



**TOWN OF WIGGINS  
BOARD MEETING  
AGENDA**

**SEPTEMBER 25, 2024 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/85304053718> FOR THE MEETING LINK**

**I. INTRODUCTIONS**

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

**II. APPROVAL OF CONSENT AGENDA**

- 1. Approval of Minutes from the Board Meeting held on August 21, 2024

**III. REPORTS**

- 1. Town Staff Report
- 2. Board of Trustees
- 3. Approval of Bills September 2024
- 4. Financials-Budget to Actual

**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 may not respond to your comments this evening, rather they may take your comments and suggestions under advisement and provide direction to the appropriate member of Town Staff for follow-up

**V. APPOINTMENT OF CHIEF OF POLICE**

1. Motion for Approval

**VI. PUBLIC HEARING ON LAND DEVELOPMENT CODE AMENDMENTS**

1. **Ordinance No. 07-2024** An Ordinance Amending the Wiggins Land Development Code Concerning Childcare Homes and RV Parks

**VII. CONSIDERATION OF RESOLUTION NO. 34-2024**

A Resolution to Purchase New Laptops for the Board of Trustee Members

1. Resolution No. 34-2024

**VIII. LIQUOR LICENSE AUTHORITY**

1. Mariana's Mexican Restaurant LLC, Liquor License Renewal

**IX. ADJOURNMENT**

1. Closing Remarks by Mayor and Adjournment of Meeting



## **MINUTES OF MEETING**

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

August 21, 2024 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 21, 2024. Mayor Chris Franzen called the meeting to order at 7:00 p.m. The following Trustees answered roll call: Mayor Chris Franzen and Trustees: Jerry Schwindt, Bryan Flax, Bruce Miller, Steve Perrott and Mayor Pro-Tem David Herbstman. Staff present were Nichole Seiber, Town Clerk/Treasurer; Craig Miller, Chief of Police; Hope Becker, Planning and Zoning Administrator; Beau Warden, Public Works Supervisor; and Melinda Culley, Town Attorney.

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

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

#### **CONSENT AGENDA**

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

#### **TOWN STAFF REPORT**

- The Public Works Supervisor discussed the Third Street and Karen project, the non-pot line, the grinder at Johnson Street, the lights at Paychek field, the Fall Festival, and the roofing projects for town buildings.
- Mayor Franzen discussed the Farmer's Market, the Planning and Zoning open position, Glassey Farms loan payment and the Central water payment
- The Planning and Zoning Administrator discussed moving from Invoice Cloud to Express Bill Pay.
- The Chief of Police discussed the applicants for the open Police Officer position, the Police Department vehicles

#### **APPROVAL OF JULY BILLS 2024**

Motion was made by Mayor Pro-Tem Herbstman to approve the August 2024 Bills. Seconded by Trustee Flax. Roll Call: Motion was unanimously approved.

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

There was discussion amongst the Board members on the 2024 budget and vehicle maintenance.

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



### **APPOINTMENT OF TOWN MANAGER**

Craig Miller was sworn in as the Town of Wiggins new Town Manager.

### **PUBLIC COMMENTS**

The Public Comments portion of the meeting was opened at 7:28 p.m.

Angela Morris appeared in person. Angela asked the Board if there were possibilities of having seats on the Board for citizens that do not live within town limits.

Ashley Sidell appeared in person. Ashley requested more pet waste stations on the walking trail around Kiowa Park and also the dirt in the drainage ditch. The Mayor stated that the Town does not maintain the drainage ditches in Kiowa Park.

The Public Comment portion of the meeting was closed at 7:36 p.m.

### **AUDIT PRESENTATION – 2023 YEAR-END FINANCIALS**

Uli Keely from Prospective Business Solutions, LLC appeared via Zoom and Lorraine Trotter from Professional Management Solutions both appeared in person.

The Town of Wiggins had a net position of \$15.9 million which was an increase of 6%. The governmental funds had a balance of \$9 million which decreased a little from 2022. The general fund increased by 12%. The water and sewer funds increased by \$700,000.

**RECONSIDERATION OF RESOLUTION 31-2024** – A Resolution Granting Final Acceptance of Public Improvements Constructed for the Kiowa Park Subdivision.

There was discussion on watering the corner of Coyote Lane and Wildcat Parkway.

Motion was made by Mayor Pro-Tem Herbstman to approve Resolution 31-2024. Seconded by Trustee Schwindt. Roll Call: Motion was unanimously approved.

**CONSIDERATION OF RESOLUTION 33-2024** – A Resolution Authorizing Changes to the Authorized Signers for the Town's Banking Accounts.

Motion was made by Trustee Miller to approve Resolution 33-2024. Seconded by Trustee Perrott. Roll Call: Motion was unanimously approved.

### **ADJOURNMENT**

The Mayor invited closing remarks.

Mayor Franzen adjourned the meeting at 8:20 p.m.



**Respectfully submitted by:**

A handwritten signature in blue ink that reads "Nichole A. Seiber". The signature is written in a cursive style and is positioned above a solid black horizontal line.

Town Clerk/Treasurer, Nichole Seiber



## **TOWN STAFF'S REPORT**

**Board of Trustees Meeting  
September 25, 2024**

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- Town Manager Updates
- Admin Updates
  - 2024 Election Candidates
- Public Works Updates
  - 3<sup>rd</sup> & Karen
  - Non-Potable Line
  - Johnson Street Lift Station
- Planning and Zoning Updates
  - Position has Been Posted – 2 Applicants, 1<sup>st</sup> Review September 27<sup>th</sup>
  - Steering Committee Meeting
  - Building Permits
  - Vacant Position Commissioner Seat
- Parks and Recs Updates
- Police Department Updates
  - Staffing Update
  - Vehicle Update

# INCIDENT ANALYSIS - DAY

Date 09/06/2024

Time 10:08:05

Report CFS03

Agency Wiggins Police Dept.  
 Dates 08/01/2024 Thru 08/31/2024

Activity	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Total	
Agency: WPD Wiggins Police Dept.									
00400	Assault	0	0	0	0	1	0	1	
00600	Theft	0	1	0	0	0	0	1	
00700	M/V Theft	1	0	0	0	0	0	1	
01100	Fraud	0	1	0	0	0	0	1	
02430	Loud Noise	0	1	0	1	0	0	2	
02660	Harass/threat	1	0	0	0	0	0	1	
02670	Local Ordinance Violation	0	10	0	0	0	0	10	
02671	Dog At Large	0	0	0	0	1	0	1	
02675	Loose Livestock	0	0	0	0	1	0	1	
02700	Susp Pers/veh/inc	0	0	2	0	1	1	5	
03000	Community Policing	0	0	0	0	0	1	2	
03010	Assist Other Agency	0	0	2	2	1	1	7	
03070	Keep The Peace	0	1	0	0	0	2	3	
03080	Medical Assist	0	0	0	0	0	1	1	
03090	Open Door/window	0	1	0	1	0	0	2	
03100	Welfare Check	1	2	0	1	1	1	6	
03120	Extra Patrol	0	0	4	0	0	0	4	
03540	Traffic Accident	0	0	0	0	0	1	1	
03600	Driving Complaint	0	0	0	1	1	1	3	
03644	Vicious Dog	0	0	0	1	0	0	1	
03650	Cat At Large	0	0	0	1	0	0	1	
03690	Neighborhood Dispute	0	1	0	0	0	0	1	
03710	Vehicle Impound Release	0	1	0	0	0	0	1	
03730	Lost/found	0	0	0	1	0	0	1	
03760	Information	0	0	0	0	0	1	1	
03770	Return Phone Call	0	1	0	0	0	0	1	
04000	Alarm	0	0	0	1	0	0	1	
05000	Misc	0	0	0	0	1	0	1	
05007	Restraining Order Violati	1	0	0	0	0	0	1	
07410	Disturbance	0	0	0	0	0	1	1	
07520	Motorist Assist	1	0	0	0	0	0	1	
07530	Traffic Contact	4	0	2	3	2	24	36	
07531	Pedestrian Contact	1	0	0	0	0	0	1	
07580	Vehicle Inspection	1	1	1	0	0	1	4	
07700	Juv Problem	0	0	0	1	0	0	1	
08100	Water	0	1	0	0	0	0	1	
09001	911-Welfare Check	0	0	2	0	1	2	8	
09007	Animal Welfare Check	0	1	0	0	0	0	1	
09900	Follow Up/Investigation	2	3	1	2	3	1	12	
35DU	Traffic Contact-DUI Inv	0	0	0	0	0	1	1	
35HR	Traffic Accident-H & R	0	0	0	0	0	1	1	
35SB	Traffic Contact-Seatbelt	0	0	0	0	3	0	3	
REPO	Repossession	0	1	0	1	0	0	2	
S2T	Safe2Tell	0	0	0	1	0	3	4	
SEO	Select Enforce Off Init	1	0	9	3	4	4	21	
<b>Wiggins Police Dept. Agency Total</b>		<b>14</b>	<b>27</b>	<b>23</b>	<b>21</b>	<b>20</b>	<b>45</b>	<b>11</b>	<b>161</b>
<b>Total</b>		<b>14</b>	<b>27</b>	<b>23</b>	<b>21</b>	<b>20</b>	<b>45</b>	<b>11</b>	<b>161</b>

TOWN OF WIGGINS - BILLS PAID  
SEPTEMBER 2024

<b>Vendor Name</b>	<b>Description</b>	<b>Amount Paid</b>
AMERICAN WEST LAND SURVEYING CO	Topographic Survey 3rd & Karen	\$3,500.00
BLOEDORN LUMBER	Supplies	\$2,612.83
BLUE LIGHTNING	Phone and internet	\$457.42
BMO HARRIS N.A. - PAYMENT (3116)	Credit Cards	\$1,406.83
CASELLE, INC	Support	\$1,180.00
CENTRAL AUTO PARTS	Supplies	\$102.89
CIRSA	Property Liability Insurance	\$23,326.08
CITY OF BRUSH	CML District 1 meeting	\$35.00
CITY OF FORT MORGAN UTILITIES	GLASSEY PUMP #89 (E)	\$8.17
COLORADO ANALYTICAL LABORATORY	Water Analysis	\$1,430.20
COLORADO CUSTOM FIREARMS LLC	Island Sign Replacement	\$25.00
COMPUTER INFORMATION SYSTEMS, INC	License Renewal	\$250.00
COUNTRY HARDWARE	PW Supplies	\$5,940.12
DAHL OF FORT MORGAN	Lift Station	\$405.30
ERGOMED, INC	Screening/Drug Test	\$200.00
GERTGE TECHNOLOGY, LLC	Phone	\$126.97
GREAT COPIER SERVICE	Copier Service	\$162.43
HARBOR FREIGHT TOOLS	Supplies	\$930.51
HE LLC	Booster Building/Awning Poles/Fence	\$2,475.00
INVENTORY TRADING COMPANY	Shirts for PD	\$300.00
JARVIS	Software	\$1,050.00
KELLY, PC	Legal Fees	\$6,570.00
LOST CREEK GUIDE, LLC	Advertisement	\$600.00
MILLER & ASSOCIATES	Wiggins Services	\$5,037.50
MILLER'S LANDSCAPING	Rock	\$1,523.73
MORGAN COUNTY REA	Street Lights	\$23,278.39
NEWCO INC	Circuit Break	\$1,085.72
PITNEY BOWES-PURCHASE POWER	Postage	\$1,207.50
PRAIRIE MOUNTAIN MEDIA	Notice of Public Hearing	\$29.44
PREMIERE COPIER INC	Copier Expense	\$857.46
PROFESSIONAL MANAGEMENT SOLUTIONS	Contract Accountant	\$7,771.25
PROSPECTIVE BUSINESS SOLUTIONS LLC	2023 Audit	\$16,400.00
REFUNDS FOR UTILITY BILLING	Utility Refund	\$27.59
RH WATER & WASTEWATER, INC.	Water/Sewer Contract Operator	\$970.00
RICK ENGINEERING COMPANY-COLORADO	Comp Plan	\$11,520.17
RIVAL SERVICES, LLC	Portable Toilet Service	\$375.00
SAFEbuilt Lochbox #88135, LLC	Residential Inspections	\$0.00
SINGLEPOINT LLC	Copier Print Lease	\$822.24
SMASH ATHLETICS	Jerseys/hats	\$709.72
STEINMETZ, SHAWN	Wiggins 50th Anniversary Band	\$5,000.00
STUB'S GAS & OIL, INC.	Fuel	\$2,108.21
SUPERIOR IRRIGATION & ELECTRIC	PVC	\$27.56
TOWN OF CASTLE ROCK COLORADO	Water Lease	\$78,840.00
UNCC	Water/Sewer Transmissions	\$14.19
USA BLUEBOOK	Injection Valve	\$115.79
VIAERO WIRELESS	Cell Phones Administration	\$976.00



TOWN OF WIGGINS - BILLS PAID  
SEPTEMBER 2024

WALKER REPAIR SERVICES	Supplies	\$905.90
WELLER FABRICATION & MACHINE	Steel	\$475.00
WEX FLEET UNIVERSAL	Fuel	\$2,644.01
WIGGINS COMMUNITY BBQ	Donation	\$100.00
WIGGINS FARM AND AUTO SUPPLY	PW Supplies	\$773.91
WOLF WASTE, LLC	Trash Removal	\$378.00
XCEL ENERGY	Utilities	\$389.53

Approved by *Nicholas A. Seiber*

Date 09/19/2024

TOTAL: \$217,458.56

TOWN OF WIGGINS  
 COMBINED CASH INVESTMENT  
 SEPTEMBER 30, 2024

COMBINED CASH ACCOUNTS

01-10210	HIGH PLAINS-MAIN CHECKING	649,964.98
01-10220	HIGH PLAINS-SWEEP ACCOUNT	4,017,637.75
01-10700	RETURNED CHECK CLEARING ACCT	16,781.83
01-10750	UTILITY CASH CLEARING ACCOUNT	( 117,927.62)
	TOTAL COMBINED CASH	4,566,456.94
01-20200	ACCOUNTS PAYABLE	( 467.78)
01-10100	CASH ALLOCATED TO OTHER FUNDS	( 4,597,090.17)
	TOTAL UNALLOCATED CASH	( 31,101.01)

CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO GENERAL FUND	2,027,790.87
20	ALLOCATION TO WATER ENTERPRISE	1,069,473.60
30	ALLOCATION TO SEWER ENTERPRISE	1,347,458.34
40	ALLOCATION TO SALES TAX CAPITAL IMPROVEMENT	732,284.98
45	ALLOCATION TO SALES TAX STREETS	( 629,867.21)
50	ALLOCATION TO CONSERVATION TRUST	49,949.59
	TOTAL ALLOCATIONS TO OTHER FUNDS	4,597,090.17
	ALLOCATION FROM COMBINED CASH FUND - 01-10100	( 4,597,090.17)
	ZERO PROOF IF ALLOCATIONS BALANCE	.00

