACCOUNT	( 976.66)
TOTAL COMBINED CASH		4,501,623.14
01-20200	ACCOUNTS PAYABLE	( 751.66)
01-10100	CASH ALLOCATED TO OTHER FUNDS	( 4,493,049.01)

TOTAL UNALLOCATED CASH	7,822.47
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CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO GENERAL FUND	2,008,588.69
20	ALLOCATION TO WATER ENTERPRISE	1,110,357.71
30	ALLOCATION TO SEWER ENTERPRISE	1,430,293.92
40	ALLOCATION TO SALES TAX CAPITAL IMPROVEMENT	659,115.15
45	ALLOCATION TO SALES TAX STREETS	( 745,742.39)
50	ALLOCATION TO CONSERVATION TRUST	31,560.93
TOTAL ALLOCATIONS TO OTHER FUNDS		4,494,174.01
ALLOCATION FROM COMBINED CASH FUND - 01-10100		( 4,493,049.01)

ZERO PROOF IF ALLOCATIONS BALANCE	1,125.00
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TOWN OF WIGGINS  
BALANCE SHEET  
AUGUST 31, 2023

GENERAL FUND

ASSETS

10-10100	CASH IN COMBINED CASH FUND	2,008,588.69	
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	18,855.66	
10-10250	COLOTRUST FUND	112.68	
10-10260	CASH IN USE TAX FUND	267,277.31	
10-10310	CASH W/ COUNTY TREASURER	3,905.23	
10-10500	PROPERTY TAXES RECEIVABLE	524,163.97	
10-11500	ACCOUNTS RECEIVABLE	69,483.13	
10-14100	PREPAID EXPENSES	302.06	
	TOTAL ASSETS		2,893,538.42

LIABILITIES AND EQUITY

LIABILITIES

10-20200	ACCOUNTS PAYABLE	12,101.00	
10-20210	PAYABLE TO SCHOOL DISTRICT	25,037.57	
10-22210	DEFERRED PROPERTY TAX	524,163.97	
10-22410	UNEARNED REVENUE	292,319.77	
10-22710	FED/ FICA TAXES PAYABLE	( 1,401.49)	
10-22720	STATE W/H TAXES PAYABLE	13,697.58	
10-22740	POLICE PENSION PAYABLE	4,474.17	
10-22760	DEFERRED COMP CONTRIB PAYABLE	1,113.14	
10-22770	UNEMPLOYMENT PAYABLE	( 2,674.48)	
10-22790	GARNISHMENT PAYABLE	( 647.50)	
10-22820	HEALTH INSURANCE PAYABLE	( 10,374.27)	
10-22825	AFLAC PAYABLE	( 1.42)	
10-22830	LIFE INSURANCE PAYABLE	50.40	
10-22840	VISION INSURANCE PAYABLE	126.27	
10-25320	FUND BALANCE	1,630,064.23	
	TOTAL LIABILITIES		2,488,048.94

FUND EQUITY

UNAPPROPRIATED FUND BALANCE:			
REVENUE OVER EXPENDITURES - YTD	413,311.95		
BALANCE - CURRENT DATE		413,311.95	
TOTAL FUND EQUITY			413,311.95
TOTAL LIABILITIES AND EQUITY			2,901,360.89



TOWN OF WIGGINS  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 8 MONTHS ENDING AUGUST 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
10-30004 GENERAL MISCELLANEOUS	.00	1,802.47	.00	( 1,802.47)	.0
10-31100 CURRENT PROPERTY TAX	11,156.15	513,778.78	524,164.00	10,385.22	98.0
10-31200 SPECIFIC OWNERSHIP	3,569.97	29,251.82	30,000.00	748.18	97.5
10-31300 1% TOWN SALES TAX	25,185.68	208,216.13	300,000.00	91,783.87	69.4
10-31301 USE TAX	2,170.93	61,938.88	10,000.00	( 51,938.88)	619.4
10-31420 CIGARETTE TAX	150.33	933.66	1,500.00	566.34	62.2
10-31810 SEVERENCE TAX	71,431.42	71,431.42	10,000.00	( 61,431.42)	714.3
10-31820 FRANCHISE FEE-MORGAN CTY REA	.00	9,742.00	8,000.00	( 1,742.00)	121.8
10-31821 FRANCHISE FEE-XCEL ENERGY	532.87	15,859.94	8,000.00	( 7,859.94)	198.3
10-31823 FRANCHISE FEE--BLUE LIGHTNING	.00	3,030.71	2,750.00	( 280.71)	110.2
10-31900 PENALTIES & INTEREST	324.72	534.81	.00	( 534.81)	.0
10-32110 LIQUOR LICENSE (15%)	.00	97.50	175.00	77.50	55.7
10-32210 BUILDING PERMITS	1,295.18	37,731.92	25,000.00	( 12,731.92)	150.9
10-33412 DOLA EIAF 2021	7,054.68	149,554.68	82,500.00	( 67,054.68)	181.3
10-33413 DOLA REDI GRANT (PASS THRU)	7,750.00	7,750.00	150,000.00	142,250.00	5.2
10-33430 MISCELLANEOUS FEES	.00	187.11	.00	( 187.11)	.0
10-33530 HIGHWAY USERS TAX	6,466.13	38,532.05	55,000.00	16,467.95	70.1
10-33550 ADDITIONAL MOTOR VEHICLE	771.70	5,674.19	6,000.00	325.81	94.6
10-33800 ROAD & BRIDGE	.00	57,364.06	40,000.00	( 17,364.06)	143.4
10-34210 SPECIAL POLICE SERVICES	.00	120.10	.00	( 120.10)	.0
10-34215 VIN INSPECTIONS	15.00	410.00	250.00	( 160.00)	164.0
10-34220 BUILDING DEVELOPMENT REVIEW	.00	3,536.05	5,000.00	1,463.95	70.7
10-34221 BUILDING INSPECTION PLAN REV	206.38	20,128.66	1,000.00	( 19,128.66)	2012.9
10-34282 PARKS & REC FEES	( 255.00)	370.00	.00	( 370.00)	.0
10-34283 SOFTBALL REG FEES	.00	.00	2,000.00	2,000.00	.0
10-34284 BASEBALL REG FEES	.00	9,030.00	11,000.00	1,970.00	82.1
10-34286 VOLLEYBALL REG FEES	.00	25.00	1,000.00	975.00	2.5
10-34287 SOCCER REG FEES	35.00	1,851.00	1,500.00	( 351.00)	123.4
10-34289 MISCELLANEOUS ACTIVITY FEES	.00	.00	2,000.00	2,000.00	.0
10-35110 COURT FINES-MUNICIPAL	2,990.00	37,444.77	30,000.00	( 7,444.77)	124.8
10-36000 OTHER MISCELLANEOUS REVENUE	10,654.75	12,132.25	.00	( 12,132.25)	.0
10-36010 DOG LICENSES/CLINIC	.00	345.00	300.00	( 45.00)	115.0
10-36011 BUSINESS LICENSES	60.00	200.00	3,500.00	3,300.00	5.7
10-36012 CONTRACTOR LICENSES	125.00	1,450.00	1,800.00	350.00	80.6
10-36013 GOLF CART LICENSES	25.00	400.00	150.00	( 250.00)	266.7
10-36040 INSURANCE PROCEEDS	.00	32,392.57	.00	( 32,392.57)	.0
10-36050 CAPITAL CREDITS RECEIVED	.00	2,200.98	.00	( 2,200.98)	.0
10-36100 INTEREST ON SAVINGS	7,823.05	34,217.85	10.00	( 34,207.85)	34217
10-36310 BUILDING & FARM RENT	.00	3,800.00	6,000.00	2,200.00	63.3
10-36420 REFUNDS	.00	( 8.94)	.00	8.94	.0
10-36500 CONTRIBUTIONS/DONATIONS	.00	165.00	.00	( 165.00)	.0
10-36501 SPONSORSHIPS	170.00	1,345.00	.00	( 1,345.00)	.0
10-36512 GRANTS--DUI	.00	500.00	.00	( 500.00)	.0
10-36513 GRANTS--TRAINING	625.00	625.00	.00	( 625.00)	.0
10-39210 SALE OF FIXED ASSETS	.00	1,207.60	.00	( 1,207.60)	.0
 TOTAL FUND REVENUE	 160,333.94	 1,377,300.02	 1,318,599.00	 ( 58,701.02)	 104.5

TOWN OF WIGGINS  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 8 MONTHS ENDING AUGUST 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>GENERAL GOVERNMENTAL</u>					
10-410-13 FINANCIAL AUDIT	.00	5,466.67	5,000.00	( 466.67)	109.3
10-410-32 PROFESSIONAL SERVICES	862.59	10,355.05	22,500.00	12,144.95	46.0
10-410-34 CODIFICATION	.00	7,930.00	12,000.00	4,070.00	66.1
10-410-35 COPIER LEASE	78.71	554.92	650.00	95.08	85.4
10-410-40 EMPLOYEE TRAINING	.00	2,860.62	5,000.00	2,139.38	57.2
10-410-41 TELEPHONE & INTERNET	78.52	1,920.39	1,400.00	( 520.39)	137.2
10-410-42 UTILITIES--ELECTRIC	.00	315.73	2,000.00	1,684.27	15.8
10-410-43 OFFICE BLDG REPAIRS & MAINT	.00	1,482.00	5,000.00	3,518.00	29.6
10-410-44 POSTAGE METER LEASE	.00	392.83	250.00	( 142.83)	157.1
10-410-45 UTILITIES-GAS	166.27	917.50	1,500.00	582.50	61.2
10-410-46 CELL PHONE	111.60	863.22	1,260.00	396.78	68.5
10-410-48 TRASH	72.20	102.00	300.00	198.00	34.0
10-410-52 INSURANCE & BONDS	7,222.20	22,029.14	32,180.00	10,150.86	68.5
10-410-54 ADVERTISING	.00	.00	600.00	600.00	.0
10-410-55 POSTAGE & SHIPPING	.00	275.43	800.00	524.57	34.4
10-410-58 TRAVEL & MEETINGS	.00	1,731.21	5,200.00	3,468.79	33.3
10-410-61 OPERATING SUPPLIES	793.99	3,213.65	5,500.00	2,286.35	58.4
10-410-68 COPIER EXPENSE	377.26	1,240.92	725.00	( 515.92)	171.2
10-410-70 IT SUPPORT	.00	.00	15,000.00	15,000.00	.0
10-410-71 COMPUTER SOFTWARE	23.97	4,489.25	3,000.00	( 1,489.25)	149.6
10-410-87 EQUIPMENT	.00	4,960.00	.00	( 4,960.00)	.0
10-410-90 DUES & SUBSCRIPTIONS	.00	190.00	4,000.00	3,810.00	4.8
10-410-91 NEWSLETTERS & PUBLICATIONS	.00	382.16	800.00	417.84	47.8
TOTAL GENERAL GOVERNMENTAL	9,787.31	71,672.69	124,665.00	52,992.31	57.5