TOWN OF WIGGINS  
BALANCE SHEET  
SEPTEMBER 30, 2024

GENERAL FUND

ASSETS

10-10100	CASH IN COMBINED CASH FUND	2,027,790.87	
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	18,921.59	
10-10250	COLOTRUST FUND	118.84	
10-10260	CASH IN USE TAX FUND	267,277.31	
10-10310	CASH W/ COUNTY TREASURER	4,188.65	
10-10500	PROPERTY TAXES RECEIVABLE	681,487.00	
10-11500	ACCOUNTS RECEIVABLE	74,105.79	
	TOTAL ASSETS		3,074,739.74

LIABILITIES AND EQUITY

LIABILITIES

10-20200	ACCOUNTS PAYABLE	3,087.38	
10-20210	PAYABLE TO SCHOOL DISTRICT	29,391.93	
10-22210	DEFERRED PROPERTY TAX	681,487.00	
10-22410	UNEARNED REVENUE	135,516.52	
10-22700	WAGES PAYABLE	674.00	
10-22710	FED/ FICA TAXES PAYABLE	1,138.45	
10-22720	STATE W/H TAXES PAYABLE	15,769.72	
10-22740	POLICE PENSION PAYABLE	( 3,124.67)	
10-22760	DEFERRED COMP CONTRIB PAYABLE	( 3,257.89)	
10-22770	UNEMPLOYMENT PAYABLE	( 45.77)	
10-22820	HEALTH INSURANCE PAYABLE	( 13,113.54)	
10-22825	AFLAC PAYABLE	( 8.73)	
10-22830	LIFE INSURANCE PAYABLE	50.40	
10-22840	VISION INSURANCE PAYABLE	126.27	
10-22905	DEVELOPER PERFORMANCE DEPOSIT	2,000.00	
10-25320	FUND BALANCE	1,832,486.63	
	TOTAL LIABILITIES		2,682,177.70

FUND EQUITY

UNAPPROPRIATED FUND BALANCE:			
REVENUE OVER EXPENDITURES - YTD	500,335.07		
BALANCE - CURRENT DATE		500,335.07	
TOTAL FUND EQUITY			500,335.07
TOTAL LIABILITIES AND EQUITY			3,182,512.77

TOWN OF WIGGINS  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
10-31100	CURRENT PROPERTY TAX	.00	716,939.88	681,487.00 (	35,452.88) 105.2
10-31200	SPECIFIC OWNERSHIP	.00	35,381.64	30,000.00 (	5,381.64) 117.9
10-31300	1% TOWN SALES TAX	31,244.08	196,347.78	310,000.00	113,652.22 63.3
10-31301	USE TAX	204.00	20,994.05	10,000.00 (	10,994.05) 209.9
10-31420	CIGARETTE TAX	.00	121,073.19	1,000.00 (	120,073.19) 12107.
10-31810	SEVERENCE TAX	.00	39,665.89	65,000.00	25,334.11 61.0
10-31820	FRANCHISE FEE-MORGAN CTY REA	.00	4,862.00	9,000.00	4,138.00 54.0
10-31821	FRANCHISE FEE-XCEL ENERGY	.00	10,857.31	15,000.00	4,142.69 72.4
10-31823	FRANCHISE FEE--BLUE LIGHTNING	.00	2,672.87	3,000.00	327.13 89.1
10-31900	PENALTIES & INTEREST	.00	558.56	.00 (	558.56) .0
10-32110	LIQUOR LICENSE (15%)	.00	32.50	175.00	142.50 18.6
10-32210	BUILDING PERMITS	100.00	17,678.80	25,000.00	7,321.20 70.7
10-33410	GRANTS (DOLA CARES ACT)	.00	1,000.22	.00 (	1,000.22) .0
10-33412	DOLA EIAF 2021	.00	32,712.75	55,197.00	22,484.25 59.3
10-33430	MISCELLANEOUS FEES	.00 (	43.80)	.00	43.80 .0
10-33530	HIGHWAY USERS TAX	6,926.66	56,417.71	60,869.00	4,451.29 92.7
10-33550	ADDITIONAL MOTOR VEHICLE	.00	6,013.42	6,000.00 (	13.42) 100.2
10-33800	ROAD & BRIDGE	.00	60,875.91	45,000.00 (	15,875.91) 135.3
10-34210	SPECIAL POLICE SERVICES	50.00	300.00	.00 (	300.00) .0
10-34215	VIN INSPECTIONS	15.00	660.00	200.00 (	460.00) 330.0
10-34220	BUILDING DEVELOPMENT REVIEW	.00	1,050.00	5,000.00	3,950.00 21.0
10-34221	BUILDING INSPECTION PLAN REV	.00	7,983.14	5,000.00 (	2,983.14) 159.7
10-34225	FEE IN LIEU PUBLIC FACILITY	.00	4,620.00	.00 (	4,620.00) .0
10-34281	ADULT ACTIVITIES FEE	.00	660.00	.00 (	660.00) .0
10-34282	PARKS & REC FEES	.00	4,035.00	.00 (	4,035.00) .0
10-34283	SOFTBALL REG FEES	.00	200.00	2,000.00	1,800.00 10.0
10-34284	BASEBALL REG FEES	.00	730.00	10,000.00	9,270.00 7.3
10-34286	VOLLEYBALL REG FEES	.00	900.00	1,000.00	100.00 90.0
10-34287	SOCCER REG FEES	105.00	2,140.00	6,500.00	4,360.00 32.9
10-35100	COURT APPEAL & BONDS	.00 (	25.00)	.00	25.00 .0
10-35110	COURT FINES-MUNICIPAL	155.00	33,063.72	37,250.00	4,186.28 88.8
10-36000	OTHER MISCELLANEOUS REVENUE	.00	1,687.36	.00 (	1,687.36) .0
10-36010	DOG LICENSES/CLINIC	5.00	335.00	300.00 (	35.00) 111.7
10-36011	BUSINESS LICENSES	70.00	706.00	200.00 (	506.00) 353.0
10-36012	CONTRACTOR LICENSES	25.00	1,060.00	1,250.00	190.00 84.8
10-36013	GOLF CART LICENSES	.00	400.00	200.00 (	200.00) 200.0
10-36020	CULTURE & RECREATIONAL FEES	.00	9,145.00	.00 (	9,145.00) .0
10-36040	INSURANCE PROCEEDS	.00	19,539.46	.00 (	19,539.46) .0
10-36050	CAPITAL CREDITS RECEIVED	.00	2,196.81	.00 (	2,196.81) .0
10-36100	INTEREST ON SAVINGS	.00	64,872.15	35,000.00 (	29,872.15) 185.4
10-36310	BUILDING & FARM RENT	250.00 (	4,160.74)	6,000.00	10,160.74 ( 69.4)
10-36500	CONTRIBUTIONS/DONATIONS	.00	105.00	.00 (	105.00) .0
10-36501	SPONSORSHIPS	210.00	565.00	.00 (	565.00) .0
10-36502	DONATIONS--SOFTBALL FIELD	.00	2,500.00	.00 (	2,500.00) .0
10-36512	GRANTS--DUI	.00	5,210.89	.00 (	5,210.89) .0
10-36513	GRANTS--TRAINING	.00	1,386.30	.00 (	1,386.30) .0
10-36515	GRANT--C.I.O.T.	.00	2,029.64	.00 (	2,029.64) .0
10-39210	SALE OF FIXED ASSETS	.00	17,225.00	.00 (	17,225.00) .0

TOWN OF WIGGINS  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
TOTAL FUND REVENUE	39,359.74	1,505,160.41	1,426,628.00	( 78,532.41)	105.5

TOWN OF WIGGINS  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>GENERAL GOVERNMENTAL</u>					
10-410-13 FINANCIAL AUDIT	.00	.00	5,500.00	5,500.00	.0
10-410-22 EMPLOYEE EVAL/TESTING	200.00	200.00	500.00	300.00	40.0
10-410-32 PROFESSIONAL SERVICES	2,564.51	22,571.47	20,000.00	( 2,571.47)	112.9
10-410-34 CODIFICATION	.00	4,283.38	4,500.00	216.62	95.2
10-410-35 COPIER LEASE	443.10	1,307.49	950.00	( 357.49)	137.6
10-410-40 EMPLOYEE TRAINING	.00	.00	5,000.00	5,000.00	.0
10-410-41 TELEPHONE & INTERNET	38.09	579.23	2,800.00	2,220.77	20.7
10-410-42 UTILITIES--ELECTRIC	.00	408.40	1,000.00	591.60	40.8
10-410-43 OFFICE BLDG REPAIRS & MAINT	33.46	132.44	5,000.00	4,867.56	2.7
10-410-44 POSTAGE METER LEASE	.00	215.79	1,600.00	1,384.21	13.5
10-410-45 UTILITIES-GAS	.00	2,468.05	1,525.00	( 943.05)	161.8
10-410-46 CELL PHONE	.00	790.82	1,400.00	609.18	56.5
10-410-48 TRASH	.00	650.00	300.00	( 350.00)	216.7
10-410-52 INSURANCE & BONDS	.00	24,897.52	48,000.00	23,102.48	51.9
10-410-54 ADVERTISING	.00	.00	600.00	600.00	.0
10-410-55 POSTAGE & SHIPPING	.00	730.04	800.00	69.96	91.3
10-410-58 TRAVEL & MEETINGS	35.00	5,382.85	5,200.00	( 182.85)	103.5
10-410-61 OPERATING SUPPLIES	.00	3,240.98	5,500.00	2,259.02	58.9
10-410-68 COPIER EXPENSE	342.99	( 1,196.19)	1,500.00	2,696.19	( 79.8)
10-410-70 IT SUPPORT	.00	2,881.57	15,000.00	12,118.43	19.2
10-410-71 COMPUTER SOFTWARE	.00	10,614.12	3,000.00	( 7,614.12)	353.8
10-410-87 EQUIPMENT	.00	.00	2,000.00	2,000.00	.0
10-410-90 DUES & SUBSCRIPTIONS	.00	4,687.38	2,000.00	( 2,687.38)	234.4
10-410-91 NEWSLETTERS & PUBLICATIONS	.00	128.92	600.00	471.08	21.5
<b>TOTAL GENERAL GOVERNMENTAL</b>	<b>3,657.15</b>	<b>84,974.26</b>	<b>134,275.00</b>	<b>49,300.74</b>	<b>63.3</b>
<u>ADMINISTRATION DEPARTMENT</u>					
10-411-11 SALARY-TOWN CLERK	1,120.00	25,941.14	.00	( 25,941.14)	.0
10-411-15 ADMINISTRATION DEPT EMPLOYEES	2,824.69	43,133.21	129,321.00	86,187.79	33.4
10-411-20 EMPLOYEE BENEFITS	691.63	5,780.75	18,828.00	13,047.25	30.7
10-411-22 FICA & MEDICARE	217.52	60,607.17	9,893.00	( 50,714.17)	612.6
10-411-23 457 RETIREMENT	197.29	2,543.91	5,365.00	2,821.09	47.4
10-411-25 UNEMPLOYMENT INS	.00	98.10	100.00	1.90	98.1
10-411-26 WORKERS' COMPENSATION	.00	.00	4,250.00	4,250.00	.0
10-411-27 EMPLOYEE APPRECIATION	112.68	469.01	1,200.00	730.99	39.1
10-411-28 TA VEHICLE STIPEND	.00	.00	2,000.00	2,000.00	.0
<b>TOTAL ADMINISTRATION DEPARTMENT</b>	<b>5,163.81</b>	<b>138,573.29</b>	<b>170,957.00</b>	<b>32,383.71</b>	<b>81.1</b>

TOWN OF WIGGINS  
EXPENDITURES WITH COMPARISON TO BUDGET  
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GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>JUDICIAL DEPARTMENT</u>					
10-412-00 CONTRACT-JUDGE	.00	2,187.50	3,800.00	1,612.50	57.6
10-412-01 CONTRACT-TOWN PROSECUTOR	.00	3,885.00	5,000.00	1,115.00	77.7
10-412-11 COURT SPANISH INTERPRETOR	.00	275.00	.00	( 275.00)	.0
10-412-35 COPIER LEASE	98.47	290.56	225.00	( 65.56)	129.1
10-412-41 TELEPHONE & INTERNET	.00	.00	100.00	100.00	.0
10-412-44 POSTAGE METER LEASE	.00	129.48	175.00	45.52	74.0
10-412-55 POSTAGE	.00	463.11	750.00	286.89	61.8
10-412-61 OFFICE SUPPLIES	.00	.00	175.00	175.00	.0
10-412-68 COPIER EXPENSE	85.74	297.20	350.00	52.80	84.9
10-412-70 IT SUPPORT	.00	.00	100.00	100.00	.0
10-412-71 COMPUTER SOFTWARE	.00	.00	200.00	200.00	.0
<b>TOTAL JUDICIAL DEPARTMENT</b>	<b>184.21</b>	<b>7,527.85</b>	<b>10,875.00</b>	<b>3,347.15</b>	<b>69.2</b>
<u>MAYOR &amp; LEGISLATIVE BOARDS</u>					
10-413-10 MAYOR COMPENSATION	200.00	1,000.00	2,400.00	1,400.00	41.7
10-413-11 BOARD OF TRUSTEES COMPENSATION	200.00	2,880.00	2,880.00	.00	100.0
10-413-12 BOARD OF TRUSTEES APPRECIATION	.00	.00	500.00	500.00	.0
10-413-22 FICA & MEDICARE	30.60	1,341.82	404.00	( 937.82)	332.1
10-413-26 WORKERS' COMPENSATION	.00	.00	300.00	300.00	.0
10-413-40 BOARD OF TRUSTEES TRAINING	.00	.00	1,500.00	1,500.00	.0
10-413-51 E & O INSURANCE	.00	.00	3,200.00	3,200.00	.0
10-413-58 BOARD TRAVEL & MEETINGS	.00	.00	3,000.00	3,000.00	.0
10-413-70 IT SUPPORT	.00	.00	200.00	200.00	.0
10-413-71 COMPUTER SOFTWARE	.00	.00	500.00	500.00	.0
10-413-90 DUES & SUBSCRIPTIONS	.00	.00	2,500.00	2,500.00	.0
<b>TOTAL MAYOR &amp; LEGISLATIVE BOARDS</b>	<b>430.60</b>	<b>5,221.82</b>	<b>17,384.00</b>	<b>12,162.18</b>	<b>30.0</b>
<u>ELECTIONS</u>					
10-414-00 ELECTIONS	.00	.00	4,500.00	4,500.00	.0
<b>TOTAL ELECTIONS</b>	<b>.00</b>	<b>.00</b>	<b>4,500.00</b>	<b>4,500.00</b>	<b>.0</b>
<u>TREASURER'S OFFICE</u>					
10-415-15 COLLECTIONS (TREASURERS FEE)	.00	14,336.41	12,000.00	( 2,336.41)	119.5
10-415-30 TOWN LEGAL	6,525.00	33,952.50	50,000.00	16,047.50	67.9
10-415-40 REPORTING & PUBLISHING	.00	.00	500.00	500.00	.0
<b>TOTAL TREASURER'S OFFICE</b>	<b>6,525.00</b>	<b>48,288.91</b>	<b>62,500.00</b>	<b>14,211.09</b>	<b>77.3</b>