ADMINISTRATION DEPARTMENT

10-411-11 SALARY-TOWN CLERK	1,473.32	5,081.35	.00	( 5,081.35)	.0
10-411-15 ADMINISTRATION DEPT EMPLOYEES	8,190.65	48,763.76	134,102.00	85,338.24	36.4
10-411-20 EMPLOYEE BENEFITS	493.18	3,956.49	18,115.00	14,158.51	21.8
10-411-22 FICA & MEDICARE	733.80	4,018.91	10,259.00	6,240.09	39.2
10-411-23 457 RETIREMENT	287.42	2,003.86	6,500.00	4,496.14	30.8
10-411-25 UNEMPLOYMENT INS	8.09	59.62	402.00	342.38	14.8
10-411-26 WORKERS' COMPENSATION	1,494.09	4,084.54	200.00	( 3,884.54)	2042.3
10-411-27 EMPLOYEE APPRECIATION	296.38	422.68	1,200.00	777.32	35.2
10-411-28 TA VEHICLE STIPEND	.00	.00	1,000.00	1,000.00	.0
TOTAL ADMINISTRATION DEPARTMENT	12,976.93	68,391.21	171,778.00	103,386.79	39.8

TOWN OF WIGGINS  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 8 MONTHS ENDING AUGUST 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>JUDICIAL DEPARTMENT</u>					
10-412-00 CONTRACT-JUDGE	.00	1,875.00	3,800.00	1,925.00	49.3
10-412-01 CONTRACT-TOWN PROSECUTOR	962.50	4,480.00	3,250.00	( 1,230.00)	137.9
10-412-35 COPIER LEASE	17.49	138.33	400.00	261.67	34.6
10-412-41 TELEPHONE & INTERNET	.00	.00	100.00	100.00	.0
10-412-44 POSTAGE METER LEASE	.00	63.08	.00	( 63.08)	.0
10-412-55 POSTAGE	.00	515.23	200.00	( 315.23)	257.6
10-412-61 OFFICE SUPPLIES	46.42	46.42	150.00	103.58	31.0
10-412-68 COPIER EXPENSE	94.31	310.23	100.00	( 210.23)	310.2
10-412-70 IT SUPPORT	.00	.00	100.00	100.00	.0
10-412-71 COMPUTER SOFTWARE	.00	115.50	200.00	84.50	57.8
TOTAL JUDICIAL DEPARTMENT	1,120.72	7,543.79	8,300.00	756.21	90.9
<u>MAYOR &amp; LEGISLATIVE BOARDS</u>					
10-413-10 MAYOR COMPENSATION	.00	200.00	2,400.00	2,200.00	8.3
10-413-11 BOARD OF TRUSTEES COMPENSATION	440.00	3,280.00	2,880.00	( 400.00)	113.9
10-413-12 BOARD OF TRUSTEES APPRECIATION	196.37	196.37	500.00	303.63	39.3
10-413-22 FICA & MEDICARE	33.66	266.22	404.00	137.78	65.9
10-413-26 WORKERS' COMPENSATION	41.50	224.81	100.00	( 124.81)	224.8
10-413-40 BOARD OF TRUSTEES TRAINING	.00	.00	3,000.00	3,000.00	.0
10-413-51 E & O INSURANCE	.00	.00	3,200.00	3,200.00	.0
10-413-58 BOARD TRAVEL & MEETINGS	.00	.00	5,000.00	5,000.00	.0
10-413-71 COMPUTER SOFTWARE	.00	.00	200.00	200.00	.0
10-413-90 DUES & SUBSCRIPTIONS	.00	.00	2,500.00	2,500.00	.0
TOTAL MAYOR & LEGISLATIVE BOARDS	711.53	4,167.40	20,184.00	16,016.60	20.7
<u>ELECTIONS</u>					
10-414-00 ELECTIONS	.00	.00	3,000.00	3,000.00	.0
TOTAL ELECTIONS	.00	.00	3,000.00	3,000.00	.0
<u>TREASURER'S OFFICE</u>					
10-415-15 COLLECTIONS (TREASURERS FEE)	229.62	10,271.88	10,000.00	( 271.88)	102.7
10-415-30 TOWN LEGAL	494.50	26,724.50	60,000.00	33,275.50	44.5
10-415-40 REPORTING & PUBLISHING	.00	18.40	500.00	481.60	3.7
TOTAL TREASURER'S OFFICE	724.12	37,014.78	70,500.00	33,485.22	52.5

TOWN OF WIGGINS  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 8 MONTHS ENDING AUGUST 31, 2023

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ECONOMIC DEVELOPMENT</u>						
10-416-50	ECONOMIC DEVELOPMENT	.00	150,000.00	160,000.00	10,000.00	93.8
10-416-51	MEMBERSHP FEE/DUES	.00	.00	2,800.00	2,800.00	.0
	TOTAL ECONOMIC DEVELOPMENT	.00	150,000.00	162,800.00	12,800.00	92.1
<u>COMMUNITY DEVELOPMENT</u>						
10-417-30	COMMUNITY MEETINGS	.00	.00	1,000.00	1,000.00	.0
10-417-35	COPIER LEASE	17.49	114.48	95.00	( 19.48)	120.5
10-417-44	POSTAGE MACHINE LEASE	.00	42.04	105.00	62.96	40.0
10-417-55	POSTAGE	.00	.00	500.00	500.00	.0
10-417-61	OFFICE SUPPLIES	7.98	7.98	120.00	112.02	6.7
10-417-63	ABATEMENT	.00	.00	1,500.00	1,500.00	.0
10-417-68	COPIER EXPENSE	94.31	310.23	120.00	( 190.23)	258.5
10-417-70	IT SUPPORT	.00	.00	200.00	200.00	.0
10-417-71	COMPUTER SOFTWARE	.00	115.50	100.00	( 15.50)	115.5
10-417-85	CODE ENFORCEMENT	.00	240.00	500.00	260.00	48.0
10-417-91	NEWSLETTER	.00	.00	2,100.00	2,100.00	.0
	TOTAL COMMUNITY DEVELOPMENT	119.78	830.23	6,340.00	5,509.77	13.1
<u>PLANNING &amp; ZONING</u>						
10-418-30	LEGAL/ENGINEERING SUPPORT	1,139.50	3,303.75	3,500.00	196.25	94.4
10-418-35	COPIER LEASE	17.47	114.44	95.00	( 19.44)	120.5
10-418-40	STAFF TRAINING	.00	.00	1,500.00	1,500.00	.0
10-418-41	TELEPHONE & INTERNET	11.70	35.23	425.00	389.77	8.3
10-418-44	POSTAGE MACHINE LEASE	.00	43.16	200.00	156.84	21.6
10-418-49	COMMISSION TRAINING	.00	.00	500.00	500.00	.0
10-418-51	MEMBERSHIPS/PUBLICATIONS	.00	39.98	200.00	160.02	20.0
10-418-54	NOTICES/PUBLICATIONS	37.58	340.67	1,000.00	659.33	34.1
10-418-55	POSTAGE	.00	116.37	105.00	( 11.37)	110.8
10-418-61	OFFICE SUPPLIES	69.95	79.44	50.00	( 29.44)	158.9
10-418-68	COPIER EXPENSE	94.32	310.24	100.00	( 210.24)	310.2
10-418-70	IT SUPPORT	.00	.00	100.00	100.00	.0
10-418-71	COMPUTER SOFTWARE	.00	352.20	100.00	( 252.20)	352.2
10-418-93	COMPREHENSIVE PLAN	14,221.83	28,331.19	165,000.00	136,668.81	17.2
10-418-94	ZONING MAP	.00	.00	5,000.00	5,000.00	.0
10-418-98	IMPACT FEE STUDY	.00	.00	15,000.00	15,000.00	.0
	TOTAL PLANNING & ZONING	15,592.35	33,066.67	192,875.00	159,808.33	17.1

TOWN OF WIGGINS  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 8 MONTHS ENDING AUGUST 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>COMMUNITY PROGRAMS</u>					
10-419-00 FOURTH OF JULY FESTIVAL	2,722.32	23,773.11	22,500.00	( 1,273.11)	105.7
10-419-01 WIGGINS OLD TIME CHRISTMAS	262.50	879.91	5,000.00	4,120.09	17.6
10-419-02 FALL HARVEST FESTIVAL	.00	.00	1,000.00	1,000.00	.0
10-419-05 BUSINESS DIST BEAUTIFICATION	.00	51.97	3,000.00	2,948.03	1.7
10-419-10 EVENTS COORINATOR	.00	.00	10,800.00	10,800.00	.0
10-419-20 DONATIONS/GRANTS	1,700.00	1,950.00	10,000.00	8,050.00	19.5
10-419-58 COMMUNITY MEETINGS	.00	.00	2,000.00	2,000.00	.0
10-419-62 MAIN STREET PROGRAMS	.00	.00	5,000.00	5,000.00	.0
10-419-65 TREES/TREE PLANTING	.00	2,647.51	2,500.00	( 147.51)	105.9
10-419-66 PLANTERS	.00	.00	250.00	250.00	.0
10-419-91 NEWSLETTER/EVENT POSTCARD	.00	815.40	750.00	( 65.40)	108.7
10-419-99 OTHER MISCELLANEOUS	.00	30.60	.00	( 30.60)	.0
TOTAL COMMUNITY PROGRAMS	4,684.82	30,148.50	62,800.00	32,651.50	48.0