TOWN OF WIGGINS  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ECONOMIC DEVELOPMENT</u>					
10-416-50 ECONOMIC DEVELOPMENT	.00	.00	75,000.00	75,000.00	.0
10-416-51 MEMBERSHP FEE/DUES	.00	2,670.00	2,800.00	130.00	95.4
<b>TOTAL ECONOMIC DEVELOPMENT</b>	<b>.00</b>	<b>2,670.00</b>	<b>77,800.00</b>	<b>75,130.00</b>	<b>3.4</b>
<u>COMMUNITY DEVELOPMENT</u>					
10-417-30 COMMUNITY MEETINGS	.00	.00	1,000.00	1,000.00	.0
10-417-35 COPIER LEASE	98.47	290.56	200.00	( 90.56)	145.3
10-417-44 POSTAGE MACHINE LEASE	.00	86.31	135.00	48.69	63.9
10-417-55 POSTAGE	.00	.00	250.00	250.00	.0
10-417-61 OFFICE SUPPLIES	.00	.00	50.00	50.00	.0
10-417-63 ABATEMENT	.00	580.00	6,500.00	5,920.00	8.9
10-417-68 COPIER EXPENSE	85.74	297.20	350.00	52.80	84.9
10-417-70 IT SUPPORT	.00	.00	200.00	200.00	.0
10-417-71 COMPUTER SOFTWARE	.00	.00	125.00	125.00	.0
10-417-85 CODE ENFORCEMENT	.00	.00	600.00	600.00	.0
10-417-91 NEWSLETTER	.00	.00	2,100.00	2,100.00	.0
<b>TOTAL COMMUNITY DEVELOPMENT</b>	<b>184.21</b>	<b>1,254.07</b>	<b>11,510.00</b>	<b>10,255.93</b>	<b>10.9</b>
<u>PLANNING &amp; ZONING</u>					
10-418-30 LEGAL/ENGINEERING SUPPORT	2,582.50	12,288.75	6,000.00	( 6,288.75)	204.8
10-418-35 COPIER LEASE	98.47	290.55	200.00	( 90.55)	145.3
10-418-40 STAFF TRAINING	.00	.00	1,500.00	1,500.00	.0
10-418-41 TELEPHONE & INTERNET	12.70	122.14	95.00	( 27.14)	128.6
10-418-44 POSTAGE MACHINE LEASE	.00	129.48	175.00	45.52	74.0
10-418-49 COMMISSION TRAINING	.00	.00	500.00	500.00	.0
10-418-51 MEMBERSHIPS/PUBLICATIONS	.00	.00	100.00	100.00	.0
10-418-54 NOTICES/PUBLICATIONS	29.44	77.28	500.00	422.72	15.5
10-418-55 POSTAGE	.00	.00	130.00	130.00	.0
10-418-61 OFFICE SUPPLIES	.00	.00	100.00	100.00	.0
10-418-68 COPIER EXPENSE	85.75	297.18	350.00	52.82	84.9
10-418-70 IT SUPPORT	.00	19.80	100.00	80.20	19.8
10-418-71 COMPUTER SOFTWARE	.00	.00	650.00	650.00	.0
10-418-93 COMPREHENSIVE PLAN	11,520.17	49,115.85	110,393.00	61,277.15	44.5
10-418-94 ZONING MAP	.00	.00	5,000.00	5,000.00	.0
10-418-97 LAND DEVELOPMENT CODE	.00	.00	75,000.00	75,000.00	.0
10-418-98 IMPACT FEE STUDY	.00	.00	15,000.00	15,000.00	.0
<b>TOTAL PLANNING &amp; ZONING</b>	<b>14,329.03</b>	<b>62,341.03</b>	<b>215,793.00</b>	<b>153,451.97</b>	<b>28.9</b>



TOWN OF WIGGINS  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>COMMUNITY PROGRAMS</u>					
10-419-00	323.13	24,713.69	35,000.00	10,286.31	70.6
10-419-01	.00	844.81	5,000.00	4,155.19	16.9
10-419-02	.00	126.00	.00	( 126.00)	.0
10-419-03	600.00	10,600.00	25,000.00	14,400.00	42.4
10-419-05	234.87	1,373.19	3,000.00	1,626.81	45.8
10-419-10	201.47	1,817.04	10,800.00	8,982.96	16.8
10-419-20	100.00	2,040.69	10,000.00	7,959.31	20.4
10-419-22	15.41	138.99	.00	( 138.99)	.0
10-419-25	.40	3.63	.00	( 3.63)	.0
10-419-58	.00	.00	1,000.00	1,000.00	.0
10-419-61	.00	.00	200.00	200.00	.0
10-419-62	.00	.00	10,000.00	10,000.00	.0
10-419-65	275.03	7,328.11	5,000.00	( 2,328.11)	146.6
10-419-66	.00	.00	250.00	250.00	.0
10-419-91	.00	.00	900.00	900.00	.0
10-419-99	.00	1.18	.00	( 1.18)	.0
<b>TOTAL COMMUNITY PROGRAMS</b>	<b>1,750.31</b>	<b>48,987.33</b>	<b>106,150.00</b>	<b>57,162.67</b>	<b>46.2</b>

TOWN OF WIGGINS  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>POLICE DEPARTMENT</u>					
10-421-02 CONTRACT SERVICES	.00	294.00	1,200.00	906.00	24.5
10-421-04 OFFICER SMALL EQUIPMENT	21.48	11,440.54	9,500.00	( 1,940.54)	120.4
10-421-10 CAPITAL OUTLAY LEASE	.00	941.10	.00	( 941.10)	.0
10-421-11 SALARIES-COMMAND OFFICERS	1,586.33	10,559.90	.00	( 10,559.90)	.0
10-421-15 POLICE SALARIES	8,119.91	162,561.43	215,392.00	52,830.57	75.5
10-421-20 EMPLOYEE BENEFITS	1,206.10	15,131.50	29,729.00	14,597.50	50.9
10-421-21 VEHICLE/MOBILE EQUIPMENT	.00	425.30	12,000.00	11,574.70	3.5
10-421-22 FICA & MEDICARE	298.71	10,216.76	2,800.00	( 7,416.76)	364.9
10-421-23 PENSION-FPPA	563.98	13,252.53	25,847.00	12,594.47	51.3
10-421-24 DEATH & DISABILITY-FPPA	101.52	1,733.53	3,446.00	1,712.47	50.3
10-421-25 UNEMPLOYMENT INSURANCE	5.10	112.59	646.00	533.41	17.4
10-421-26 WORKERS' COMPENSATION	.00	.00	4,500.00	4,500.00	.0
10-421-28 FARM HOUSE UTILITIES-GAS/ELECT	.00	1,119.35	2,800.00	1,680.65	40.0
10-421-29 UNIFORMS	.00	300.00	1,500.00	1,200.00	20.0
10-421-30 PROFESSIONAL LEGAL SERVICES	.00	.00	1,000.00	1,000.00	.0
10-421-35 COPIER LEASE	98.47	290.56	150.00	( 140.56)	193.7
10-421-40 TRAINING	.00	( 54.00)	4,000.00	4,054.00	( 1.4)
10-421-41 TELEPHONE & INTERNET	19.05	613.97	750.00	136.03	81.9
10-421-42 MC COM CENTER PHONE LINE	.00	1,132.97	600.00	( 532.97)	188.8
10-421-43 REPAIRS AND MAINTENANCE (AUTO)	13.98	2,190.66	7,500.00	5,309.34	29.2
10-421-44 UTILITIES-ELECTRIC	.00	408.40	1,200.00	791.60	34.0
10-421-45 UTILITIES-GAS	.00	908.12	600.00	( 308.12)	151.4
10-421-46 CELL PHONE	.00	1,599.96	2,775.00	1,175.04	57.7
10-421-48 TRASH	.00	.00	270.00	270.00	.0
10-421-49 OTHER MISCELLANEOUS	.00	1,059.96	150.00	( 909.96)	706.6
10-421-52 INSURANCE & BONDS	.00	18,242.79	15,500.00	( 2,742.79)	117.7
10-421-55 PRINTING	.00	.00	1,300.00	1,300.00	.0
10-421-61 OFFICE/GEN OPERATING SUPPLIES	.00	231.54	600.00	368.46	38.6
10-421-62 FUEL	888.40	2,823.37	15,000.00	12,176.63	18.8
10-421-64 CRIME PREVENTION	.00	425.77	250.00	( 175.77)	170.3
10-421-68 COPIER EXPENSE	85.74	297.20	350.00	52.80	84.9
10-421-70 IT SUPPORT	.00	.00	2,500.00	2,500.00	.0
10-421-71 COMPUTER SOFTWARE	.00	250.00	4,000.00	3,750.00	6.3
10-421-72 AMMUNITION	.00	.00	2,500.00	2,500.00	.0
10-421-73 LEXIPOLE	.00	2,727.26	2,750.00	22.74	99.2
10-421-85 ANIMAL CONTROL	.00	.00	100.00	100.00	.0
10-421-90 MEMBERSHIP DUES	.00	110.00	350.00	240.00	31.4
10-421-91 POLICE VEHICLE SINKING FUND	.00	.00	15,000.00	15,000.00	.0
<b>TOTAL POLICE DEPARTMENT</b>	<b>13,008.77</b>	<b>261,347.06</b>	<b>388,555.00</b>	<b>127,207.94</b>	<b>67.3</b>

TOWN OF WIGGINS  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<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	.00	3,000.00	3,000.00 .0
10-424-31	COMMERCIAL BUILDING REVIEW	.00	5,489.99	12,000.00	6,510.01 45.8
10-424-32	RESIDENTIAL BUILDING REVIEW	90.00	8,587.77	20,000.00	11,412.23 42.9
10-424-40	EMPLOYEE TRAINING	.00	.00	500.00	500.00 .0
	TOTAL BUILDING INSPECTION DEPARTMEN	90.00	14,077.76	35,700.00	21,622.24 39.4
<u>PUBLIC WORKS ADMINISTRATION</u>					
10-430-11	SALARY - PW MAINTENANCE(1)	5,460.49	97,379.71	10,926.00 (	86,453.71) 891.3
10-430-12	SALARY-PW MAINTENANCE(2)	.00	334.05	.00 (	334.05) .0
10-430-15	SALARY-PW SEASONAL (MOWING)	.00	.00	8,216.00	8,216.00 .0
10-430-16	PW EMPLOYEES-FULL TIME	.00	.00	76,746.00	76,746.00 .0
10-430-20	EMPLOYEE BENEFITS - PW	1,245.84	10,720.16	15,360.00	4,639.84 69.8
10-430-22	FICA & MEDICARE	401.03	23,875.15	7,335.00 (	16,540.15) 325.5
10-430-23	457 RETIREMENT	137.24	2,156.49	2,302.00	145.51 93.7
10-430-25	UNEMPLOYMENT INSURANCE - PW	3.64	107.36	264.00	156.64 40.7
10-430-26	WORKERS' COMPENSATION - PW	.00	.00	3,800.00	3,800.00 .0
	TOTAL PUBLIC WORKS ADMINISTRATION	7,248.24	134,572.92	124,949.00 (	9,623.92) 107.7

TOWN OF WIGGINS  
EXPENDITURES WITH COMPARISON TO BUDGET  
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GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PUBLIC WORKS &amp; STREETS DEPT</u>					
10-431-00 UNIFORMS - PW	49.98	371.32	2,500.00	2,128.68	14.9
10-431-20 REPAIRS-EQUIPMENT & VEHICLES	1,031.80	19,369.62	15,000.00	( 4,369.62)	129.1
10-431-21 STREETS-SIGNS & MATERIAL	161.53	1,250.05	2,000.00	749.95	62.5
10-431-22 SNOW REMOVAL	.00	768.52	30,000.00	29,231.48	2.6
10-431-23 EQUIPMENT RENTAL	.00	.00	200.00	200.00	.0
10-431-24 REPAIRS & MAINTENANCE-STREETS	.00	8,432.22	.00	( 8,432.22)	.0
10-431-25 FARM HOUSE MAINT	422.98	4,735.63	5,000.00	264.37	94.7
10-431-28 FARM HOUSE UTILITIES	.00	180.83	2,700.00	2,519.17	6.7
10-431-35 COPIER LEASE	49.23	145.27	95.00	( 50.27)	152.9
10-431-39 GIS	.00	.00	250.00	250.00	.0
10-431-40 EMPLOYEE TRAINING	.00	.00	2,500.00	2,500.00	.0
10-431-41 UTILITIES - ELECTRIC	.00	581.60	1,500.00	918.40	38.8
10-431-43 BUIDING MAINT	191.29	8,986.84	20,000.00	11,013.16	44.9
10-431-45 UTILITIES-GAS	.00	1,110.62	1,200.00	89.38	92.6
10-431-46 CELL PHONE	.00	799.98	1,600.00	800.02	50.0
10-431-47 TELEPHONE & INTERNET	12.70	218.65	800.00	581.35	27.3
10-431-48 TRASH	.00	478.00	540.00	62.00	88.5
10-431-52 INSURANCE - PW	.00	17,242.63	15,000.00	( 2,242.63)	115.0
10-431-55 POSTAGE & SHIPPING-PW	.00	221.49	50.00	( 171.49)	443.0
10-431-60 STREET LIGHTING - PW	.00	9,364.18	18,000.00	8,635.82	52.0
10-431-61 OFFICE SUPPLIES	59.34	424.96	500.00	75.04	85.0
10-431-62 FUEL - PW	1,155.25	2,302.41	9,500.00	7,197.59	24.2
10-431-63 CONTRACT REFUSE REMOVAL - PW	.00	.00	2,000.00	2,000.00	.0
10-431-65 TREE PROGRAM	.00	.00	3,000.00	3,000.00	.0
10-431-66 PEST/WEED CONTROL - PW	24.51	384.00	1,600.00	1,216.00	24.0
10-431-68 COPIER EXPENSE	85.74	297.20	78.00	( 219.20)	381.0
10-431-70 IT SUPPORT	.00	.00	2,500.00	2,500.00	.0
10-431-71 COMPUTER SOFTWARE	.00	.00	424.00	424.00	.0
10-431-74 EQUIPMENT- CAPITAL OUTLAY	.00	.00	2,250.00	2,250.00	.0
10-431-76 PW VEHICLES SINKING FUND	.00	.00	15,000.00	15,000.00	.0
10-431-77 PW HEAVY EQUIP SINKING FUND	.00	.00	10,000.00	10,000.00	.0
10-431-99 OTHER MISCELLANEOUS - PW	.00	127.18	.00	( 127.18)	.0
<b>TOTAL PUBLIC WORKS &amp; STREETS DEPT</b>	<b>3,244.35</b>	<b>77,793.20</b>	<b>165,787.00</b>	<b>87,993.80</b>	<b>46.9</b>
<u>STORMWATER</u>					
10-432-59 STORMWATER ENGINEERING/DESIGN	.00	250.00	6,000.00	5,750.00	4.2
10-432-60 STORMWATER CONSTRUCTION	10.78	185.78	5,000.00	4,814.22	3.7
10-432-61 RETENTION/DETENTION POND MAINT	388.11	388.11	750.00	361.89	51.8
10-432-62 CULVERT/DITCH MAINT	362.50	362.50	7,000.00	6,637.50	5.2
10-432-63 3RD AVE STORM LIFT STATION	.00	.00	500.00	500.00	.0
10-432-64 STREET SWEEPING	.00	.00	1,200.00	1,200.00	.0
10-432-65 LEVEE REPAIR & MAINT	.00	2,754.34	5,000.00	2,245.66	55.1
<b>TOTAL STORMWATER</b>	<b>761.39</b>	<b>3,940.73</b>	<b>25,450.00</b>	<b>21,509.27</b>	<b>15.5</b>