TOWN OF WIGGINS  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 8 MONTHS ENDING AUGUST 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>POLICE DEPARTMENT</u>					
10-421-02 CONTRACT SERVICES	.00	331.60	1,800.00	1,468.40	18.4
10-421-04 OFFICER EQUIPMENT	.00	8,455.48	30,000.00	21,544.52	28.2
10-421-15 POLICE SALARIES	17,809.79	133,364.05	194,443.00	61,078.95	68.6
10-421-20 EMPLOYEE BENEFITS	1,775.40	14,203.20	28,602.00	14,398.80	49.7
10-421-21 VEHICLE/MOBILE EQUIPMENT	.00	86.47	15,000.00	14,913.53	.6
10-421-22 FICA & MEDICARE	268.88	2,018.91	14,875.00	12,856.09	13.6
10-421-23 PENSION-FPPA	1,606.92	12,696.29	19,444.00	6,747.71	65.3
10-421-24 DEATH & DISABILITY-FPPA	162.97	1,336.87	3,306.00	1,969.13	40.4
10-421-25 UNEMPLOYMENT INSURANCE	.00	114.77	583.00	468.23	19.7
10-421-26 WORKERS' COMPENSATION	1,037.56	3,669.52	6,500.00	2,830.48	56.5
10-421-28 FARM HOUSE UTILITIES-GAS/ELECT	.00	1,491.97	3,700.00	2,208.03	40.3
10-421-29 UNIFORMS	283.73	851.06	2,500.00	1,648.94	34.0
10-421-30 PROFESSIONAL LEGAL SERVICES	.00	.00	1,000.00	1,000.00	.0
10-421-35 COPIER LEASE	17.49	122.43	150.00	27.57	81.6
10-421-40 TRAINING	1,262.00	3,751.85	3,000.00	( 751.85)	125.1
10-421-41 TELEPHONE & INTERNET	178.49	255.28	750.00	494.72	34.0
10-421-42 MC COM CENTER PHONE LINE	.00	162.62	600.00	437.38	27.1
10-421-43 REPAIRS AND MAINTENANCE (AUTO)	20.50	1,251.35	7,500.00	6,248.65	16.7
10-421-44 UTILITIES-ELECTRIC	.00	315.74	1,200.00	884.26	26.3
10-421-45 UTILITIES-GAS	.00	.00	600.00	600.00	.0
10-421-46 CELL PHONE	227.70	1,639.05	2,400.00	760.95	68.3
10-421-48 TRASH	72.20	102.00	270.00	168.00	37.8
10-421-49 OTHER MISCELLANEOUS	.00	1.27	1,200.00	1,198.73	.1
10-421-52 INSURANCE & BONDS	4,879.85	14,764.57	15,000.00	235.43	98.4
10-421-55 PRINTING	.00	550.94	1,000.00	449.06	55.1
10-421-61 OFFICE/GEN OPERATING SUPPLIES	42.86	457.18	1,000.00	542.82	45.7
10-421-62 FUEL	1,100.51	7,028.94	13,000.00	5,971.06	54.1
10-421-64 CRIME PREVENTION	.00	32.70	250.00	217.30	13.1
10-421-68 COPIER EXPENSE	94.31	310.23	100.00	( 210.23)	310.2
10-421-70 IT SUPPORT	.00	.00	2,500.00	2,500.00	.0
10-421-71 COMPUTER SOFTWARE	.00	249.99	4,000.00	3,750.01	6.3
10-421-72 AMMUNITION	.00	.00	2,000.00	2,000.00	.0
10-421-73 LEXIPOLE	.00	2,572.89	2,400.00	( 172.89)	107.2
10-421-85 ANIMAL CONTROL	.00	52.74	500.00	447.26	10.6
10-421-90 MEMBERSHIP DUES	.00	75.72	300.00	224.28	25.2
10-421-91 POLICE VEHICLE SINKING FUND	.00	.00	5,000.00	5,000.00	.0
TOTAL POLICE DEPARTMENT	30,841.16	212,317.68	386,473.00	174,155.32	54.9
<u>BUILDING INSPECTION DEPARTMENT</u>					
10-424-20 BUILDING INSPECTIONS MATERIALS	.00	.00	200.00	200.00	.0
10-424-30 DEVELOPMENT REVIEW MISC EXP	.00	2,840.00	1,000.00	( 1,840.00)	284.0
10-424-31 COMMERCIAL BUILDING REVIEW	928.51	14,273.46	5,000.00	( 9,273.46)	285.5
10-424-32 RESIDENTIAL BUILDING REVIEW	4,984.07	19,585.35	5,000.00	( 14,585.35)	391.7
TOTAL BUILDING INSPECTION DEPARTMEN	5,912.58	36,698.81	11,200.00	( 25,498.81)	327.7

TOWN OF WIGGINS  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 8 MONTHS ENDING AUGUST 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PUBLIC WORKS ADMINISTRATION</u>					
10-430-11 SALARY - PW MAINTENANCE(1)	8,985.10	65,775.51	5,428.00	( 60,347.51)	1211.8
10-430-15 SALARY-PW SEASONAL (MOWING)	.00	325.26	6,000.00	5,674.74	5.4
10-430-16 PW EMPLOYEES-FULL TIME	.00	2,307.75	40,419.00	38,111.25	5.7
10-430-20 EMPLOYEE BENEFITS - PW	770.30	6,162.40	8,104.00	1,941.60	76.0
10-430-22 FICA & MEDICARE	659.25	5,008.67	3,092.00	( 1,916.67)	162.0
10-430-23 457 RETIREMENT	118.22	918.97	1,213.00	294.03	75.8
10-430-25 UNEMPLOYMENT INSURANCE - PW	9.00	115.33	138.00	22.67	83.6
10-430-26 WORKERS' COMPENSATION - PW	747.05	3,379.01	3,000.00	( 379.01)	112.6
TOTAL PUBLIC WORKS ADMINISTRATION	11,288.92	83,992.90	67,394.00	( 16,598.90)	124.6
<u>PUBLIC WORKS &amp; STREETS DEPT</u>					
10-431-00 UNIFORMS - PW	10.49	507.93	3,500.00	2,992.07	14.5
10-431-20 REPAIRS-EQUIPMENT & VEHICLES	289.42	11,939.95	9,500.00	( 2,439.95)	125.7
10-431-21 STREETS-SIGNS & MATERIAL	.00	686.91	10,000.00	9,313.09	6.9
10-431-22 SNOW REMOVAL	10.37	4,595.37	.00	( 4,595.37)	.0
10-431-23 EQUIPMENT RENTAL	.00	.00	200.00	200.00	.0
10-431-24 REPAIRS & MAINTENANCE-STREETS	135.54	25,251.75	.00	( 25,251.75)	.0
10-431-25 FARM HOUSE MAINT	2,737.25	5,377.39	3,000.00	( 2,377.39)	179.3
10-431-28 FARM HOUSE UTILITIES	34.03	139.84	2,700.00	2,560.16	5.2
10-431-35 COPIER LEASE	8.75	65.20	95.00	29.80	68.6
10-431-39 GIS	.00	.00	250.00	250.00	.0
10-431-40 EMPLOYEE TRAINING	.00	65.62	2,500.00	2,434.38	2.6
10-431-41 UTILITIES - ELECTRIC	.00	430.04	1,500.00	1,069.96	28.7
10-431-43 BUILDING MAINT	5,551.95	14,887.42	3,000.00	( 11,887.42)	496.3
10-431-45 UTILITIES-GAS	.00	751.22	1,200.00	448.78	62.6
10-431-46 CELL PHONE	291.44	969.18	975.00	5.82	99.4
10-431-47 TELEPHONE & INTERNET	41.15	207.27	800.00	592.73	25.9
10-431-48 TRASH	216.60	306.00	540.00	234.00	56.7
10-431-52 INSURANCE - PW	3,513.50	12,909.50	9,611.00	( 3,298.50)	134.3
10-431-55 POSTAGE & SHIPPING-PW	.00	35.16	50.00	14.84	70.3
10-431-60 STREET LIGHTING - PW	.00	4,412.40	11,000.00	6,587.60	40.1
10-431-61 OFFICE SUPPLIES	.00	16.58	1,400.00	1,383.42	1.2
10-431-62 FUEL - PW	.00	6,061.59	8,500.00	2,438.41	71.3
10-431-63 CONTRACT REFUSE REMOVAL - PW	.00	1,788.00	2,000.00	212.00	89.4
10-431-65 TREE PROGRAM	.00	2,253.02	1,500.00	( 753.02)	150.2
10-431-66 PEST/WEED CONTROL - PW	90.37	156.34	1,600.00	1,443.66	9.8
10-431-68 COPIER EXPENSE	94.31	310.23	78.00	( 232.23)	397.7
10-431-70 IT SUPPORT	.00	.00	2,500.00	2,500.00	.0
10-431-71 COMPUTER SOFTWARE	.00	612.25	424.00	( 188.25)	144.4
10-431-74 EQUIPMENT- CAPITAL OUTLAY	.00	14.99	2,250.00	2,235.01	.7
10-431-75 RESERVE CAPITAL OUTLAY	.00	7,395.00	.00	( 7,395.00)	.0
10-431-76 PW VEHICLES SINKING FUND	.00	.00	5,000.00	5,000.00	.0
10-431-77 PW HEAVY EQUIP SINKING FUND	.00	.00	5,000.00	5,000.00	.0
10-431-99 OTHER MISCELLANEOUS - PW	100.00	1,055.19	.00	( 1,055.19)	.0
TOTAL PUBLIC WORKS & STREETS DEPT	13,125.17	103,201.34	90,673.00	( 12,528.34)	113.8

TOWN OF WIGGINS  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 8 MONTHS ENDING AUGUST 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>STORMWATER</u>					
10-432-59 STORMWATER ENGINEERING/DESIGN	.00	11,391.25	5,000.00	( 6,391.25)	227.8
10-432-60 STORMWATER CONSTRUCTION	2,250.00	9,490.76	.00	( 9,490.76)	.0
10-432-61 RETENTION/DETENTION POND MAINT	130.66	262.60	750.00	487.40	35.0
10-432-62 CULVERT/DITCH MAINT	.00	4,957.50	1,000.00	( 3,957.50)	495.8
10-432-63 3RD AVE STORM LIFT STATION	.00	.00	500.00	500.00	.0
10-432-64 STREET SWEEPING	.00	.00	500.00	500.00	.0
10-432-65 LEVEE REPAIR & MAINT	.00	401.17	500.00	98.83	80.2
TOTAL STORMWATER	2,380.66	26,503.28	8,250.00	( 18,253.28)	321.3
<u>PARK &amp; RECREATION</u>					
10-451-11 SALARIES - P&R DIRECTOR (SEAS)	2,724.42	20,193.77	16,200.00	( 3,993.77)	124.7
10-451-12 SALARIES - SUMMER HELP (SEAS)	.00	.00	8,108.00	8,108.00	.0
10-451-16 SALARIES-PW FULL-TIME	.00	461.55	5,337.00	4,875.45	8.7
10-451-20 EMPLOYEE BENEFITS	79.18	633.44	.00	( 633.44)	.0
10-451-22 FICA P&R	208.42	1,580.15	2,268.00	687.85	69.7
10-451-23 RENTS	10.24	77.58	.00	( 77.58)	.0
10-451-25 UNEMPLOYMENT INSURANCE	4.77	40.26	23.00	( 17.26)	175.0
10-451-26 WORKERS' COMPENSATION	.00	971.87	1,500.00	528.13	64.8
10-451-30 SPECIAL EVENTS - P&R	.00	.00	1,000.00	1,000.00	.0
10-451-38 CELL PHONE	37.95	265.51	490.00	224.49	54.2
10-451-39 TELEPHONE & INTERNET	41.15	190.28	1,200.00	1,009.72	15.9
10-451-40 TRAINING	.00	15.71	1,000.00	984.29	1.6
10-451-41 UTILITIES - ELECTRIC	10,463.59	36,970.57	12,000.00	( 24,970.57)	308.1
10-451-42 PARK BUILDING MAINTENANCE	1,533.30	7,199.58	.00	( 7,199.58)	.0
10-451-43 PARK REPAIR AND MAINTENANCE	3,249.07	17,198.70	.00	( 17,198.70)	.0
10-451-48 TRASH	288.80	408.00	800.00	392.00	51.0
10-451-55 NEWSLETTERS/POSTCARDS/POSTAGE	.00	73.14	1,200.00	1,126.86	6.1
10-451-60 BACKGROUND CHECKS	.00	647.60	735.00	87.40	88.1
10-451-61 OPERATING SUPPLIES - P&R	191.36	867.86	4,500.00	3,632.14	19.3
10-451-62 PARKS & RECREATION PROGRAMS	1,005.00	1,349.13	3,000.00	1,650.87	45.0
10-451-70 IT SUPPORT	.00	.00	100.00	100.00	.0
10-451-71 COMPUTER SOFTWARE	.00	1,319.12	2,100.00	780.88	62.8
10-451-83 SOFTBALL	.00	.00	2,750.00	2,750.00	.0
10-451-84 BASEBALL	97.98	6,060.01	8,000.00	1,939.99	75.8
10-451-85 BASKETBALL	.00	125.00	.00	( 125.00)	.0
10-451-86 VOLLEYBALL	.00	.00	750.00	750.00	.0
10-451-87 SOCCER	.00	1,415.67	1,200.00	( 215.67)	118.0
10-451-88 SUMMER ACTIVITY	.00	.00	2,000.00	2,000.00	.0
10-451-90 UNIFORMS & EQUIPMENT P&R	.00	138.75	2,100.00	1,961.25	6.6
10-451-91 MISC FEES	.00	235.54	.00	( 235.54)	.0
10-451-92 PARK CONCESSION EXPENSE	.00	.00	100.00	100.00	.0
10-451-93 MEMBERSHIP/PUBLICATIONS	.00	.00	200.00	200.00	.0
TOTAL PARK & RECREATION	19,935.23	98,438.79	78,661.00	( 19,777.79)	125.1



TOWN OF WIGGINS  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 8 MONTHS ENDING AUGUST 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
TOTAL FUND EXPENDITURES	129,201.28	963,988.07	1,465,893.00	501,904.93	65.8
NET REVENUE OVER EXPENDITURES	31,132.66	413,311.95	( 147,294.00)	( 560,605.95)	280.6

TOWN OF WIGGINS  
BALANCE SHEET  
AUGUST 31, 2023

WATER ENTERPRISE

ASSETS

20-10100	CASH IN COMBINED CASH FUND	1,110,357.71	
20-10120	CASH ON HAND	50.00	
20-10210	WATER ENTERPRISE CLEARING ACCT	7,603.69	
20-10250	COLOTRUST-WATER FUND	112.68	
20-10251	HIGH PLAINS WATER ENTPR FUND	183,038.79	
20-10260	COLOTRUST - DEVELOPMENT FEES	110.03	
20-10261	2011 USDA DEBT SERV RESERVE	101,487.67	
20-10262	2013 USDA DEBT SERV RESERVE	154,921.44	
20-10270	COLOTRUST-WATER BOND ACCOUNT	23.08	
20-10271	63.23% BOTW DEBT SERVICE	1,323.33	
20-10273	2020 BOTW LOAN--SINKING FUND	593,964.65	
20-10280	COLOTRUST-WATER BOND RESERVE	113.72	
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	112.75	
20-11500	ACCOUNTS RECEIVABLE	92,269.84	
20-14000	CWCB LOAN PROCEEDS ESCROW	1,133,775.50	
20-14100	PREPAID EXPENSE	( 35,830.78)	
20-16100	LAND	661,549.57	
20-16200	WATER RIGHTS	5,022,202.92	
20-16300	CONSTRUCTION IN PROGRESS	126,211.75	
20-16400	PLANT EQUIPMENT	7,382,696.17	
20-16401	OTHER EQUIPMENT	28,834.06	
20-16410	ACCUMULATED DEPRECIATION	( 1,951,573.65)	
	TOTAL ASSETS		14,890,533.60

LIABILITIES AND EQUITY

LIABILITIES

20-20200	ACCOUNTS PAYABLE	( 30,167.88)	
20-20300	ACCRUED COMPENSATED ABSENCES	7,854.14	
20-20301	ACCR'D COMP ABS--CURR. PORTION	1,963.54	
20-20400	ACCRUED INTEREST PAYABLE	193,135.55	
20-22530	2013 USDA	460,570.66	
20-22540	REVENUE BOND PAYABLE-REA	2,655,099.89	
20-22550	BOTW LOAN--63.23% WATER	1,827,739.03	
20-22600	CAPITAL LEASES PAYABLE	210,843.50	
20-22650	2017 CWCB NOTE PAYABLE	2,408,850.00	
20-22900	CUSTOMER DEPOSIT LIABILITY	60,801.85	
	TOTAL LIABILITIES		7,796,690.28

FUND EQUITY

20-27900	RETAINED EARNINGS	7,073,503.05	
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TOWN OF WIGGINS  
BALANCE SHEET  
AUGUST 31, 2023

WATER ENTERPRISE

UNAPPROPRIATED FUND BALANCE:			
20-29001	SUSPENSE	91,386.96	
	REVENUE OVER EXPENDITURES - YTD	( 71,046.69)	
	BALANCE - CURRENT DATE	20,340.27	
	TOTAL FUND EQUITY		7,093,843.32
	TOTAL LIABILITIES AND EQUITY		14,890,533.60

TOWN OF WIGGINS  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 8 MONTHS ENDING AUGUST 31, 2023

WATER ENTERPRISE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
20-34000 WATER SALES	96,552.13	606,673.83	900,000.00	293,326.17	67.4
20-34001 CUSTOMER DEPOSITS	.00	.00	500.00	500.00	.0
20-34002 BULK WATER SALES	.00	178.00	5,000.00	4,822.00	3.6
20-34440 TAP FEES & ACQUISITION FEES	.00	23,278.00	.00	( 23,278.00)	.0
20-34442 WATER METER SALES	.00	1,166.00	7,800.00	6,634.00	15.0
20-34450 MISCELLANEOUS WATER INCOME	1,850.00	11,090.00	15,000.00	3,910.00	73.9
20-36000 WATER DEVELOPMENT CONTRIBUTION	.00	375.00	.00	( 375.00)	.0
20-36001 RENTAL INCOME	434.50	1,528.32	10,000.00	8,471.68	15.3
20-36100 INTEREST EARNED	2.32	449.36	.00	( 449.36)	.0
 TOTAL FUND REVENUE	 98,838.95	 644,738.51	 938,300.00	 293,561.49	 68.7

TOWN OF WIGGINS  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 8 MONTHS ENDING AUGUST 31, 2023

WATER ENTERPRISE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PROFESSIONAL SERVICES</u>					
20-410-13 FINANCIAL AUDIT	.00	5,466.67	5,000.00	( 466.67)	109.3
20-410-30 LEGAL SERVICE	384.00	864.00	5,000.00	4,136.00	17.3
20-410-31 WATER RIGHTS EXPENSES (LEGAL)	13,712.00	57,457.10	80,000.00	22,542.90	71.8
20-410-32 PROFESSIONAL SERVICES WATER	324.63	52,015.86	90,000.00	37,984.14	57.8
20-410-33 POSTAGE	.00	536.81	1,200.00	663.19	44.7
20-410-34 WATER DEPOSIT REFUND	.00	.00	1,000.00	1,000.00	.0
20-410-38 PROFESSIONAL SERVICES ACCT	.00	.00	10,000.00	10,000.00	.0
20-410-40 TRAVEL, MEETINGS & TRAINING	54.30	54.30	4,000.00	3,945.70	1.4
20-410-44 POSTAGE MACHINE LEASE	.00	61.97	105.00	43.03	59.0
20-410-59 DESIGN/SYSTEM ENGINEERING	.00	81,929.25	50,000.00	( 31,929.25)	163.9
20-410-68 COPIER EXPENSE	47.16	155.11	.00	( 155.11)	.0
TOTAL PROFESSIONAL SERVICES	14,522.09	198,541.07	246,305.00	47,763.93	80.6

WATER ADMINISTRATION

20-411-11 SALARY-TOWN CLERK	884.00	4,130.75	.00	( 4,130.75)	.0
20-411-12 EMPLOYEE SALARY-ADMINISTRATION	.00	.00	67,195.00	67,195.00	.0
20-411-15 ADMINISTRATION DEPT EMPLOYEES	5,231.93	38,767.21	.00	( 38,767.21)	.0
20-411-20 EMPLOYEE BENEFITS	309.75	2,565.92	10,011.00	7,445.08	25.6
20-411-22 FICA & MEDICARE	461.48	3,196.64	5,141.00	1,944.36	62.2
20-411-23 457 RETIREMENT	212.78	1,737.91	3,500.00	1,762.09	49.7
20-411-25 UNEMPLOYMENT INSURANCE	5.64	46.55	202.00	155.45	23.0
20-411-26 WORKERS' COMPENSATION	.00	141.81	175.00	33.19	81.0
20-411-72 UTILITY BILLING SOFTWARE EXP	.00	649.34	2,920.00	2,270.66	22.2
TOTAL WATER ADMINISTRATION	7,105.58	51,236.13	89,144.00	37,907.87	57.5

PUBLIC WORKS ADMINISTRATION

20-430-11 SALARY-PW MAINTENANCE	1,799.68	14,022.58	24,017.00	9,994.42	58.4
20-430-15 EMPL SALARY-PW P/T SEASONAL	.00	.00	7,332.00	7,332.00	.0
20-430-20 EMPLOYEE BENEFITS	345.56	2,764.48	4,767.00	2,002.52	58.0
20-430-22 FICA & MEDICARE	123.62	960.43	2,398.00	1,437.57	40.1
20-430-23 457 RETIREMENT	54.00	420.75	720.00	299.25	58.4
20-430-25 UNEMPLOYMENT INSURANCE	.00	18.40	72.00	53.60	25.6
20-430-26 WORKERS' COMPENSATION	415.03	415.03	750.00	334.97	55.3
TOTAL PUBLIC WORKS ADMINISTRATION	2,737.89	18,601.67	40,056.00	21,454.33	46.4

SUPPLIES

20-431-22 EQUIPMENT REPAIRS AND MAINT	.00	64.12	5,000.00	4,935.88	1.3
20-431-62 FUEL	.00	1,013.86	750.00	( 263.86)	135.2
20-431-75 VEHICLE REPAIR	.00	.00	1,500.00	1,500.00	.0
TOTAL SUPPLIES	.00	1,077.98	7,250.00	6,172.02	14.9

TOWN OF WIGGINS  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 8 MONTHS ENDING AUGUST 31, 2023