TOWN OF WIGGINS  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PARK &amp; RECREATION</u>					
10-451-11 SALARIES - P&R DIRECTOR (SEAS)	2,445.90	38,141.11	19,476.00	( 18,665.11)	195.8
10-451-12 SALARIES - SUMMER HELP (SEAS)	.00	416.50	24,960.00	24,543.50	1.7
10-451-16 SALARIES-PW FULL-TIME	.00	.00	32,864.00	32,864.00	.0
10-451-20 EMPLOYEE BENEFITS	791.80	3,483.92	7,928.00	4,444.08	43.9
10-451-22 FICA P&R	187.12	9,159.65	5,913.00	( 3,246.65)	154.9
10-451-23 RENTS	49.20	379.67	100.00	( 279.67)	379.7
10-451-25 UNEMPLOYMENT INSURANCE	4.89	76.56	232.00	155.44	33.0
10-451-26 WORKERS' COMPENSATION	.00	.00	1,500.00	1,500.00	.0
10-451-30 SPECIAL EVENTS - P&R	.00	7.50	1,000.00	992.50	.8
10-451-38 CELL PHONE	.00	266.66	400.00	133.34	66.7
10-451-39 TELEPHONE & INTERNET	12.70	218.63	300.00	81.37	72.9
10-451-40 TRAINING	.00	.00	1,000.00	1,000.00	.0
10-451-41 UTILITIES - ELECTRIC	.00	3,735.56	12,000.00	8,264.44	31.1
10-451-42 PARK BUILDING MAINTENANCE	2,450.80	6,099.17	15,000.00	8,900.83	40.7
10-451-43 PARK REPAIR AND MAINTENANCE	4,581.79	36,918.91	20,000.00	( 16,918.91)	184.6
10-451-48 TRASH	.00	1,268.00	600.00	( 668.00)	211.3
10-451-52 INSURANCE - P&R	.00	156.27	.00	( 156.27)	.0
10-451-55 NEWSLETTERS/POSTCARDS/POSTAGE	.00	469.65	1,200.00	730.35	39.1
10-451-60 BACKGROUND CHECKS	.00	537.00	800.00	263.00	67.1
10-451-61 OPERATING SUPPLIES - P&R	4.99	701.21	1,200.00	498.79	58.4
10-451-62 PARKS & RECREATION PROGRAMS	250.26	888.50	2,000.00	1,111.50	44.4
10-451-70 IT SUPPORT	.00	19.80	100.00	80.20	19.8
10-451-71 COMPUTER SOFTWARE	.00	1,925.00	1,500.00	( 425.00)	128.3
10-451-81 ADULT ACTIVITIES	.00	600.00	.00	( 600.00)	.0
10-451-83 SOFTBALL	.00	273.84	2,750.00	2,476.16	10.0
10-451-84 BASEBALL	709.72	5,325.42	8,000.00	2,674.58	66.6
10-451-86 VOLLEYBALL	.00	.00	1,000.00	1,000.00	.0
10-451-87 SOCCER	.00	2,004.00	1,800.00	( 204.00)	111.3
10-451-88 SUMMER ACTIVITY	.00	.00	2,000.00	2,000.00	.0
10-451-90 UNIFORMS & EQUIPMENT P&R	.00	.00	150.00	150.00	.0
10-451-91 MISC FEES	.00	182.58	300.00	117.42	60.9
10-451-92 PARK CONCESSION EXPENSE	.00	.00	5,000.00	5,000.00	.0
10-451-93 MEMBERSHIP/PUBLICATIONS	.00	.00	200.00	200.00	.0
10-451-98 TRANSFER TO 1% SALES TAX FUND	.00	.00	55,000.00	55,000.00	.0
<b>TOTAL PARK &amp; RECREATION</b>	<b>11,489.17</b>	<b>113,255.11</b>	<b>226,273.00</b>	<b>113,017.89</b>	<b>50.1</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>68,066.24</b>	<b>1,004,825.34</b>	<b>1,778,458.00</b>	<b>773,632.66</b>	<b>56.5</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>( 28,706.50)</b>	<b>500,335.07</b>	<b>( 351,830.00)</b>	<b>( 852,165.07)</b>	<b>142.2</b>

TOWN OF WIGGINS  
BALANCE SHEET  
SEPTEMBER 30, 2024

WATER ENTERPRISE

ASSETS

20-10100	CASH IN COMBINED CASH FUND	1,069,473.60	
20-10120	CASH ON HAND	50.00	
20-10210	WATER ENTERPRISE CLEARING ACCT	7,603.69	
20-10250	COLOTRUST-WATER FUND	118.30	
20-10251	HIGH PLAINS WATER ENTPR FUND	183,872.53	
20-10260	COLOTRUST - DEVELOPMENT FEES	118.38	
20-10261	2011 USDA DEBT SERV RESERVE	101,872.75	
20-10262	2013 USDA DEBT SERV RESERVE	155,509.26	
20-10270	COLOTRUST-WATER BOND ACCOUNT	23.08	
20-10271	63.23% BOTW DEBT SERVICE	1,187.78	
20-10273	2020 BOTW LOAN--SINKING FUND	767,160.83	
20-10280	COLOTRUST-WATER BOND RESERVE	119.37	
20-10281	BANK OF THE WEST WTR RESRVS	21,141.24	
20-10282	2020 BOTW LOAN--D.S. RESERVE	255,866.58	
20-10290	OPERATION & MAINTENANCE FUND	118.37	
20-11500	ACCOUNTS RECEIVABLE	123,205.28	
20-14000	CWCB LOAN PROCEEDS ESCROW	1,133,775.50	
20-16100	LAND	661,549.57	
20-16200	WATER RIGHTS	5,022,202.92	
20-16300	CONSTRUCTION IN PROGRESS	222,706.00	
20-16400	PLANT EQUIPMENT	7,382,696.17	
20-16401	OTHER EQUIPMENT	28,834.06	
20-16410	ACCUMULATED DEPRECIATION	( 2,104,785.76)	
	<b>TOTAL ASSETS</b>		<u><u>15,034,419.50</u></u>

LIABILITIES AND EQUITY

LIABILITIES

20-20200	ACCOUNTS PAYABLE	( 745.37)	
20-20300	ACCRUED COMPENSATED ABSENCES	8,352.64	
20-20301	ACCR'D COMP ABS--CURR. PORTION	2,088.16	
20-20400	ACCRUED INTEREST PAYABLE	208,696.02	
20-22530	2013 USDA	449,858.98	
20-22540	REVENUE BOND PAYABLE-REA	2,586,254.50	
20-22550	BOTW LOAN--63.23% WATER	1,827,739.03	
20-22600	CAPITAL LEASES PAYABLE	180,038.55	
20-22650	2017 CWCB NOTE PAYABLE	2,408,850.00	
20-22900	CUSTOMER DEPOSIT LIABILITY	63,708.85	
	<b>TOTAL LIABILITIES</b>		7,734,841.36

FUND EQUITY

20-27900	RETAINED EARNINGS	7,080,177.67	
	UNAPPROPRIATED FUND BALANCE:		
20-29001	SUSPENSE	82,785.99	
	REVENUE OVER EXPENDITURES - YTD	46,759.92	
	<b>BALANCE - CURRENT DATE</b>		129,545.91

TOWN OF WIGGINS  
BALANCE SHEET  
SEPTEMBER 30, 2024

WATER ENTERPRISE

TOTAL FUND EQUITY	<hr/>	7,209,723.58
TOTAL LIABILITIES AND EQUITY		<u>14,944,564.94</u>

TOWN OF WIGGINS  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2024

WATER ENTERPRISE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
20-34000 WATER SALES	.00	696,571.34	1,019,736.00	323,164.66	68.3
20-34001 CUSTOMER DEPOSITS	.00	.00	500.00	500.00	.0
20-34002 BULK WATER SALES	.00	.00	200.00	200.00	.0
20-34440 TAP FEES & ACQUISITION FEES	.00	55,000.00	.00	( 55,000.00)	.0
20-34442 WATER METER SALES	.00	915.00	1,500.00	585.00	61.0
20-34450 MISCELLANEOUS WATER INCOME	.00	1,860.00	15,000.00	13,140.00	12.4
20-36000 WATER DEVELOPMENT CONTRIBUTION	.00	50.00	.00	( 50.00)	.0
20-36001 RENTAL INCOME	535.00	40,371.42	30,000.00	( 10,371.42)	134.6
20-36005 WIGGINS NORTH LAND RENT	.00	2,500.00	.00	( 2,500.00)	.0
20-36012 GLASSEY REVENUE	.00	10,000.00	.00	( 10,000.00)	.0
20-36100 INTEREST EARNED	.00	915.59	.00	( 915.59)	.0
TOTAL FUND REVENUE	535.00	808,183.35	1,066,936.00	258,752.65	75.8



TOWN OF WIGGINS  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2024

WATER ENTERPRISE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PROFESSIONAL SERVICES</u>					
20-410-13 FINANCIAL AUDIT	.00	.00	5,500.00	5,500.00	.0
20-410-30 LEGAL SERVICE	.00	1,280.00	5,000.00	3,720.00	25.6
20-410-31 WATER RIGHTS EXPENSES (LEGAL)	.00	16,629.75	80,000.00	63,370.25	20.8
20-410-32 PROFESSIONAL SERVICES WATER	2,642.23	54,009.35	90,000.00	35,990.65	60.0
20-410-33 POSTAGE	.00	704.70	1,200.00	495.30	58.7
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	.00	.00	4,000.00	4,000.00	.0
20-410-44 POSTAGE MACHINE LEASE	.00	86.31	105.00	18.69	82.2
20-410-59 DESIGN/SYSTEM ENGINEERING	.00	8,886.25	50,000.00	41,113.75	17.8
20-410-68 COPIER EXPENSE	42.88	148.61	.00	( 148.61)	.0
<b>TOTAL PROFESSIONAL SERVICES</b>	<b>2,685.11</b>	<b>81,744.97</b>	<b>246,805.00</b>	<b>165,060.03</b>	<b>33.1</b>
<u>WATER ADMINISTRATION</u>					
20-411-11 SALARY-TOWN CLERK	1,240.00	22,335.39	.00	( 22,335.39)	.0
20-411-12 EMPLOYEE SALARY-ADMINISTRATION	.00	.00	62,715.00	62,715.00	.0
20-411-15 ADMINISTRATION DEPT EMPLOYEES	1,795.39	21,820.42	.00	( 21,820.42)	.0
20-411-20 EMPLOYEE BENEFITS	410.56	3,172.16	10,405.00	7,232.84	30.5
20-411-21 COMPENSATED ABSENCE EXPENSE	.00	.00	1,000.00	1,000.00	.0
20-411-22 FICA & MEDICARE	133.91	13,406.93	4,798.00	( 8,608.93)	279.4
20-411-23 457 RETIREMENT	183.17	1,875.00	2,706.00	831.00	69.3
20-411-25 UNEMPLOYMENT INSURANCE	.00	39.20	188.00	148.80	20.9
20-411-26 WORKERS' COMPENSATION	.00	.00	175.00	175.00	.0
20-411-72 UTILITY BILLING SOFTWARE EXP	.00	.00	2,920.00	2,920.00	.0
<b>TOTAL WATER ADMINISTRATION</b>	<b>3,763.03</b>	<b>62,649.10</b>	<b>84,907.00</b>	<b>22,257.90</b>	<b>73.8</b>
<u>PUBLIC WORKS ADMINISTRATION</u>					
20-430-11 SALARY-PW MAINTENANCE	2,130.39	35,853.57	44,720.00	8,866.43	80.2
20-430-15 EMPL SALARY-PW P/T SEASONAL	.00	.00	7,332.00	7,332.00	.0
20-430-20 EMPLOYEE BENEFITS	581.50	5,001.94	7,432.00	2,430.06	67.3
20-430-22 FICA & MEDICARE	154.64	7,442.80	3,982.00	( 3,460.80)	186.9
20-430-23 457 RETIREMENT	63.92	1,028.89	1,342.00	313.11	76.7
20-430-25 UNEMPLOYMENT INSURANCE	.78	29.09	34.00	4.91	85.6
20-430-26 WORKERS' COMPENSATION	.00	.00	800.00	800.00	.0
<b>TOTAL PUBLIC WORKS ADMINISTRATION</b>	<b>2,931.23</b>	<b>49,356.29</b>	<b>65,642.00</b>	<b>16,285.71</b>	<b>75.2</b>