WATER ENTERPRISE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OPERATIONS</u>					
20-432-00 LINE MAINTENANCE	.00	.00	5,000.00	5,000.00	.0
20-432-05 UTILITY LOCATE EXPENSE	.00	124.49	400.00	275.51	31.1
20-432-30 CONTRACT OPERATOR	400.00	2,320.00	6,000.00	3,680.00	38.7
20-432-35 COPIER LEASE	8.75	97.00	600.00	503.00	16.2
20-432-37 ANALYTICAL/SAMPLING EXPENSE	.00	7,074.20	13,500.00	6,425.80	52.4
20-432-39 GIS	.00	57.75	1,125.00	1,067.25	5.1
20-432-40 TELEPHONE & INTERNET	196.76	936.51	2,000.00	1,063.49	46.8
20-432-41 UTILITIES-ELECTRIC	335.19	20,209.69	80,000.00	59,790.31	25.3
20-432-45 UTILITIES-GAS	.00	1,383.76	2,500.00	1,116.24	55.4
20-432-46 CELL PHONE	.00	.00	764.00	764.00	.0
20-432-48 TRASH	36.10	51.00	100.00	49.00	51.0
20-432-49 UTILITIES-PROPANE	.00	2,292.27	7,000.00	4,707.73	32.8
20-432-50 PERMIT FEES	.00	.00	1,500.00	1,500.00	.0
20-432-52 INSURANCE AND BONDS	1,951.95	6,512.34	8,000.00	1,487.66	81.4
20-432-53 BOOSTER STATION MAINTENANCE	.00	.00	5,000.00	5,000.00	.0
20-432-54 WATER MAIN INSTALLATION EXP	.00	1,756.50	2,500.00	743.50	70.3
20-432-55 METER INSTALL EXPENSE	55.95	10,434.74	7,800.00	( 2,634.74)	133.8
20-432-56 MAINTENANCE (PLANT) RO	1,584.70	2,256.70	10,000.00	7,743.30	22.6
20-432-57 TREATMENT/OPERATING SUPPLIES	.00	3,296.20	8,000.00	4,703.80	41.2
20-432-59 WATER WELL MAINTENANCE	400.00	1,703.36	1,000.00	( 703.36)	170.3
20-432-61 OFFICE SUPPLIES	153.29	153.29	1,500.00	1,346.71	10.2
20-432-68 COPIER EXPENSE	.00	.00	800.00	800.00	.0
20-432-70 IT SUPPORT	.00	2,500.00	500.00	( 2,000.00)	500.0
20-432-75 SYSTEM REPAIR & MAINTENANCE	769.06	1,556.02	2,000.00	443.98	77.8
20-432-85 WATER LEASES	75,099.50	78,447.00	70,000.00	( 8,447.00)	112.1
20-432-87 EQUIPMENT	.00	.00	5,000.00	5,000.00	.0
20-432-99 OTHER MISCELLANEOUS EXPENSE	.00	48.48	1,000.00	951.52	4.9
TOTAL OPERATIONS	80,991.25	143,211.30	243,589.00	100,377.70	58.8
<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	10,223.00	83,759.00	147,000.00	63,241.00	57.0
20-471-12 LEASE/PURCHASE PMT-KAMMERER	7,020.84	31,593.78	42,125.00	10,531.22	75.0
20-471-13 BOTW SINKING FUND PAYMENT	.00	81,826.23	40,000.00	( 41,826.23)	204.6
20-471-14 BOTW INTEREST PAYMENT	.00	105,938.04	95,000.00	( 10,938.04)	111.5
20-471-50 LOAN ISSUANCE COSTS	.00	.00	18,969.00	18,969.00	.0
TOTAL DEBT SERVICE	17,243.84	303,117.05	388,094.00	84,976.95	78.1
TOTAL FUND EXPENDITURES	122,600.65	715,785.20	1,014,438.00	298,652.80	70.6
NET REVENUE OVER EXPENDITURES	( 23,761.70)	( 71,046.69)	( 76,138.00)	( 5,091.31)	( 93.3)

TOWN OF WIGGINS  
BALANCE SHEET  
AUGUST 31, 2023

SEWER ENTERPRISE

ASSETS

30-10100	CASH IN COMBINED CASH FUND	1,430,293.92	
30-10250	COLOTRUST FUND	114.37	
30-10251	HIGH PLAINS SEWER ENTPR FUND	63,781.62	
30-10260	COLOTRUST SEWER PROJECT	112.68	
30-10271	36.77% BOTW DEBT SERVICE	770.37	
30-10273	2020 BOTW LOAN--SINKING FUND	345,406.85	
30-10282	2020 BOTW LOAN--D.S. RESERVE	148,803.41	
30-10290	CD 1726--STORM SEWER WGNS SCH	12,344.09	
30-11500	ACCOUNTS RECEIVABLE	40,566.77	
30-14100	PREPAID EXPENSE	( 35,830.78)	
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	( 819,302.04)	
TOTAL ASSETS			<u><u>4,345,699.28</u></u>

LIABILITIES AND EQUITY

LIABILITIES

30-20200	ACCOUNTS PAYABLE	( 26,483.91)	
30-20300	ACCRUED COMPENSATED ABSENCES	7,854.14	
30-20301	ACCR'D COMP ABS--CURR. PORTION	1,963.54	
30-20400	ACCRUED INTEREST PAYABLE	9,208.09	
30-22550	BOTH 36.77% SEWER LOAN	1,062,880.97	
30-22900	CUSTOMER DEPOSIT LIABILITY	8,812.90	
30-22905	DEVELOPER PERFORMANCE DEPOSIT	11,750.00	
TOTAL LIABILITIES			1,075,985.73

FUND EQUITY

30-27900	RETAINED EARNINGS	3,035,619.63	
UNAPPROPRIATED FUND BALANCE:			
30-29001	SUSPENSE	53,144.04	
	REVENUE OVER EXPENDITURES - YTD	<u>180,949.88</u>	
BALANCE - CURRENT DATE		<u>234,093.92</u>	
TOTAL FUND EQUITY			<u><u>3,269,713.55</u></u>
TOTAL LIABILITIES AND EQUITY			<u><u>4,345,699.28</u></u>

TOWN OF WIGGINS  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 8 MONTHS ENDING AUGUST 31, 2023

SEWER ENTERPRISE

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	REVENUES					
30-33420	DOLA GRANT	.00	147,250.00	.00	( 147,250.00)	.0
30-34000	SEWER SALES	36,111.18	290,496.40	420,000.00	129,503.60	69.2
30-34001	CUSTOMER DEPOSITS	.00	.00	150.00	150.00	.0
30-36100	INTEREST EARNED	1.74	92.73	.00	( 92.73)	.0
	TOTAL FUND REVENUE	36,112.92	437,839.13	420,150.00	( 17,689.13)	104.2



TOWN OF WIGGINS  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 8 MONTHS ENDING AUGUST 31, 2023

SEWER ENTERPRISE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PROFESSIONAL SERVICES</u>					
30-410-13 FINANCIAL AUDIT	.00	5,466.66	5,000.00	( 466.66)	109.3
30-410-30 LEGAL SERVICE	.00	.00	2,000.00	2,000.00	.0
30-410-32 PROFESSIONAL SERVICES	324.64	8,530.64	20,000.00	11,469.36	42.7
30-410-33 POSTAGE	.00	536.81	1,000.00	463.19	53.7
30-410-34 SEWER DEPOSIT REFUND	.00	.00	500.00	500.00	.0
30-410-35 COPIER LEASE	8.75	97.00	600.00	503.00	16.2
30-410-40 TRAINING	.00	.00	1,000.00	1,000.00	.0
30-410-44 POSTAGE MACHINE LEASE	.00	61.97	105.00	43.03	59.0
30-410-67 OFFICE SUPPLIES	.00	.00	200.00	200.00	.0
30-410-68 COPIER EXPENSE	47.16	155.11	600.00	444.89	25.9
TOTAL PROFESSIONAL SERVICES	380.55	14,848.19	31,005.00	16,156.81	47.9

<u>SEWER ADMINISTRATION</u>					
30-411-11 SALARY-TOWN CLERK	589.34	3,169.94	.00	( 3,169.94)	.0
30-411-14 EMPLOYEE SALARIES-ADMIN	.00	.00	67,195.00	67,195.00	.0
30-411-15 ADMINISTRATION DEPT EMPLOYEES	5,231.91	38,767.01	.00	( 38,767.01)	.0
30-411-20 EMPLOYEE BENEFITS	309.47	2,565.59	10,011.00	7,445.41	25.6
30-411-22 FICA & MEDICARE	438.88	3,134.04	5,141.00	2,006.96	61.0
30-411-23 457 RETIREMENT	203.95	1,729.17	3,500.00	1,770.83	49.4
30-411-25 UNEMPLOYMENT INSURANCE	5.05	45.00	202.00	157.00	22.3
30-411-26 WORKERS' COMPENSATION	.00	.00	175.00	175.00	.0
30-411-70 IT SUPPORT	.00	.00	250.00	250.00	.0
30-411-72 UTILITY SOFTWARE EXPENSE	.00	649.32	2,920.00	2,270.68	22.2
TOTAL SEWER ADMINISTRATION	6,778.60	50,060.07	89,394.00	39,333.93	56.0

<u>PUBLIC WORKS ADMINISTRATION</u>					
30-430-11 SALARY-PW MAINTENANCE	1,799.68	13,099.48	.00	( 13,099.48)	.0
30-430-12 SALARY-PW MAINTENANCE	.00	923.10	24,017.00	23,093.90	3.8
30-430-13 EMPL SALARY-PW P/T SEASONAL	.00	.00	7,332.00	7,332.00	.0
30-430-20 EMPLOYEE BENEFITS	345.56	2,764.48	4,767.00	2,002.52	58.0
30-430-22 FICA & MEDICARE	123.68	960.39	2,398.00	1,437.61	40.1
30-430-23 457 RETIREMENT	54.00	420.63	720.00	299.37	58.4
30-430-25 UNEMPLOYMENT	.00	18.27	72.00	53.73	25.4
30-430-26 WORKERS' COMPENSATION	415.03	556.84	750.00	193.16	74.3
TOTAL PUBLIC WORKS ADMINISTRATION	2,737.95	18,743.19	40,056.00	21,312.81	46.8

TOWN OF WIGGINS  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 8 MONTHS ENDING AUGUST 31, 2023

SEWER ENTERPRISE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>WWTP</u>					
30-431-22 EQUIPMENT MAINTENANCE/REPAIRS	.00	.00	1,500.00	1,500.00	.0
30-431-45 UTILITIES-GAS	.00	.00	400.00	400.00	.0
30-431-48 TRASH	.00	.00	876.00	876.00	.0
30-431-51 WWTP ENGINEERING & CONTINGENCY	.00	.00	7,500.00	7,500.00	.0
30-431-59 ENGINEERING DESIGN	.00	8,125.00	15,000.00	6,875.00	54.2
30-431-62 FUEL	.00	675.34	800.00	124.66	84.4
30-431-74 CAPITAL OUTLAY WWTP	.00	.00	25,000.00	25,000.00	.0
30-431-75 VEHICLE REPAIRS	.00	64.12	5,000.00	4,935.88	1.3
TOTAL WWTP	.00	8,864.46	56,076.00	47,211.54	15.8
<u>OPERATIONS</u>					
30-432-00 LINE MAINTENANCE	.00	.00	5,000.00	5,000.00	.0
30-432-05 UTILITY LOCATE EXPENSE	.00	.00	300.00	300.00	.0
30-432-30 CONTRACT OPERATOR	400.00	2,320.00	6,000.00	3,680.00	38.7
30-432-39 COMPUTER SOFTWARE-GIS	.00	57.75	1,125.00	1,067.25	5.1
30-432-41 UTILITIES-ELECTRIC	327.01	8,272.11	28,000.00	19,727.89	29.5
30-432-42 TELEPHONE/INTERNET	114.73	541.38	500.00	( 41.38)	108.3
30-432-45 UTILITIES --GAS	.00	751.22	1,200.00	448.78	62.6
30-432-46 CELL PHONE	.00	.00	300.00	300.00	.0
30-432-48 TRASH	36.10	451.00	1,200.00	749.00	37.6
30-432-50 PERMIT FEES	.00	1,708.00	3,500.00	1,792.00	48.8
30-432-51 ANALYTICAL/SAMPLING EXPENSE	.00	5,233.40	3,000.00	( 2,233.40)	174.5
30-432-52 INSURANCE AND BONDS	1,951.95	6,512.34	9,000.00	2,487.66	72.4
30-432-53 SEWER CLEANING/VIDEO	.00	.00	5,000.00	5,000.00	.0
30-432-54 INSTALLATION OF LINE EXPENSE	.00	.00	500.00	500.00	.0
30-432-55 GENERAL MAINT CENT LIFT ST	.00	.00	500.00	500.00	.0
30-432-56 GENERAL MAINTENANCE OF PLANT	606.53	12,741.64	2,000.00	( 10,741.64)	637.1
30-432-57 GENERAL MAINT JOHNSON LT ST	9,011.98	9,466.14	500.00	( 8,966.14)	1893.2
30-432-59 ENGINEERING DESIGN	.00	.00	5,000.00	5,000.00	.0
30-432-60 TREATMENT OPERATIONS	.00	6,905.80	7,500.00	594.20	92.1
30-432-61 OFFICE SUPPLIES	.00	.00	800.00	800.00	.0
30-432-99 OTHER MISCELLANEOUS EXPENSE	.00	.00	1,000.00	1,000.00	.0
TOTAL OPERATIONS	12,448.30	54,960.78	81,925.00	26,964.22	67.1
<u>DEBT SERVICE</u>					
30-471-13 BOTW SINKING FUND PAYMENT	.00	69,964.24	106,288.00	36,323.76	65.8
30-471-14 BOTW INTEREST PAYMENT	.00	39,448.32	44,124.00	4,675.68	89.4
30-471-50 LOAN ISSUANCE COSTS	.00	.00	11,031.00	11,031.00	.0
TOTAL DEBT SERVICE	.00	109,412.56	161,443.00	52,030.44	67.8
TOTAL FUND EXPENDITURES	22,345.40	256,889.25	459,899.00	203,009.75	55.9

TOWN OF WIGGINS  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 8 MONTHS ENDING AUGUST 31, 2023

SEWER ENTERPRISE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
NET REVENUE OVER EXPENDITURES	13,767.52	180,949.88	( 39,749.00)	( 220,698.88)	455.2

TOWN OF WIGGINS  
BALANCE SHEET  
AUGUST 31, 2023

SALES TAX CAPITAL IMPROVEMENT

ASSETS

40-10100	CASH IN COMBINED CASH FUND	659,115.15	
40-10250	COLOTRUST FUND	112.68	
40-10251	HIGH PLAINS 1% TAX FUND	15,235.37	
40-11500	ACCOUNTS RECEIVABLE	50,679.16	
	TOTAL ASSETS		725,142.36

LIABILITIES AND EQUITY

LIABILITIES

40-20200	ACCOUNTS PAYABLE	( 1,250.00)	
40-25320	FUND BALANCE	897,307.97	
	TOTAL LIABILITIES		896,057.97

FUND EQUITY

UNAPPROPRIATED FUND BALANCE:			
REVENUE OVER EXPENDITURES - YTD	( 170,915.61)		
BALANCE - CURRENT DATE	( 170,915.61)		
TOTAL FUND EQUITY		( 170,915.61)	
TOTAL LIABILITIES AND EQUITY			725,142.36

TOWN OF WIGGINS  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 8 MONTHS ENDING AUGUST 31, 2023

SALES TAX CAPITAL IMPROVEMENT

		<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEARNED</u>	<u>PCNT</u>
	<u>REVENUES</u>					
40-31300	1% TOWN SALES TAX	25,185.68	208,216.11	300,000.00	91,783.89	69.4
40-36100	INTEREST EARNED	7.05	51.28	5.00	( 46.28)	1025.6
	TOTAL FUND REVENUE	<u>25,192.73</u>	<u>208,267.39</u>	<u>300,005.00</u>	<u>91,737.61</u>	<u>69.4</u>

TOWN OF WIGGINS  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 8 MONTHS ENDING AUGUST 31, 2023

SALES TAX CAPITAL IMPROVEMENT

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CAPITAL PROJECTS</u>					
40-430-00 CIP - SEWER REPLACE BNSF	.00	324,205.79	.00	( 324,205.79)	.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	702.50	.00	( 702.50)	.0
40-430-16 CIP-TOWN HALL DIGITAL SIGN	.00	33,292.28	50,000.00	16,707.72	66.6
40-430-17 CIP-TH/PW EXT IMP	4,252.50	8,042.43	10,000.00	1,957.57	80.4
40-430-18 CIP-NON POT WATER MAIN	.00	.00	100,000.00	100,000.00	.0
40-430-19 CIP-CR P CROSSING SIGNAL	.00	12,940.00	10,000.00	( 2,940.00)	129.4
TOTAL CAPITAL PROJECTS	4,252.50	379,183.00	245,000.00	( 134,183.00)	154.8
TOTAL FUND EXPENDITURES	4,252.50	379,183.00	245,000.00	( 134,183.00)	154.8
NET REVENUE OVER EXPENDITURES	20,940.23	( 170,915.61)	55,005.00	225,920.61	(310.7)

TOWN OF WIGGINS  
BALANCE SHEET  
AUGUST 31, 2023

SALES TAX STREETS

ASSETS

45-10100	CASH IN COMBINED CASH FUND	(	745,742.39)	
	TOTAL ASSETS			( 745,742.39)

LIABILITIES AND EQUITY

FUND EQUITY

UNAPPROPRIATED FUND BALANCE:				
REVENUE OVER EXPENDITURES - YTD	(	745,742.39)		
BALANCE - CURRENT DATE			(	745,742.39)
TOTAL FUND EQUITY				( 745,742.39)
TOTAL LIABILITIES AND EQUITY				( 745,742.39)

TOWN OF WIGGINS  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 8 MONTHS ENDING AUGUST 31, 2023

SALES TAX STREETS

		<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEARNED</u>	<u>PCNT</u>
	<u>REVENUES</u>					
45-31300	1% TOWN SALES TAX (2022)	25,185.68	96,888.30	300,000.00	203,111.70	32.3
45-36100	INTEREST EARNED	.00	.00	5.00	5.00	.0
	TOTAL FUND REVENUE	25,185.68	96,888.30	300,005.00	203,116.70	32.3



TOWN OF WIGGINS  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 8 MONTHS ENDING AUGUST 31, 2023

		SALES TAX STREETS				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CAPITAL PROJECTS</u>						
45-430-10	CIP-MAIN STREET C&G 3RD TO 5TH	516,114.23	819,540.76	100,000.00	( 719,540.76)	819.5
	TOTAL CAPITAL PROJECTS	516,114.23	819,540.76	100,000.00	( 719,540.76)	819.5
<u>DEPARTMENT 431</u>						
45-431-22	REPAIRS & MAINTENANCE-STREETS	12,396.97	15,064.93	25,000.00	9,935.07	60.3
45-431-24	SNOW REMOVAL	8,025.00	8,025.00	.00	( 8,025.00)	.0
	TOTAL DEPARTMENT 431	20,421.97	23,089.93	25,000.00	1,910.07	92.4
	TOTAL FUND EXPENDITURES	536,536.20	842,630.69	125,000.00	( 717,630.69)	674.1
	NET REVENUE OVER EXPENDITURES	( 511,350.52)	( 745,742.39)	175,005.00	920,747.39	(426.1)

TOWN OF WIGGINS  
BALANCE SHEET  
AUGUST 31, 2023

CONSERVATION TRUST

ASSETS

50-10100	CASH IN COMBINED CASH FUND	31,560.93	
50-10250	COLOTRUST FUND	112.29	
50-10251	HIGH PLAINS CNSRVTN TRST FUND	14,255.58	
	TOTAL ASSETS		45,928.80

LIABILITIES AND EQUITY

LIABILITIES

50-25320	FUND BALANCE	39,734.35	
	TOTAL LIABILITIES		39,734.35

FUND EQUITY

UNAPPROPRIATED FUND BALANCE:  
REVENUE OVER EXPENDITURES - YTD

6,194.45

BALANCE - CURRENT DATE

6,194.45

	TOTAL FUND EQUITY		6,194.45
	TOTAL LIABILITIES AND EQUITY		45,928.80

TOWN OF WIGGINS  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 8 MONTHS ENDING AUGUST 31, 2023

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	11,577.35	13,000.00	1,422.65	89.1
50-36100	INTEREST EARNED	.04	22.10	10.00	( 12.10)	221.0
	TOTAL FUND REVENUE	.04	11,599.45	13,010.00	1,410.55	89.2

TOWN OF WIGGINS  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 8 MONTHS ENDING AUGUST 31, 2023

CONSERVATION TRUST

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>DEPARTMENT 430</u>					
50-430-15	CAPITAL OUTLAY--K PARK ELEC	.00	5,405.00	10,000.00	4,595.00	54.1
	TOTAL DEPARTMENT 430	.00	5,405.00	10,000.00	4,595.00	54.1
	<u>PARK OPERATIONS</u>					
50-452-60	REPAIRS AND MAINTENANCE	.00	.00	2,500.00	2,500.00	.0
	TOTAL PARK OPERATIONS	.00	.00	2,500.00	2,500.00	.0
	TOTAL FUND EXPENDITURES	.00	5,405.00	12,500.00	7,095.00	43.2
	NET REVENUE OVER EXPENDITURES	.04	6,194.45	510.00	( 5,684.45)	1214.6



## **STAFF SUMMARY**

### **Board of Trustees Meeting September 28, 2023**

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**DATE:** September 22, 2023

**AGEND ITEM NUMBER:** 5

**TOPIC:** Consideration of Resolution No. 40-2023 – A Resolution Approving an Alley Maintenance License Agreement between the Town of Wiggins and Our Lady of Lourdes Wiggins at 502 Main Street

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

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#### **BACKGROUND**

Our Lady of Lourdes Catholic Church sanctuary is located at 506 Main Street. They recently constructed a new fellowship hall on their vacant lot next to the sanctuary located at 502 Main Street. Their parking plan shows they will meet the minimum parking requirements for the two buildings. Their parking plan also shows the parking will be striped with 45-degree angle parking spaces where vehicles will enter the parking lot from Main Street and exit to the east towards the rear of the property behind the sanctuary. Vehicles will then use an exit lane behind the sanctuary building, traveling north towards 5<sup>th</sup> Avenue to exit the premises. The exit lane behind the church's sanctuary is on property owned by the church; however, the exit lane becomes the Town owned alley behind the new fellowship hall building.