TOWN OF WIGGINS  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2024

WATER ENTERPRISE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SUPPLIES</u>					
20-431-22 EQUIPMENT REPAIRS AND MAINT	.00	.00	5,000.00	5,000.00	.0
20-431-62 FUEL	.00	391.06	2,000.00	1,608.94	19.6
20-431-75 VEHICLE REPAIR	.00	45.86	1,500.00	1,454.14	3.1
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TOTAL SUPPLIES	.00	436.92	8,500.00	8,063.08	5.1
<u>OPERATIONS</u>					
20-432-00 LINE MAINTENANCE	500.70	1,416.20	50,000.00	48,583.80	2.8
20-432-05 UTILITY LOCATE EXPENSE	.00	.00	400.00	400.00	.0
20-432-30 CONTRACT OPERATOR	485.00	4,864.80	6,000.00	1,135.20	81.1
20-432-35 COPIER LEASE	49.23	145.27	600.00	454.73	24.2
20-432-37 ANALYTICAL/SAMPLING EXPENSE	1,189.20	6,874.40	13,500.00	6,625.60	50.9
20-432-39 GIS	.00	.00	1,125.00	1,125.00	.0
20-432-40 TELEPHONE & INTERNET	25.39	2,062.70	2,000.00	( 62.70)	103.1
20-432-41 UTILITIES-ELECTRIC	7.10	30,818.08	80,000.00	49,181.92	38.5
20-432-45 UTILITIES-GAS	.00	807.92	2,500.00	1,692.08	32.3
20-432-46 CELL PHONE	.00	.00	764.00	764.00	.0
20-432-48 TRASH	.00	475.00	100.00	( 375.00)	475.0
20-432-49 UTILITIES-PROPANE	.00	531.76	7,000.00	6,468.24	7.6
20-432-50 PERMIT FEES	.00	.00	1,500.00	1,500.00	.0
20-432-52 INSURANCE AND BONDS	.00	6,950.84	8,000.00	1,049.16	86.9
20-432-53 BOOSTER STATION MAINTENANCE	.00	29.81	5,000.00	4,970.19	.6
20-432-54 WATER MAIN INSTALLATION EXP	200.00	328.36	2,500.00	2,171.64	13.1
20-432-55 METER INSTALL EXPENSE	.00	2,858.69	7,800.00	4,941.31	36.7
20-432-56 MAINTENANCE (PLANT) RO	258.73	116,110.51	80,000.00	( 36,110.51)	145.1
20-432-57 TREATMENT/OPERATING SUPPLIES	.00	10,797.66	8,000.00	( 2,797.66)	135.0
20-432-59 WATER WELL MAINTENANCE	.00	2,605.83	6,000.00	3,394.17	43.4
20-432-61 OFFICE SUPPLIES	.00	.00	1,500.00	1,500.00	.0
20-432-68 COPIER EXPENSE	.00	.00	800.00	800.00	.0
20-432-70 IT SUPPORT	.00	2,821.33	500.00	( 2,321.33)	564.3
20-432-75 SYSTEM REPAIR & MAINTENANCE	91.96	1,031.57	2,000.00	968.43	51.6
20-432-85 WATER LEASES	78,840.00	82,237.50	80,000.00	( 2,237.50)	102.8
20-432-86 DEPRECIATION	.00	.00	154,705.00	154,705.00	.0
20-432-87 EQUIPMENT	.00	.00	15,000.00	15,000.00	.0
20-432-91 RO SINKING FUND	.00	.00	5,000.00	5,000.00	.0
20-432-99 OTHER MISCELLANEOUS EXPENSE	.00	226.39	1,000.00	773.61	22.6
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TOTAL OPERATIONS	81,647.31	273,994.62	543,294.00	269,299.38	50.4

TOWN OF WIGGINS  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2024

WATER ENTERPRISE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DEBT SERVICE</u>					
20-471-09 LOAN PMT-CWCB	.00	.00	45,000.00	45,000.00	.0
20-471-11 LOAN PAYMENT-USDA	.00	83,759.00	147,072.00	63,313.00	57.0
20-471-12 LEASE/PURCHASE PMT-KAMMERER	.00	31,593.78	42,125.00	10,531.22	75.0
20-471-13 BOTW SINKING FUND PAYMENT	.00	45,693.48	130,000.00	84,306.52	35.2
20-471-14 BOTW INTEREST PAYMENT	.00	132,195.27	95,000.00	( 37,195.27)	139.2
TOTAL DEBT SERVICE	.00	293,241.53	459,197.00	165,955.47	63.9
TOTAL FUND EXPENDITURES	91,026.68	761,423.43	1,408,345.00	646,921.57	54.1
NET REVENUE OVER EXPENDITURES	( 90,491.68)	46,759.92	( 341,409.00)	( 388,168.92)	13.7

TOWN OF WIGGINS  
BALANCE SHEET  
SEPTEMBER 30, 2024

SEWER ENTERPRISE

ASSETS

30-10100	CASH IN COMBINED CASH FUND	1,347,458.34	
30-10250	COLOTRUST FUND	118.30	
30-10251	HIGH PLAINS SEWER ENTPR FUND	64,023.63	
30-10260	COLOTRUST SEWER PROJECT	118.30	
30-10271	36.77% BOTW DEBT SERVICE	691.17	
30-10273	2020 BOTW LOAN--SINKING FUND	461,245.67	
30-10282	2020 BOTW LOAN--D.S. RESERVE	148,793.42	
30-10290	CD 1726--STORM SEWER WGNS SCH	12,344.09	
30-11500	ACCOUNTS RECEIVABLE	52,430.68	
30-16100	LAND	821,659.00	
30-16200	BUILDINGS	130,310.00	
30-16300	CONSTRUCTION IN PROGRESS	193,724.40	
30-16400	EQUIPMENT	2,478,842.91	
30-16401	OTHER EQUIPMENT	25,098.72	
30-16410	ACCUMULATED DEPRECIATION-EQ	( 872,215.15)	
	TOTAL ASSETS		4,864,643.48

LIABILITIES AND EQUITY

LIABILITIES

30-20200	ACCOUNTS PAYABLE	10,213.54	
30-20300	ACCRUED COMPENSATED ABSENCES	8,216.51	
30-20301	ACCR'D COMP ABS--CURR. PORTION	2,054.13	
30-20400	ACCRUED INTEREST PAYABLE	7,979.55	
30-22550	BOTH 36.77% SEWER LOAN	1,062,880.97	
30-22900	CUSTOMER DEPOSIT LIABILITY	6,940.90	
30-22905	DEVELOPER PERFORMANCE DEPOSIT	11,750.00	
	TOTAL LIABILITIES		1,110,035.60

FUND EQUITY

30-27900	RETAINED EARNINGS	3,738,851.50	
	UNAPPROPRIATED FUND BALANCE:		
30-29001	SUSPENSE	48,142.35	
	REVENUE OVER EXPENDITURES - YTD	( 133,205.06)	
	BALANCE - CURRENT DATE	( 85,062.71)	
	TOTAL FUND EQUITY		3,653,788.79
	TOTAL LIABILITIES AND EQUITY		4,763,824.39

TOWN OF WIGGINS  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2024

SEWER ENTERPRISE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
30-34000 SEWER SALES	.00	307,395.36	458,348.00	150,952.64	67.1
30-34001 CUSTOMER DEPOSITS	.00	.00	150.00	150.00	.0
30-34440 TAP FEES	.00	18,000.00	.00	( 18,000.00)	.0
30-34450 MISCELLANEOUS SEWER INCOME	.00	( 400.00)	.00	400.00	.0
30-36100 INTEREST EARNED	.00	135.68	100.00	( 35.68)	135.7
TOTAL FUND REVENUE	.00	325,131.04	458,598.00	133,466.96	70.9

TOWN OF WIGGINS  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2024

SEWER ENTERPRISE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PROFESSIONAL SERVICES</u>					
30-410-13 FINANCIAL AUDIT	.00	.00	5,500.00	5,500.00	.0
30-410-30 LEGAL SERVICE	.00	.00	2,000.00	2,000.00	.0
30-410-32 PROFESSIONAL SERVICES	2,564.51	18,484.12	10,000.00	( 8,484.12)	184.8
30-410-33 POSTAGE	.00	704.70	1,000.00	295.30	70.5
30-410-34 SEWER DEPOSIT REFUND	.00	.00	500.00	500.00	.0
30-410-35 COPIER LEASE	49.23	145.27	125.00	( 20.27)	116.2
30-410-40 TRAINING	.00	.00	2,000.00	2,000.00	.0
30-410-44 POSTAGE MACHINE LEASE	.00	86.31	105.00	18.69	82.2
30-410-67 OFFICE SUPPLIES	.00	.00	100.00	100.00	.0
30-410-68 COPIER EXPENSE	42.88	148.61	200.00	51.39	74.3
<b>TOTAL PROFESSIONAL SERVICES</b>	<b>2,656.62</b>	<b>19,569.01</b>	<b>21,530.00</b>	<b>1,960.99</b>	<b>90.9</b>
<u>SEWER ADMINISTRATION</u>					
30-411-11 SALARY-TOWN CLERK	1,240.00	20,975.40	.00	( 20,975.40)	.0
30-411-14 EMPLOYEE SALARIES-ADMIN	.00	.00	54,931.00	54,931.00	.0
30-411-15 ADMINISTRATION DEPT EMPLOYEES	1,795.40	21,820.35	.00	( 21,820.35)	.0
30-411-20 EMPLOYEE BENEFITS	410.60	3,171.08	10,405.00	7,233.92	30.5
30-411-21 COMPENSATED ABSENCE EXPENSE	.00	.00	950.00	950.00	.0
30-411-22 FICA & MEDICARE	133.92	12,905.44	4,202.00	( 8,703.44)	307.1
30-411-23 457 RETIREMENT	183.18	1,834.26	1,722.00	( 112.26)	106.5
30-411-25 UNEMPLOYMENT INSURANCE	.00	36.47	165.00	128.53	22.1
30-411-26 WORKERS' COMPENSATION	.00	.00	200.00	200.00	.0
30-411-70 IT SUPPORT	.00	2,821.50	250.00	( 2,571.50)	1128.6
30-411-72 UTILITY SOFTWARE EXPENSE	.00	.00	2,920.00	2,920.00	.0
<b>TOTAL SEWER ADMINISTRATION</b>	<b>3,763.10</b>	<b>63,564.50</b>	<b>75,745.00</b>	<b>12,180.50</b>	<b>83.9</b>
<u>PUBLIC WORKS ADMINISTRATION</u>					
30-430-11 SALARY-PW MAINTENANCE	1,816.70	34,137.07	.00	( 34,137.07)	.0
30-430-12 SALARY-PW MAINTENANCE	.00	.00	44,720.00	44,720.00	.0
30-430-13 EMPL SALARY-PW P/T SEASONAL	.00	.00	7,332.00	7,332.00	.0
30-430-20 EMPLOYEE BENEFITS	498.66	4,602.38	7,432.00	2,829.62	61.9
30-430-22 FICA & MEDICARE	130.62	6,721.41	3,982.00	( 2,739.41)	168.8
30-430-23 457 RETIREMENT	54.49	977.22	1,342.00	364.78	72.8
30-430-25 UNEMPLOYMENT	.47	28.11	34.00	5.89	82.7
30-430-26 WORKERS' COMPENSATION	.00	.00	800.00	800.00	.0
<b>TOTAL PUBLIC WORKS ADMINISTRATION</b>	<b>2,500.94</b>	<b>46,466.19</b>	<b>65,642.00</b>	<b>19,175.81</b>	<b>70.8</b>

TOWN OF WIGGINS  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2024

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
30-431-41 UTILITIES-ELECTRIC	.00	.00	500.00	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	.00	15,000.00	15,000.00	.0
30-431-62 FUEL	.00	8,304.70	800.00	( 7,504.70)	1038.1
30-431-74 CAPITAL OUTLAY WWTP	.00	26,581.60	25,000.00	( 1,581.60)	106.3
30-431-75 VEHICLE REPAIRS	358.14	358.14	5,000.00	4,641.86	7.2
<b>TOTAL WWTP</b>	<b>358.14</b>	<b>35,244.44</b>	<b>56,576.00</b>	<b>21,331.56</b>	<b>62.3</b>
<u>OPERATIONS</u>					
30-432-00 LINE MAINTENANCE	41.56	630.56	7,500.00	6,869.44	8.4
30-432-05 UTILITY LOCATE EXPENSE	.00	23.22	500.00	476.78	4.6
30-432-30 CONTRACT OPERATOR	485.00	5,034.79	4,800.00	( 234.79)	104.9
30-432-39 COMPUTER SOFTWARE-GIS	.00	.00	1,200.00	1,200.00	.0
30-432-41 UTILITIES-ELECTRIC	7.09	15,454.12	28,000.00	12,545.88	55.2
30-432-42 TELEPHONE/INTERNET	6.34	1,157.68	750.00	( 407.68)	154.4
30-432-45 UTILITIES --GAS	.00	.00	1,200.00	1,200.00	.0
30-432-46 CELL PHONE	.00	.00	300.00	300.00	.0
30-432-48 TRASH	.00	175.00	750.00	575.00	23.3
30-432-50 PERMIT FEES	.00	.00	3,500.00	3,500.00	.0
30-432-51 ANALYTICAL/SAMPLING EXPENSE	241.00	3,715.00	8,000.00	4,285.00	46.4
30-432-52 INSURANCE AND BONDS	.00	6,755.50	9,000.00	2,244.50	75.1
30-432-53 SEWER CLEANING/VIDEO	.00	40,325.55	20,000.00	( 20,325.55)	201.6
30-432-54 INSTALLATION OF LINE EXPENSE	.00	134.90	500.00	365.10	27.0
30-432-55 GENERAL MAINT CENT LIFT ST	.00	.00	500.00	500.00	.0
30-432-56 GENERAL MAINTENANCE OF PLANT	959.82	14,744.50	15,000.00	255.50	98.3
30-432-57 GENERAL MAINT JOHNSON LT ST	1,991.38	48,003.84	2,500.00	( 45,503.84)	1920.2
30-432-59 ENGINEERING DESIGN	.00	.00	5,000.00	5,000.00	.0
30-432-60 TREATMENT OPERATIONS	.00	6,568.90	8,500.00	1,931.10	77.3
30-432-61 OFFICE SUPPLIES	.00	.00	200.00	200.00	.0
30-432-75 CAPITAL OUTLAY - LINES	.00	23,000.00	60,000.00	37,000.00	38.3
30-432-86 DEPRECIATION	.00	.00	51,000.00	51,000.00	.0
30-432-99 OTHER MISCELLANEOUS EXPENSE	.00	45.48	1,000.00	954.52	4.6
<b>TOTAL OPERATIONS</b>	<b>3,732.19</b>	<b>165,769.04</b>	<b>229,700.00</b>	<b>63,930.96</b>	<b>72.2</b>
<u>DEBT SERVICE</u>					
30-471-13 BOTW SINKING FUND PAYMENT	.00	48,142.35	96,536.00	48,393.65	49.9
30-471-14 BOTW INTEREST PAYMENT	.00	79,580.57	70,000.00	( 9,580.57)	113.7
<b>TOTAL DEBT SERVICE</b>	<b>.00</b>	<b>127,722.92</b>	<b>166,536.00</b>	<b>38,813.08</b>	<b>76.7</b>

TOWN OF WIGGINS  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2024

SEWER ENTERPRISE

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
TOTAL FUND EXPENDITURES	13,010.99	458,336.10	615,729.00	157,392.90	74.4
NET REVENUE OVER EXPENDITURES	( 13,010.99)	( 133,205.06)	( 157,131.00)	( 23,925.94)	( 84.8)