#### **SUMMARY**

The church would like to utilize the alley as an exit from their primary parking lot. The alley is currently a dirt surface. The License Agreement would be for purpose of maintaining the alley located behind 502 Main Street as the church owns the space behind the main sanctuary located at 506 Main Street. The License Agreement requires Our Lady of Lourdes Catholic Church to install a hard surface, such as crushed asphalt, in the alley to provide an improved all-weather surface for added protection of the sewer lines located in the alley while establishing requirements related to the maintenance of the alley.

#### **FISCAL IMPACT**

Approving this resolution has no negative impact on the Town's adopted budget.

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

The approval of this resolution will meet the Town's objective to continue building good relationships with organizations in Town while protecting Town assets.

**MOTION FOR APPROVAL**

I make a motion to adopt Resolution 40-2023 – A Resolution Approving an Alley Maintenance License Agreement between the Town of Wiggins and Our Lady of Lourdes Wiggins at 502 Main Street.

**ACTION REQUESTED**

MOTION, SECOND, ROLL-CALL VOTE

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

**TOWN OF WIGGINS  
RESOLUTION NO. 40-2023**

**A RESOLUTION APPROVING AN ALLEY MAINTENANCE LICENSE AGREEMENT BETWEEN THE  
TOWN OF WIGGINS AND OUR LADY OF LOURDES WIGGINS AT 502 MAIN STREET**

**WHEREAS**, the Our Lady of Lourdes desires to utilize the Town's alley access from 5<sup>th</sup> Avenue south to the Our Lady of Lourdes' property line to allow for traffic to exit the rear of the church parking lot; and

**WHEREAS**, the Town desires to protect the sewer lines that are located in the alley as shown in Exhibit A of the agreement, to provide an all-weather surface, and to establish requirements related to the maintenance of the said alley; and

**WHEREAS**, a License Agreement for Our Lady of Lourdes Wiggins has been proposed; and

**WHEREAS**, the Board of Trustees by this resolution desires to approve the Alley Maintenance Agreement for Our Lady of Lourdes Wiggins and authorize its execution.

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

**Section 1.** The Alley Maintenance License Agreement between the Town of Wiggins and Our Lady of Lourdes Wiggins (the "License Agreement") is hereby approved in substantially the same form as the copies for such License Agreement (Exhibit A) accompanying this Resolution.

**Section 2.** The Mayor and Town Clerk are authorized to execute the License Agreement in substantially the same form as the copy attached hereto; further, the Town Manager is hereby granted the authority to negotiate and approve such revisions to the License Agreement as the Town Manager determines is necessary for the protection of the Town, so long as the material terms and conditions of the License Agreement are not altered.

**Section 3.** The Mayor, and Town Clerk are further authorized to do all things necessary on behalf of the Town to perform the obligations of the Town under the License Agreement and are further authorized to execute and deliver any and all documents necessary under the terms and conditions of said License Agreement.

**INTRODUCED, READ, AND ADOPTED THIS 28<sup>th</sup> DAY OF SEPTEMBER, 2023**

TOWN OF WIGGINS, COLORADO

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

ATTEST:

\_\_\_\_\_  
Tom Acre, Interim Town Clerk

**EXHIBIT A**

**Alley Maintenance License Agreement**



**ALLEY MAINTENANCE LICENSE AGREEMENT**  
**(502 Main Street)**

**THIS ALLEY MAINTENANCE LICENSE AGREEMENT** (this “Agreement is made and entered into this 28<sup>TH</sup> day of **SEPTEMBER, 2023**, by and between the **TOWN OF WIGGINS**, a Colorado municipal corporation (“Town”), and **THE ARCHDIOCESE OF DENVER, A COLORADO CORPORATION SOLE AS TRUSTEE FOR THE BENEFIT OF OUR LADY OF LOURDES WIGGINS** (“Owner”).

**RECITALS**

- A. Owner owns the real property located at 502 Main Street, Wiggins, Colorado (“Owner’s Property”) on which it has constructed a fellowship hall.
- B. The Town is the owner of the unimproved alley running north to south, starting at Fifth Avenue, between the Owner’s Property and the Town limit line, as depicted on Exhibit A, attached hereto and incorporated herein by reference (the “Alley”).
- C. Owner has requested that it be allowed to add crushed asphalt to the Alley for the purpose of improving access to Owner’s Property.
- D. The Town desires to protect the sewer line that is located in the Alley as shown in Exhibit A, to provide an all-weather surface, and to establish requirements related to the maintenance of the Alley.
- D. The Town has agreed to grant to Owner a license for the purpose of improving and maintaining the Alley subject to and in accordance with the terms, conditions and limitations of this Agreement.

**AGREEMENT**

1. Recitals Incorporated. The recitals set forth above are incorporated herein by reference.
2. Owner Obligations.
  - A. Alley Improvements. On or before December 31, 2023, Owner will, at its sole cost and expense: (1) install crushed asphalt surfacing on the full width and length of the Alley from the access point on Fifth Avenue running south to the property line as depicted on Exhibit A; and (2) install signs indicating that no parking is allowed in the Alley (collectively, the “Improvements”). Plans for the Improvements are subject to Town approval.
  - B. Maintenance. During the term of this Agreement, maintenance to the alley for the purposes of Owner's access shall be performed at the Owners expense. Any snow and ice removed from the Alley shall be stored on the Owner's Property or hauled offsite to a legal snow storage area. Maintenance performed by the Owner during the term of this Agreement, shall not in any way restrict the Town's access to the Alley.
  - C. Access to remain open. Owner acknowledges and agrees that access to the Alley is provided off of Fifth Avenue. Owner agrees that it shall not install fencing or any other barrier that limits access to the Alley off of Fifth Avenue.
3. Grant of License. The Town hereby grants to Owner a revocable license to occupy and use the Alley for the purposes set forth in Paragraph 2, above. Except as specifically allowed by this Agreement, the Owner shall not place, build, expand, or add to any structures or other items in the Alley. Owner understands that the

license granted hereunder is granted subject to all franchise agreements, easements and other interests of record applicable to the Alley. Owner shall be solely responsible for coordinating its activities hereunder with the holders of such prior franchisee agreements, rights, easements, or other interests of record, and for obtaining any required permission for such activities from such holders if required by the terms of such agreements, rights or easements or other interests.

4. Term. This Agreement and the license granted to Owner hereunder shall commence as of the date of this Agreement and shall continue until terminated pursuant to Paragraph 10 of this Agreement.
5. No Interest in Land. Owner agrees that it does not have or claim, and shall not at any time in the future have or claim, any ownership interest or estate in the Alley, or any other interest in real property included in the Alley, by virtue of this Agreement or by virtue of Owner's occupancy or use of the Alley.
6. Non-Interference. In the exercise of its rights pursuant to this Agreement, Owner shall avoid any damage or interference with any Town installations, structures, utilities, or improvements on, under, or adjacent to the Alley. Owner shall be solely responsible for any damages suffered by the Town or others as a result of Owner's use and occupancy of the Alley.
7. Owner Property. The Town shall have no responsibility, liability, or obligation with respect to the safety or security of any personal property placed or located on, at, or in the Alley, it being acknowledged and understood by Owner that the safety and security of any such property is the sole responsibility and risk of Owner.
8. Town's Rights. If Owner fails to adequately maintain the Alley and Improvements, and within thirty (30) days after the date of written notice from Town, fails to correct the maintenance problem, the Town shall have the right but not the obligation in its sole discretion to maintain the Alley and Improvements required to be maintained by Owner under this Agreement at Owner's cost. Notwithstanding the foregoing, the Town may, in the event of an emergency, as determined by the Town in its sole discretion, clean, cure or correct any damage or condition caused by the Owner's failure to adequately maintain such improvements or facilities and Owner shall reimburse the Town for the cost of such maintenance. If the Town is not reimbursed for the cost of such maintenance, within thirty (30) days after receipt of an invoice from the Town describing the corrective or maintenance action taken, the Town may also pursue other remedies available at law or in equity.
9. Town Utilities. Owner acknowledges and understands that the Town owns and maintains existing underground public utilities within the Alley. The Town, its employees, agents and contactors shall have the right to enter, over, through and across the Alley for purposes of installing, operating, maintaining, repairing, upgrading and replacing the underground public utilities at any time. If the Town's use, repair and maintenance of its public utilities requires disturbance of any of the Improvements, the Town will not be required to repair or replace any such disturbance.
10. Termination. This Agreement and the license herein granted to Owner is fully terminable in accordance with the following terms and conditions:
  - A. Termination by Town for Cause. The Town may terminate this Agreement if the Owner fails to comply with the terms of this Agreement.
  - B. Termination by Town for Convenience. In addition, the Town may terminate this Agreement for convenience upon sixty (60) days' notice to the Owner.
  - C. Removal and Restoration Upon Termination. Upon termination of this Agreement, the Improvements shall become the property of the Town, with no payments for such Improvements due to the Owner by the Town.

11. Insurance. Owner shall obtain and maintain at all times during the term hereof, at Owner's sole cost, a policy or policies of comprehensive general liability insurance with limits of coverage of not less than \$1,000,000 for injuries, damages or losses sustained by any one person in any one accident or event, and not less than \$2,000,000 for injuries, damages or losses incurred by two or more persons in any one accident or event. The Town shall be named as an additional insured on all such policies and Owner shall furnish the Town with a copy of such policy or policies prior to the effective date hereof.
12. Indemnification. Owner agrees to indemnify and hold harmless the Town, its officers, employees, insurers, and insurer, from and against all liability, claims, and demands, on account of injury, loss, or damage, including without limitation claims arising from bodily injury, sickness, disease, death, property loss or damage, or any other loss of any kind whatsoever, which arise out of or are in any manner connected with the use of the Alley pursuant to the this Agreement, if such injury, loss, or damage is caused in whole or in part by, or is claimed to be caused in whole or in part by, the negligence of Owner, any contractor of the Owner or subcontractor of Owner's contractor, or any officer, employee, tenant, occupant, agent, customer, or representative of the Owner, or of any person permitted or allowed to use the Alley by Owner, or which arise out of any worker's compensation claim of any employee of the Owner or of any contractor of the Owner or of any occupant of Owner; except to the extent such liability, claim or demand arises through the negligence of Town, its officers, employees or agents. Owner agrees to investigate, handle, respond to, and to provide defense for and defend against any such liability, claims or demands at the sole expense of the Owner. Owner also agrees to bear all other costs and expenses related thereto, including court costs and attorney fees.
13. Mechanics' Liens. Owner shall not allow any mechanics' or similar liens to be filed against the Alley arising from any work done by Owner on the Alley, and Owner shall indemnify and hold Town harmless with respect thereto, including any attorney's fees incurred by Town in connection with any such lien or claim. If any mechanics' or other liens shall be created or filed against the Alley by reason of labor performed by, or materials furnished for, the Owner, the Owner shall, within ten (10) days thereafter, at the Owner's own cost and expense, cause such lien or liens to be satisfied and discharged of record together with any Notices Of Intention To File Mechanic's Lien that may have been filed. Failure to do so shall constitute a default hereunder for which the Town may terminate this Agreement in accordance with the provisions of Paragraph 10 of this Agreement.
14. Notices. Any notice required or permitted under this Agreement shall be in writing and shall be sufficient if personally delivered or mailed by certified mail, return receipt requested, addressed to the following:

If to the Town:

Town of Wiggins  
Attn: Town Manager  
304 Central Avenue  
Wiggins, CO 80654  
Email: tacre@wigginsco.com

If to the Owner:

Archdiocese of Denver  
Attn: David Wurzbach  
1300 S Steele Street  
Denver, CO 80210  
Email: david.wurzbach@archden.org

With a copy to:

Our Lady of Lourdes Catholic Church  
Attn: Wiggins Church  
917 7<sup>th</sup> Avenue  
Fort Morgan, CO 80701

Notices mailed in accordance with the provisions of this Paragraph shall be deemed to have been given upon mailing. Notices personally delivered shall have been deemed to have been given upon delivery. Either party may change its address by giving notice thereof to the other party in the manner provided in this Paragraph.

15. Attorney's Fees. If any action is brought in a court of law by either party to this Agreement concerning the enforcement, interpretation or construction of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees as well as costs, including expert witness's fees, incurred in the prosecution or defense of such action.
16. Waiver. The failure of either party to exercise any of its rights under this Agreement shall not be a waiver of those rights. A party waives only those rights specified in writing and signed by the party waiving its rights.
17. Governmental Immunity. The Town is relying on, and does not waive or intend to waive by any provision of this Agreement, the monetary limitations or any other rights, immunities, and protections provided by the Colorado Governmental Immunity Act, Section 24-10-101, *et seq.*, C.R.S., as from time to time amended, or any other law or limitations otherwise available to Town, its officers, or its employees.
18. Entire Agreement. This Agreement constitutes the entire agreement and understanding between the parties hereto, and supersedes any prior agreement or understanding, relating to the License granted hereunder. Any such prior agreement shall be deemed to be null and void and of no further effect.
19. Modification. This Agreement may be modified or amended only by a duly authorized written instrument executed by the parties hereto.
20. Situs, Venue and Severability. This Agreement and the License shall be deemed entered into in Morgan County, Colorado, and shall be governed by and interpreted under the laws of the State of Colorado. Any action arising out of, in connection with, or relating to this Agreement or the License shall be filed in the District Court of Morgan County of the State of Colorado, and in no other court. If any provision of this Agreement shall be held to be invalid or unenforceable, the validity and enforceability of the remaining provisions of this Agreement shall not be affected thereby.

**IN WITNESS WHEREOF**, the parties hereto have entered into this Encroachment License Agreement as of the day and year first set forth above.

**TOWN:**

TOWN OF WIGGINS,  
a Colorado municipal corporation

By: \_\_\_\_\_  
Chris Franzen, Mayor

ATTEST:

\_\_\_\_\_  
Tom Acre, Interim Town Clerk

**OWNER:**

Archdiocese of Denver

Keith A. Parsons

COO, Attorney-in-Fact to Archbishop Samuel J. Aquila, Archbishop of Denver

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

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

The forgoing Agreement was subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 2023, by \_\_\_\_\_ as \_\_\_\_\_ of \_\_\_\_\_.

(Seal of Notary)

Notary Public  
Address

My Commission expires:





## **STAFF SUMMARY**

### **Board of Trustees Meeting September 28, 2023**

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**DATE:** September 25, 2023

**AGEND ITEM NUMBER:** 6

**TOPIC:** Consideration of Resolution No. 41-2023 – A Resolution A Resolution Authorizing the Town to Contract for Crack Sealing Streets in the Town of Wiggins

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

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#### **BACKGROUND**

The Town Board of Trustees has recently identified paving and maintenance of streets as a priority. The Town has several streets that if preventive maintenance is periodically performed, the life of the pavement can be extended, extending the time period for which a street requires repaving. Crack sealing is a common method of pavement maintenance.

#### **SUMMARY**

The Town requested quotes from numerous companies that provide crack sealing services. A-One Chipseal and Coatings, Inc. were the only two companies out of the numerous companies we contacted that responded to our request for a quote. Both quotes were reasonable as compared to each other. Coatings, Inc. stated they could fit us in between other municipal projects in mid-October this year. Their quote was \$ 36,858.00. The A-One Chipseal quote was slightly less, however they could not perform the work until 2024.

#### **FISCAL IMPACT**

Approving this resolution will impact the Town's approved budget by increasing the expenditures related to Street Maintenance activities approximately \$36,858.00. Funding for this project is available in General Fund fund balance.

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

The approval of this resolution supports the Town's goal to preserve assets by periodically doing pavement management activities such as crack sealing.

**MOTION FOR APPROVAL**

I make a motion to adopt Resolution 41-2023 – A Resolution A Resolution Authorizing the Town to Contract for Crack Sealing Streets in the Town of Wiggins.

**ACTION REQUESTED**

MOTION, SECOND, ROLL-CALL VOTE

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



**TOWN OF WIGGINS, COLORADO  
RESOLUTION NO. 41-2023**

**A RESOLUTION AUTHORIZING CONTRACTING FOR CRACK SEALING STREETS  
IN THE TOWN OF WIGGINS**

**WHEREAS**, the Town of Wiggins provides street maintenance in the Town; and

**WHEREAS**, periodically paved streets are identified for preventive maintenance such as crack sealing extend the life of pavement; and

**WHEREAS**, the Town of Wiggins has identified several streets as shown in Exhibit A for pavement preservation.

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

**Section 1.** The Board of Trustees hereby authorizes the Town Manager to contract with Coatings, Inc. in the approximate amount of \$ 36,858.00 for crack sealing streets identified in the attached Exhibit A.

**INTRODUCED, ADOPTED AND RESOLVED THIS 28<sup>th</sup> DAY OF SEPTEMBER, 2023.**

TOWN OF WIGGINS, COLORADO

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

ATTEST:

\_\_\_\_\_  
Tom Acre, Interim Town Clerk

## EXHIBIT A



ASPHALT AND TENNIS COURT MAINTENANCE

5903 LAMAR STREET  
ARVADA, CO 80003  
303.423.4303 • 303.423.4324 FAX

### PROPOSAL FOR ASPHALT MAINTENANCE

**Billing Info:** Town of Wiggins  
304 Central Ave.  
Wiggins, CO 80654

**Date:** 9/21/2023  
**Job Name:** Town of Wiggins  
**Location:** Suzann St, Sally St & Kiowa Park  
Wiggins CO  
**Email:** [tarce@wigginsco.com](mailto:tarce@wigginsco.com)  
**Phone No:** (970) 483-7364

**Attn:** Tom Acre

#### Kiowa Park

##### **CRACK SEAL – RUBBERIZED HOT POUR SEALANT – (Furnish and Install Material and No Parking signs)-**

Clean with compressed air and seal the cracks with (Henry's product, or equivalent) hot pour rubberized crack seal material. New crack Seal will then be hand squeegeed to form a no larger than 4" band. We will then blow off all sidewalks and drives to push any dirt and debris back into the roadway. Coatings will provide and set up all "no parking" signs.

The area has approximately 26,205.00 LF of crack seal. (Transitional cracks ARE included) -----\$ 28,153.00.

\* Some settling of crack seal material may occur but does not affect performance.  
All crazed/alligatored areas will not be sealed large cracks and encircling of crazed areas only.

#### Suzann & Sally St

##### **CRACK SEAL – RUBBERIZED HOT POUR SEALANT – (Furnish and Install Material and No Parking signs)-**

Clean with compressed air and seal the cracks with (Henry's product, or equivalent) hot pour rubberized crack seal material. New crack Seal will then be hand squeegeed to form a no larger than 4" band. We will then blow off all sidewalks and drives to push any dirt and debris back into the roadway. Coatings will provide and set up all "no parking" signs.

The area has approximately 8,136.00 LF of crack seal. (Transitional cracks ARE included) -----\$ 8,705.00.

\* Some settling of crack seal material may occur but does not affect performance.  
All crazed/alligatored areas will not be sealed large cracks and encircling of crazed areas only.

Base Bid Total = \$ 36,858.00.

**If a bond is needed, please add 1.5% to cover our bond rate.**

#### General Notes and Conditions

**1). Due to world conditions, the instability of the oil market, pricing is subject to change and the proposal is invalid after 30 days.**

2). All work, unless otherwise specified, will be warrantied against defects in materials and workmanship for a time span of 1 year from the date of completion.

3). Seal coat will only be applied when temperatures are within manufacturer's recommended 50 degrees rising ground temperature and the overnight does not drop below 40 degrees for an extended period of time. The parking lot will be a 24hr to 36hrs closure. If open early the warranty will be void.

4). All warranties, either written or implied, are void if the contract is not paid for in full.

**If the contract is acceptable, please sign and return a copy to us.**

Accepted by: \_\_\_\_\_

Coatings, Inc.

Company \_\_\_\_\_

Omar Sanchez (303) 242-7329

Name \_\_\_\_\_

by: \_\_\_\_\_

Title \_\_\_\_\_

Title: Estimator/Project Manager

Date \_\_\_\_\_

Terms: Net on completion. A service charge of 1.5% monthly or 18% annum will be charged on accounts over 30 days.



Suzanne & Sally St  
704 E. 4th Ave, Wiggins CO  
80654

Suzanne St  
Regular Cracks  
\*\* Approx. 1,086' LF  
\*\* No Transitional Crack

North Sally St  
\*\* Approx 286' LF  
\*\* No Transitional Crack

South Suzanne St  
Regular Cracks  
\*\* Approx. 2,236' LF  
Transitional Crack  
\*\* Approx. 1,370 LF

South Sally St  
Regular Cracks  
\*\* Approx. 1,828' LF  
Transitional Crack  
\*\* Approx. (1,330' LF)



Kiowa Park Subdivision  
Crack Seal Map 2023  
\*\* Regular Cracks &  
\*\* Transitional Crack Seal