TOWN OF WIGGINS  
BALANCE SHEET  
SEPTEMBER 30, 2024

SALES TAX CAPITAL IMPROVEMENT

<u>ASSETS</u>			
40-10100	CASH IN COMBINED CASH FUND	732,284.98	
40-10250	COLOTRUST FUND	118.30	
40-10251	HIGH PLAINS 1% TAX FUND	15,298.94	
40-11500	ACCOUNTS RECEIVABLE	47,251.91	
	TOTAL ASSETS		794,954.13
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
40-25320	FUND BALANCE	805,194.48	
	TOTAL LIABILITIES		805,194.48
<u>FUND EQUITY</u>			
	UNAPPROPRIATED FUND BALANCE:		
	REVENUE OVER EXPENDITURES - YTD	( 26,239.95)	
	BALANCE - CURRENT DATE	( 26,239.95)	
	TOTAL FUND EQUITY		( 26,239.95)
	TOTAL LIABILITIES AND EQUITY		778,954.53

TOWN OF WIGGINS  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2024

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	31,244.09	196,285.31	310,000.00	113,714.69	63.3
40-36100 INTEREST EARNED	.00	41.46	50.00	8.54	82.9
40-39112 TRANSFER FROM GENERAL FUND	.00	.00	55,000.00	55,000.00	.0
	<u>31,244.09</u>	<u>196,326.77</u>	<u>365,050.00</u>	<u>168,723.23</u>	<u>53.8</u>
TOTAL FUND REVENUE					

TOWN OF WIGGINS  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2024

SALES TAX CAPITAL IMPROVEMENT

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CAPITAL PROJECTS</u>					
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	19,420.00	.00	( 19,420.00)	.0
40-430-16 CIP-TOWN HALL DIGITAL SIGN	.00	.00	2,500.00	2,500.00	.0
40-430-18 CIP-NON POT WATER MAIN	2,500.00	21,000.00	160,000.00	139,000.00	13.1
40-430-21 CIP-PARK PAVILION BLDG	311.63	182,146.72	125,000.00	( 57,146.72)	145.7
40-430-22 CIP-ENTRY SIGN IMPROVEMENTS	.00	.00	10,000.00	10,000.00	.0
TOTAL CAPITAL PROJECTS	2,811.63	222,566.72	372,500.00	149,933.28	59.8
TOTAL FUND EXPENDITURES	2,811.63	222,566.72	372,500.00	149,933.28	59.8
NET REVENUE OVER EXPENDITURES	28,432.46	( 26,239.95)	( 7,450.00)	18,789.95	(352.2)

TOWN OF WIGGINS  
 BALANCE SHEET  
 SEPTEMBER 30, 2024

SALES TAX STREETS

ASSETS

45-10100	CASH IN COMBINED CASH FUND	(	629,867.21)	
45-11500	ACCOUNTS RECEIVABLE		47,251.91	
			<u>47,251.91</u>	
	TOTAL ASSETS			( 582,615.30)
				<u><u>582,615.30</u></u>

LIABILITIES AND EQUITY

LIABILITIES

45-20200	ACCOUNTS PAYABLE		200.00	
45-25320	FUND BALANCE	(	727,758.55)	
			<u>727,758.55</u>	
	TOTAL LIABILITIES			( 727,558.55)

FUND EQUITY

	UNAPPROPRIATED FUND BALANCE:			
	REVENUE OVER EXPENDITURES - YTD		<u>220,500.96</u>	
	BALANCE - CURRENT DATE		220,500.96	
			<u>220,500.96</u>	
	TOTAL FUND EQUITY			<u>220,500.96</u>
	TOTAL LIABILITIES AND EQUITY			( <u><u>507,057.59</u></u> )

TOWN OF WIGGINS  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2024

SALES TAX STREETS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
45-31300 1% TOWN SALES TAX (2022)	31,244.08	196,285.27	310,000.00	113,714.73	63.3
45-33510 DONATIONS	.00	33,000.00	.00	( 33,000.00)	.0
45-36100 INTEREST EARNED	.00	.00	5.00	5.00	.0
45-39111 TRANSFER FROM 1% CIP SALES TAX	.00	.00	304,995.00	304,995.00	.0
TOTAL FUND REVENUE	31,244.08	229,285.27	615,000.00	385,714.73	37.3

TOWN OF WIGGINS  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2024

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	.00	.00	10,000.00	10,000.00	.0
45-430-11 CIP-CHAPMAN 3RD TO 4TH	.00	.00	300,000.00	300,000.00	.0
45-430-12 CIP-3RD AVE CHAPMAN TO MAIN ST	.00	.00	250,000.00	250,000.00	.0
45-430-59 CIP ENGINEERING SERVICES	.00	.00	15,000.00	15,000.00	.0
<b>TOTAL CAPITAL PROJECTS</b>	<b>.00</b>	<b>.00</b>	<b>575,000.00</b>	<b>575,000.00</b>	<b>.0</b>
<u>DEPARTMENT 431</u>					
45-431-22 REPAIRS & MAINTENANCE-STREETS	3,721.82	8,784.31	50,000.00	41,215.69	17.6
45-431-24 SNOW REMOVAL	.00	.00	15,000.00	15,000.00	.0
<b>TOTAL DEPARTMENT 431</b>	<b>3,721.82</b>	<b>8,784.31</b>	<b>65,000.00</b>	<b>56,215.69</b>	<b>13.5</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>3,721.82</b>	<b>8,784.31</b>	<b>640,000.00</b>	<b>631,215.69</b>	<b>1.4</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>27,522.26</b>	<b>220,500.96</b>	<b>( 25,000.00)</b>	<b>( 245,500.96)</b>	<b>882.0</b>

TOWN OF WIGGINS  
 BALANCE SHEET  
 SEPTEMBER 30, 2024

CONSERVATION TRUST

ASSETS

50-10100	CASH IN COMBINED CASH FUND	49,949.59	
50-10250	COLOTRUST FUND	118.30	
50-10251	HIGH PLAINS CNSRVTN TRST FUND	14,297.20	
	TOTAL ASSETS		64,365.09

LIABILITIES AND EQUITY

LIABILITIES

50-25320	FUND BALANCE	56,468.47	
	TOTAL LIABILITIES		56,468.47

FUND EQUITY

	UNAPPROPRIATED FUND BALANCE:		
	REVENUE OVER EXPENDITURES - YTD	138.12	
	BALANCE - CURRENT DATE	138.12	
	TOTAL FUND EQUITY		138.12
	TOTAL LIABILITIES AND EQUITY		56,606.59

TOWN OF WIGGINS  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2024

CONSERVATION TRUST

		<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEARNED</u>	<u>PCNT</u>
	<u>REVENUES</u>					
50-33501	CT - ST PROCEEDS (LOTTERY)	3,949.98	14,179.53	20,000.00	5,820.47	70.9
50-36100	INTEREST EARNED	.00	20.49	30.00	9.51	68.3
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	TOTAL FUND REVENUE	3,949.98	14,200.02	20,030.00	5,829.98	70.9
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>



TOWN OF WIGGINS  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2024

CONSERVATION TRUST

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DEPARTMENT 430</u>					
50-430-17 CAPITAL OUTLAY -BLEACHER SHADE	967.28	14,061.90	12,000.00	( 2,061.90)	117.2
50-430-18 CAPITAL OUTLAY-SPRY PAD	.00	.00	50,000.00	50,000.00	.0
50-430-19 CAPTAL OUTLAY-K PARK PG SOD	.00	.00	5,000.00	5,000.00	.0
<b>TOTAL DEPARTMENT 430</b>	<b>967.28</b>	<b>14,061.90</b>	<b>67,000.00</b>	<b>52,938.10</b>	<b>21.0</b>
<u>PARK OPERATIONS</u>					
50-452-60 REPAIRS AND MAINTENANCE	.00	.00	2,500.00	2,500.00	.0
<b>TOTAL PARK OPERATIONS</b>	<b>.00</b>	<b>.00</b>	<b>2,500.00</b>	<b>2,500.00</b>	<b>.0</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>967.28</b>	<b>14,061.90</b>	<b>69,500.00</b>	<b>55,438.10</b>	<b>20.2</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>2,982.70</b>	<b>138.12</b>	<b>( 49,470.00)</b>	<b>( 49,608.12)</b>	<b>.3</b>



## STAFF SUMMARY

Board of Trustees Meeting  
September 15, 2024

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**DATE:** September 19, 2024

**AGENDA ITEM NUMBER:** 6

**TOPIC:** Public Hearing and Consideration of Land Development Code Amendments to Childcare Uses by Right and RV Parks

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

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### **BACKGROUND:**

The Planning & Zoning Commission previously presented a moratorium on RV park concepts to the Board until the new Comprehensive Plan was completed. The moratorium was presented with anticipation that the RV park guidelines could be created as it's own zone district and deleting all special review items for RV parks in the other zone districts. The Board voted against the moratorium.

At the direction of the Board of Trustees, the Planning & Zoning Commission and Staff have spent the last year in multiple work sessions to create a Land Development Code (LDC) amendment proposal for RV park development guidelines as a separate appendice section of the LDC. The proposal for RV park guidelines stem from the continuous development interests and inquiries for RV parks. Although there have not been any new special review applications, the Planning & Zoning Commission and Staff felt that it would be in the best interest of the Town to have guidelines set in place.

In addition, the Planning & Zoning Commission also made recommended changes to the LDC concerning licenced child care in residential zone districts. The State of Colorado approved statutes about one year ago mandating that all jurisdictions allow licenced childcare as a use by right in all residential zone districts. The Planning & Zoning Commission is recommending making these changes, at this time, to bring the LDC in compliance with the State Statutes.

The Planning and Zoning Commission met on September 10, 2024 and passed a resolution to propose this draft for these LDC amendments.

**SUMMARY**

The Land Development Code is silent pertaining to the definition, uses by right, and development guidelines pertaining to RV park concepts. These proposed amendments will provide the Town, both boards, and the Town Staff more clarity and potentially sound of mind that RV parks that are approved would be developed in such a way to remain compatible with Wiggins and its surroundings.

**FISCAL IMPACT:**

Approving this Ordinance will not have a negative impact on the Town’s adopted budget. Funds are already allocated for the update process of ordinances with the codifier.

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

Approving this Ordinance will provide more structure to the Land Development Code.

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

The Board of Trustees can approve the Ordinance for amendments to the Land Development Code, the Board can request modifications to the Ordinance, or not approve the Ordinance.

**MOTION TO RECOMMEND APPROVAL:**

I make the motion to adopt Ordinance XX-2024 – An Ordinance Amending the Land Development Code Concerning Child Care Homes and RV Parks.

**ACTION REQUESTED:**

Motion, Second, Roll-Call Vote.

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



## **MINUTES OF MEETING**

### **TOWN OF WIGGINS PLANNING & ZONING COMMISSION MEETING**

September 10, 2024 at 7:00 p.m.

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

A regular meeting of the Planning & Zoning Commission for the Town of Wiggins, Colorado was held on Tuesday, September 10, 2024 in person. Chairman Jeff Palmer called the meeting to order at 7:14 p.m. The following Commissioners answered roll call: Chairman Jeff Palmer, Chairman Pro-Tem Stan Baumgartner, Members: Jerry Avey, and Jim Musgrave. Staff present via remote: Planning & Zoning Administrator, Hope Becker.

#### **APPROVAL OF AGENDA**

Motion was made by Chairman Pro-Tem Baumgartner to approve the agenda as written. Second was made by Member Musgrave Roll Call: Unanimously approved.

#### **APPROVAL OF MINUTES FROM MAY 21, 2024**

Motion was made by Member Avey to approve the minutes from May 21, 2024. Second was made by Member Musgrave. Roll Call: Unanimously approved.

#### **PUBLIC HEARING – CONSIDERATION OF P & Z RESOLUTION 04-2024**

Staff provided the Planning & Zoning Commission a final draft of the RV park concept and a final draft of the childcare amendments to the Land Development Code. Staff reported that there have been numerous inquiries for RV park uses within the Roberts 81 Business District. While this concept is listed as a special review use within the Roberts 81 Preliminary Planned Development and a special review use in the Wiggins Commercial District, the Land Development Code is still silent regarding development guidelines to provide the Planning & Zoning Commission and the Board of Trustees assurances that the RV concept would be developed in harmony with other Town surroundings.

Staff also provided information to the Planning & Zoning Commission that licensed childcare uses needed to be added to all residential zones as uses by right per a state statute that was passed about a year ago. Most residential zone districts had licensed childcare listed as a special review use in the Land Development Code. Member Avey asked additional questions concerning the noise levels of children and number of children at such licensed childcare located in residential homes and what would be used to make sure these locations followed certain parameters. Staff stated that each licensed childcare home is required to follow certain regulations from the State of Colorado in order to become licensed. These regulations also monitor the ages and numbers of children allowed in each licensed homecare. Each childcare



location would still be required to obtain a Town business license but the Town would no longer be allowed to require a special review for such uses in residential areas. Noise volumes would not be monitored as the Town currently does not have an ordinance in place for excessive noises.


Motion was made by Member Musgrave to approve the resolution No. 04-2024 recommending approval of amendments to the Wiggins Land Development Code. Second was made by Member Avey. Roll Call: Unanimously approved.

**ADJOURNMENT**

Chairman Palmer asked if any of the other Planning and Zoning Commissioners had any other topics to discuss. No comments were made by the other members. Planning & Zoning Administrator, Hope Becker, spoke with the board regarding her upcoming resignation. She informed the board about her move out of state, but would continue to work as a staff member for a short time period. Some of the work would be remote from her new home.

Chairman Palmer upon receiving no further comments or concerns from the Commissioners, adjourned the meeting at 7:41 pm.

Respectfully submitted:

  
Nichole Sieber, Town Clerk





## STAFF REPORT

### Planning and Zoning Commission Meeting September 10, 2024

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**DATE:** September 5, 2024

**AGENDA ITEM NUMBER:** 3

**TOPIC:** Public Hearing and Consideration of Land Development Code Amendments to Childcare Uses by Right and RV Parks

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

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#### **BACKGROUND:**

The Planning and Zoning Commission has worked in workshops and regular meetings on municipal code-Land Development Code amendments. The absence of development guidelines for RV parks in the Land Development Code has concerned both the Planning & Zoning Commission and the Board of Trustees. Attached are new guidelines and criteria to consider for the development of RV parks within the Town limits of Wiggins as a special review use.

The State of Colorado has revised statutes to allow licensed childcare in residential homes as a use by right. All childcare establishments must comply with state requirements but the Town must amend its code to allow this use as a right in all residential districts.

#### **SUMMARY**

##### *COMPREHENSIVE PLAN:*

The Comprehensive Plan is silent on matters of Land Development Code amendments.

Approving this recommendation to the Board of Trustees will not allow property owners to create their own zoning. Unless otherwise stated in the guidelines, development will follow the criteria set for Commercial District zones. Only businesses in the Commercial Zone districts will be allowed only by Special Review Use which must go before a hearing with the Planning & Zoning Commission and the Board of Trustees.

#### **OPTIONS AVAILABLE TO THE PLANNING & ZONING COMMISSION:**

- The Planning & Zoning Commission may approve the Resolution recommending approval by the Board of Trustees.

- The Planning & Zoning may approve the Resolution recommending approval with additional conditions.
- The Planning and Zoning Commission may continue the public hearing to the next meeting and request that staff or the applicant provide additional information to be brought forth.
- The Planning & Zoning Commission may approve the Resolution not recommending the approval by the Board of Trustees.

**MOTION TO RECOMMEND APPROVAL:**

I make the motion to adopt Resolution 04-2024 - A Resolution Recommending Approval of Amendments to the Wiggins Municipal Code-Land Development Code Concerning Childcare Uses by Right and RV Parks.

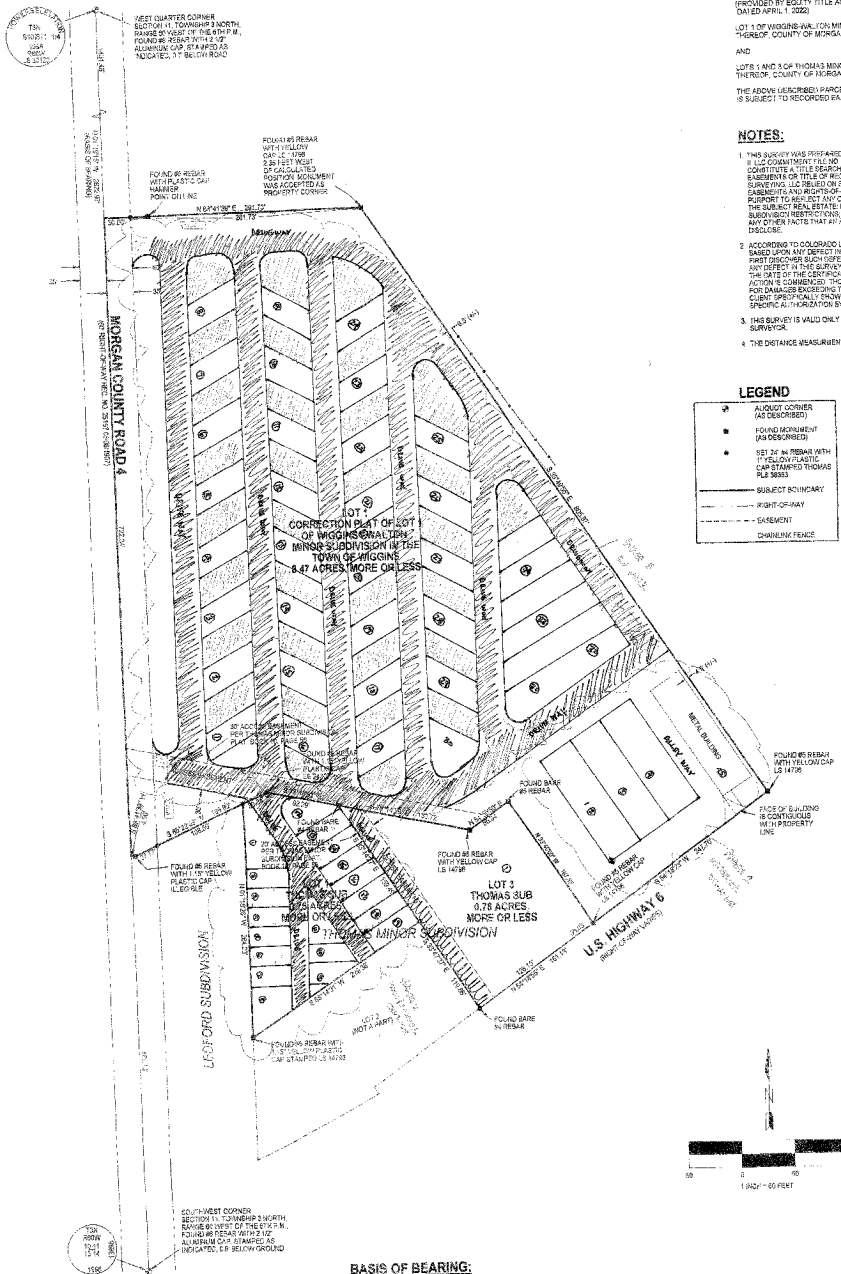
**ACTION REQUESTED:**

Motion, Second, Roll-Call Vote.

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

# LAND SURVEY PLAT

**LOT 1 OF WIGGINS-WALTON MINOR SUBDIVISION - CORRECTED PLAT AND LOTS 1 AND 3, THOMAS MINOR SUBDIVISION, BEING A PART OF THE SOUTHWEST QUARTER OF SECTION 11, TOWNSHIP 3 NORTH, RANGE 60 WEST OF THE 6TH P.M., COUNTY OF MORGAN, STATE OF COLORADO**



### LEGAL DESCRIPTION

(PROVIDED BY EQUITY TITLE ASSOCIATES II, L.L.C. TITLE COMMITMENT FILE NO. 8886, DATED APRIL 1, 2023)

LOT 1 OF WIGGINS-WALTON MINOR SUBDIVISION, ACCORDING TO THE CORRECTED PLAT THEREOF, COUNTY OF MORGAN, STATE OF COLORADO, AND LOTS 1 AND 3 OF THOMAS MINOR SUBDIVISION, ACCORDING TO THE RECORDED PLAT THEREOF, COUNTY OF MORGAN, STATE OF COLORADO. THE ABOVE DESCRIBED PARCEL OF LAND CONTAINS 9.98 ACRES, MORE OR LESS AND IS SUBJECT TO RECORDED EASEMENTS AND RIGHTS OF WAY.

### NOTES:

1. THIS SURVEY WAS PREPARED WITH THE ASSISTANCE OF EQUITY TITLE ASSOCIATES II, L.L.C. COMMITMENT FILE NO. 8886, DATED APRIL 1, 2023 AND DOES NOT CONSTITUTE A TITLE SEARCH BY THOMAS LAND SURVEYING, L.L.C. TO DETERMINE EASEMENTS AND RIGHTS-OF-WAY OF RECORD. THE SURVEY PROVIDES NO WARRANTY TO REFLECT ANY OF THE FOLLOWING WHICH MAY BE APPLICABLE TO THE SUBJECT REAL ESTATE: BUILDING SETBACKS, ZONING REGULATIONS, EASEMENTS, SUBDIVISION RESTRICTIONS, EASEMENTS OR OTHER LAND USE REGULATIONS, AND ANY OTHER FACTS THAT AFFECT AND CORRECT TITLE SEARCHABILITY THEREOF.
2. ACCORDING TO COLORADO LAW, YOU MUST COMMENCE ANY LEGAL ACTION BASED UPON ANY DEFECT IN THIS SURVEY WITHIN THREE YEARS AFTER YOUR PART DISCOVERS SUCH DEFECT, AND NO DEFECT MAY BE ACTION-BASED UNLESS YOU DISCOVER IT IN THE SURVEY OR CORRECTED MORE THAN TWO YEARS FROM THE DATE OF THE CERTIFICATION SHOWN HEREIN. IN THE EVENT LEGAL ACTION IS COMMENCED, THOMAS LAND SURVEYING, L.L.C. WILL NOT BE LIABLE FOR DAMAGES EXCEEDING THE COST OF THIS SURVEY AND THEN ONLY TO THE CLIENT SPECIFICALLY FOUND HEREON TO ANY PERSON, OR ENTITY, OTHER THAN SPECIFIC AUTHORIZATION BY THOMAS LAND SURVEYING, L.L.C.
3. THIS SURVEY IS VALID ONLY IF PRINT HAS ORIGINAL SEAL AND SIGNATURE OF SURVEYOR.
4. THE DISTANCE MEASUREMENTS SHOWN HEREON ARE U.S. SURVEY FOOT.

### LEGEND

- ▲ ALIQUOT CORNER (AS DESCRIBED)
- FOUND MONUMENT (AS DESCRIBED)
- SET 2x4x6 BEAR WITH YELLOW CAP STAMPED THOMAS FILE 3883
- SUBJECT BOUNDARY
- - - RIGHT-OF-WAY
- - - EASEMENT
- - - CHAINLINE FEASIBLE

### BASIS OF BEARING:

THE WEST LINE OF THE SOUTHWEST QUARTER OF SECTION 11, TOWNSHIP 3 NORTH, RANGE 60 WEST OF THE 6TH P.M., IS ASSUMED TO BEAR NORTH 0° 15' 15" WEST AND IS UNCORRECTED AS INDICATED.

### SURVEYOR'S CERTIFICATE:

I, ROBERT D. THOMAS, A PROFESSIONAL LAND SURVEYOR IN THE STATE OF COLORADO, DO HEREBY CERTIFY TO HAVING EXAMINED THE ABOVE SURVEY AND ACCURATE REPRESENTATION THEREOF, BASED UPON KNOWLEDGE, INFORMATION AND BELIEF. I FURTHER CERTIFY THAT THE SURVEY AND THIS PLAT CONFORM WITH ALL APPLICABLE RULES, REGULATIONS AND LAWS OF THE STATE OF COLORADO. STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND PROFESSIONAL LAND SURVEYORS MAKES NO GUARANTEE OR WARRANTY, EITHER EXPRESS OR IMPLIED.

ROBERT D. THOMAS  
COLORADO PROFESSIONAL LAND SURVEYOR #8883  
ON BEHALF OF THOMAS LAND SURVEYING, L.L.C.

DATE

DATE



**WIGGINS PLANNING & ZONING COMMISSION  
RESOLUTION NO. 04-2024**

**A RESOLUTION RECOMMENDING APPROVAL OF AMENDMENTS TO THE WIGGINS MUNICIPAL  
CODE-LAND DEVELOPMENT CODE CONCERNING CHILDCARE USES BY RIGHT AND RV PARKS**

**WHEREAS**, there has been proposed certain amendments to the Land Development Code concerning childcare uses by right and RV parks; and

**WHEREAS**, the Wiggins Planning & Zoning Commission has held a public meeting to consider such amendments to the Wiggins Land Development Code; and

**WHEREAS**, the Wiggins Planning and Zoning Commission finds that the proposed amendments should be approved in essentially the same form as set forth in this Resolution;

**NOW, THEREFORE, BE IT RESOLVED BY THE PLANNING & ZONING COMMISSION OF THE TOWN OF WIGGINS, COLORADO:**

**Section 1.** The Planning and Zoning Commission recommends that the following definitions in Section 153.015 of the Land Development Code be added or amended (words to be added are underlined; words to be deleted are ~~stricken through~~):

~~*Campground.* Any plot of improved property utilized for camping and parking of camping units as herein defined for a period not to exceed 30 days.~~

~~*Camping Unit or Recreational Vehicle (RV)* A wheeled vehicle intended to provide temporary living accommodations. It is either self-propelled, hauled or towed by a non-commercial vehicle. Included are units commonly referred to as travel trailers, camper trailers, trailer coaches, motor homes and pickup campers. It is not a mobile home.~~

~~*Child Care Home.* A child care home is a facility for child care operated with or without compensation or educational purposes in a place of residence of a family or person for the purpose of providing less than twenty-four-hour care for children under the age of eighteen years who are not related to the head of such home. ~~type of family care home in which children are received for less than 24-hour care. This is a facility receiving two or more children not related to each other or children from more than one family. Children received for care are not related to the caretaker and the care provided by the caretaker is for more than two full consecutive days on a regular weekly basis. A full day is seven or more hours.~~ The number of children in a child care home shall not exceed program requirements established by the Colorado Department of Early Childhood Social Services.~~

~~*Child Care Center.* A child care center means a facility that is maintained for the whole or part of a day for the care of five or more children who are eighteen years of age or younger and who are not related to the owner, operator, or manager thereof, whether the facility is operated with or without compensation for such care and with or without~~

stated educational purposes. The term includes, but is not limited to, facilities commonly known as child care centers, school-age child care centers, before- and after-school programs, kindergartens, preschools, day camps, and summer camps, and includes those facilities for children under six years of age with stated educational purposes operated in conjunction with a public, private, or parochial college or a private or parochial school; except that the term does not apply to any kindergarten maintained in connection with a public, private, or parochial elementary school system of at least six grades. offers each client less than 24-hour care but may operate for 24 hours in a day including a Large Child Care Center, Small Child Care Center, School-age Child Care Center, Infant Nursery and Toddler Nursery as defined by the Colorado Department of Social Services.

Recreational vehicle or RV means a vehicle designed primarily for temporary living quarters for recreational, camping or travel use, which either has its own motive power or is mounted or drawn by another vehicle, and which is designed and constructed to permit sleeping or housekeeping or both, for one (1) or more persons.

Recreational vehicle park or RV park means any area or tract of land where one or more spaces or lots are rented, let, or held out for rent or lease, to owners or users of recreational vehicles for the purpose of lodging, dwelling, or sleeping. "recreational park" does not include a mobile home park.

**Section 2.** The Planning and Zoning Commission recommends that the Land Development Code be amended to include licensed child care homes as a use by right in all zoning districts and RV parks is amended in the Commercial District as follows (words to be added are underlined; words to be deleted are ~~stricken through~~):

153.033 Rural Residential District (RR)  
B. Uses-By-Right  
10. Licensed child care homes

153.034 Estate Residential District (ER)  
B. Uses-By-Right  
8. Licensed child care homes

153.036 Residential District (R-2)  
B. Uses-By-Right  
6. Licensed child care homes

153.037 Mobile Home Park District (MHPD)  
D. Uses-By-Right  
8. Licensed child care homes  
  
E. Special Review Uses  
~~6. Childcare homes and childcare center~~

153.039 Commercial District  
C.(3) ~~Campgrounds and~~ Recreational Vehicle (RV) Parks

**Section 3.** The Planning and Zoning Commission recommends that the Land Development Code be amended by the addition of a new Appendix 153.182-Recreational Vehicle Park Development Guide to read as follows:

**APPENDICE 153.182  
RECREATIONAL VEHICLE PARK  
DEVELOPMENT GUIDELINES**

**A. Purpose.**

The purpose of this section is to ensure that recreational vehicle parks are located, operated and occupied in a manner that furthers the health, safety, and general welfare of the Town, its residents, and the occupants of recreational vehicle parks.

**B. General**

RV parks are intended to provide commercial rental parking spaces and sites for recreational vehicles (RVs), on a temporary basis, ranging from short overnight stops to longer destination-type stays.

1. RV park owners and RV park operators are responsible for ensuring compliance with the provisions of this section and all federal, state, and local laws and regulations.

**C. Application of Lodging Tax and Town Licenses.**

1. The Town's lodging occupation tax shall apply to the furnishing of lodging in a recreational vehicle park for periods of less than one (1) month or thirty consecutive days as provided in Chapter 33 of the Wiggins Municipal Code as amended.
2. The owner of an approved RV park shall apply for and obtain a Town business license in connection with the operation of the RV park.

**D. Operational Standards.**

1. *Occupation Requirement.* All RVs within the RV park must be occupied by at least one person.
2. *Prohibited.* Tents are not allowed within the RV park.
3. *Manager.* RV parks shall have an on-site manager unless alternative security measures have been approved by the Town.

4. *Structural Additions.* Temporary structures such as canvas awnings, screened enclosures, or platforms, which are normal camping equipment, may be erected but must be removed when the rental space is vacated. No other structural additions shall be built onto or become a part of any RV rental space.

5. *Storage Sheds, Buildings and Storage Bins.* RV park management may provide one (1) storage bin to be permanently placed at each RV pad. Storage bins may not exceed 5' in height, 4' deep, and 6' wide. No additional storage sheds or structures shall be installed or added.



6. *Fires.* Fires shall be made only in stoves, barbeque grills and or equipment intended for such purposes that are placed in safe and convenient locations where they will not constitute fire hazards to vegetation, undergrowth, trees and RVs. No open fires are allowed.

#### E. **Development Standards.**

1. *Minimum Park Area.* The minimum size of an RV park shall be two (2) acres.
2. *Rental Space Size.*
  - a) Rental space includes the hard surfaced pad designated for the RV units and the recreational area attached to each pad.
  - b) Minimum rental space size shall be 25 feet wide by 20 feet long. The area required for access roads, off-street parking, service buildings, recreation areas, office, and similar RV park needs shall not be included for purposes of determining minimum rental space area.
  - c) Each RV rental pad shall be equipped with a surfaced area of not less than 15 feet wide by 20 feet long. Surfacing shall consist of gravel, asphalt, or concrete. Where gravel surfacing is used, the design of the gravel pad shall be approved by the Town Manager, or his/her designee, and shall be designed to maintain proper drainage and to minimize dust. Each RV unit shall be parked entirely on the surfaced area so that no part thereof obstructs any roadway or walkway within the RV park.
3. *Setback Requirements.* Each rental space shall meet the following setback requirements:
  - a) Fifty (50) feet when abutting a state or federal highway, or designated major arterial roadway;
  - b) Twenty-five (25) feet when abutting a public right-of-way other than subsection 3.a of this section;
  - c) Fifteen (15) feet when abutting any property line other than subsection 3.a or 3.b of this section;

- d) There shall be a minimum distance of twenty (20) feet between any RV space and any building or permanent structure.

4. *Streets, Pedestrian, Walkways, and Sidewalks.*

- a) Streets or roadways and parking areas within the RV park shall be designed to provide safe and convenient access to all spaces and to facilities for common use by park occupants, and shall be constructed and maintained to allow free movement of emergency and service vehicles at all times, and shall be graded to drain, and surfaced with gravel, asphalt, or concrete.
- b) There shall be a pedestrian walkway or pathway every tenth (10th) RV rental space that shall be a minimum of five (5) feet wide and surfaced with gravel, asphalt, or concrete.
- c) All streets, roadways, parking areas, sidewalks, and pedestrian walkways within the RV park shall be owned, maintained, repaired, and replaced by the RV park owner in compliance with the Wiggins Municipal Code.

5. *Street Signs, Traffic Signs, and Striping:* The developer shall install, at the developer's expense, striping, street name signs, stop signs, speed limit signs and other signs within the RV park. Signs and striping shall be installed in a manner reasonably approved by the Town in a site plan in accordance with the Model Traffic Code and Land Development Codes, as amended, and any other applicable legal requirements. All internal signs and striping shall be owned, maintained, repaired and replaced by the park owner. Enforcement of speed limits within the RV park shall be the responsibility of the park owner.

6. *Service Facilities and offices.*

- a) All RV parks shall be provided with one or more service buildings equipped with flush toilets, lavatories, showers and laundry facilities meeting minimum State Health Department standards. Such facilities shall be conveniently located at a distance of not more than three hundred (300) feet from any RV served. Such facilities shall be constructed in accordance with applicable building codes and shall be kept in a clean and sanitary condition, and plumbing fixtures shall be maintained in good working order.
- b) All RV parks shall provide one office structure.
- c) All facilities shall be adequately lighted at all times of the day and night and shall be well ventilated. Portable fire extinguishers of a type approved by the adopted Fire Code shall be kept in the service buildings and at all locations designated by the Wiggins Rural Fire Protection District, and shall be maintained in operating condition.
- d) Each facility shall comply with minimum parking standards set by the Wiggins Municipal Code.

7. *Sanitary Disposal Stations.*

- a) Each RV park shall contain at least one sanitary disposal station for the purpose of removing and disposing of wastes from holding tanks in a clean, efficient and convenient manner.
- b) Each sanitary station shall consist of a drainage basin constructed of impervious material, containing a disposal hatch and self-closing cover, and related washing facilities.
- c) The disposal hatch of sanitary station units shall be connected to the Town's wastewater disposal system. Related facilities required to wash holding tanks and the general area of the sanitary station shall be connected to the RV park water supply system.
- d) Each sanitary station shall have a sign posted that may be required in accordance with the Land Development Code, the State Department of Health, and any other applicable legal requirements, as amended for safety measures.
- e) Sanitary stations shall be approved by the State Department of Health.

8. *Water Lines and Taps.*

- a) All utilities shall be placed underground.
- b) The developer shall obtain the appropriate water tap from the Town at the current rate.
- c) All water mains, lines, and appurtenances thereto shall be constructed and installed by the developer, at the minimum, pursuant to Town approved plans and specifications and in compliance with the Town Public Works Department and the State Health Department.
- d) Each RV rental space must be equipped with a minimum of one (1) water outlets, to provide connection for the recreational vehicle. A two-way valve may be implemented to allow garden hose usage.
- e) The RV park and each RV rental space must be equipped with a backflow prevention device in accordance with Town or State of Colorado requirements. Each appurtenance must be installed and inspected as per Town and State regulations.

9. *Sewer Lines and Taps.*

- a) All utilities shall be placed underground.
- a) The developer shall be required to obtain the appropriate sewer taps from the Town at the current rate.
- b) All sewer mains, lines, and appurtenances thereto shall be constructed and installed by the Developer, at the minimum, pursuant to Town approved plans and specifications and in compliance with the State Health Department.
- c) All RV rental spaces shall be equipped with a hookup to a public wastewater system by way of a branch line and riser pipe at least four (4) inches inside diameter. The riser pipe shall be capped with a water-tight cap or plug when not in use. Sanitary wastewater systems shall be installed in compliance with the State Health Department standards and Town rules and regulations.

10. *Other Utilities.*

a) *Electricity.*

- i. All electrical lines must be placed underground.
- ii. All RV rental spaces shall be equipped with an electrical outlet supplying at least one hundred ten (110)/one hundred twenty (120) volts, installed in accordance with applicable adopted electrical codes.

b) *Propane Tanks.*

- i. One (1) 100-pound tank and one (1) 20-pound bottle shall be allowed at any one RV rental space for the purpose of providing heat and propane gas for grilling purposes.
- i. Extra propane tanks or bottles shall not be stored on the RV rental spaces.
- ii. Propane storage tanks larger than the sizes set forth above shall not be permitted within the RV park.

11. *Refuse Disposal.*

- a) The storage, collection and disposal of refuse shall be performed so as to minimize accidents, fire hazards, air pollution, odors, insects, rodents or other nuisance conditions.
- b) All refuse shall be stored in durable, washable and nonabsorbent metal or plastic containers with tight-fitting lids. Such containers shall be provided at the rate of at least one (1) thirty (30) gallon container, secured in a rack or holder or chained to a post, for each RV rental space, or an equivalent storage capacity in enclosed centralized storage facilities. Adequate refuse collection and removal shall be the responsibility of the park owner.
- c) Centralized refuse storage facilities shall be enclosed on three (3) sides with a front gate to contain the yard dumpsters.





12. *Landscaping.* A landscape plan, to be approved by the Town Manager, or his/her designee, shall be required for all RV parks. Landscaping shall be designed to perform the following functions:

- a) Screen the RV park visually and audibly from adjacent properties as completely as possible. RV park shall be screened by means of fences or walls or by means of hedges or other landscaping approved during the special review use process;
- b) Property lines adjacent to a street shall maintain line of site into the RV park. Fences shall be see-through and not higher than four feet (4') in height.



- c) Provide an attractive entrance and street frontage;
- d) Provide dust and erosion control; Provide a neat, attractive, and aesthetically pleasing appearance.

13. *Open Space.* Open space for common areas, playgrounds and other recreational uses shall be provided at the rate of at least six (6) percent of the gross area of the RV park, and shall be of sufficient size and distribution as to be a functional part of the entire park. Open space shall not include any area designated as a roadway, RV space, storage area, laundry area, swimming pool, yard area surrounding the caretaker's or manager's residence, or any area required for setbacks. This may include a playground, dog park, or picnic / shelter area. Open space will be maintained by the RV park owner and may be restricted to use by RV park residents only.



14. *Fire Protection.* A fire protection plan shall be submitted to be reviewed by the local fire protection agency and such agency shall approve, such plan prior to the beginning of any site development. The local fire official may require any and all improvements deemed necessary to meet the International Fire Code or other adopted code and provide adequate fire safety measures for the property.

15. *Swimming Pools.* Swimming pools and natural swimming areas shall be operated, maintained and used in compliance with recommendations and requirements of the Colorado Department of Health's Regulations, Town Municipal Codes, and Standards Governing Swimming Pools and Swimming Areas.

16. *Other Improvements:*

a) *Street / Roadway Lights:* The total cost of street light installation shall be the Developer's obligation. Developer shall cause, at its own expense, the provider of electric and power service to install all required street lighting pursuant to Town-approved plans and specifications. Said street lights shall be installed concurrently with the streets on which they are located and within the development to provide adequate lighting to the park's tenants.

b) *Drainage Improvements:* Drainage improvements for the RV park shall be constructed by the Developer and, at the minimum, in accordance with plans and specifications approved by the Town. All storm drainage facilities shall be so designed and constructed by the Developer as to protect downstream and adjacent properties against injury and adequately serve the RV park. No over-lot grading shall be initiated by the Developer until all State of Colorado regulations have been met and the Town issues written approval of the over-lot grading and erosion control plans.

#### **F. Application Requirements and Procedures.**

Prior to the development of a RV park, the applicant shall submit a complete and comprehensive development plan and Land Use Application which shall be reviewed by the Wiggins Planning and Zoning Commission and final approved by the Board of Trustees in a special review hearing. The development plan shall include the following:

1. Detailed land use plan, drawn to a scale of one (1) inch equals one hundred (100) feet, unless larger scale is necessary, including the dimensions and location of each RV rental space, service buildings, common and recreation areas;
2. Typical street cross sections;
3. Location and widths of roadways, sidewalks and pedestrian ways;
4. Topography of site, at two (2) foot contours;
5. Grading, Drainage, and Stormwater plans;
6. Soil Report
7. Utility plans;

8. Landscaping, screening and fencing plans;
9. Sign Plan;
10. Fire protection plan;
11. Traffic Study (if adjacent to State Hi-Way or Interstate)
12. Acreage and percentage of land to be set aside as open space;
13. Density of RV rental spaces per acre;
14. Stormwater Plan;
15. Location and principal dimensions of all existing or proposed easements, water course boundaries, public utilities, monuments, pins, benchmarks and other significant features;
16. Proposed surface treatment and design of all interior roadways and rental pads;
17. Security and maintenance plan that RV park; and
18. Any other documents or reports that the Town Staff, Planning and Zoning Commission, or Board of Trustees may deem necessary.

**INTRODUCED, RECOMMENDED, AND RESOLVED THIS 10th DAY OF SEPTEMBER, 2024.**

TOWN OF WIGGINS, COLORADO

  
\_\_\_\_\_  
Jeffrey Palmer, Chairman

ATTEST:

  
\_\_\_\_\_  
Nichole Seiber, Town Clerk



**WIGGINS BOARD OF TRUSTEES  
ORDINANCE No. 07-2024**

**AN ORDINANCE AMENDING THE WIGGINS LAND DEVELOPMENT CODE CONCERNING CHILD CARE HOMES AND RV PARKS**

**WHEREAS**, there has been proposed an ordinance amending the Land Development Code to make child care homes a use-by-right in all residential zoning districts and to establish development guidelines for RV parks; and

**WHEREAS**, the Planning and Zoning Commission held a duly-noticed public hearing to consider such amendments to the Wiggins Land Development Code and recommended approval of the amendments; and

**WHEREAS**, the Board of Trustees has considered and finds the proposed amendments should be approved.

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

**Section 1.** The Wiggins Land Development Code is hereby amended to add licensed child care homes as a use-by-right in all zoning districts as follows (words to be added are underlined; words to be deleted are ~~stricken through~~):

- § 153.033 Rural Residential District (RR)
  - B. Uses-By-Right
    - 10. Licensed child care homes
  
- § 153.034 Estate Residential District (ER)
  - B. Uses-By-Right
    - 8. Licensed child care homes
  
- § 153.036 Residential District (R-2)
  - B. Uses-By-Right
    - 6. Licensed child care homes
  
- § 153.037 Mobile Home Park District (MHPD)
  - D. Uses-By-Right
    - 8. Licensed child care homes
  
  - E. Special Review Uses
    - ~~6. Childcare homes and childcare center~~

**Section 2.** The Wiggins Land Development Code is hereby amended by the addition of a new Appendix § 153.182 entitled “Recreational Vehicle Park Development Guidelines” to read as follows:

## § 153.182 RECREATIONAL VEHICLE PARK DEVELOPMENT GUIDELINES

### A. Purpose.

The purpose of this section is to ensure that recreational vehicle parks are located, operated and occupied in a manner that furthers the health, safety, and general welfare of the Town, its residents, and the occupants of recreational vehicle parks.

### B. General

RV parks are intended to provide commercial rental parking spaces and sites for recreational vehicles (RVs), on a temporary basis, ranging from short overnight stops to longer destination-type stays.

1. RV park owners and RV park operators are responsible for ensuring compliance with the provisions of this section and all federal, state, and local laws and regulations.

### C. Application of Lodging Tax and Town Licenses.

1. The Town's lodging occupation tax shall apply to the furnishing of lodging in a recreational vehicle park for periods of less than one (1) month or thirty consecutive days as provided in Chapter 33 of the Wiggins Municipal Code as amended.
2. The owner of an approved RV park shall apply for and obtain a Town business license in connection with the operation of the RV park.

### D. Operational Standards.

1. *Occupation Requirement.* All RVs within the RV park must be occupied by at least one person.
2. *Prohibited.* Tents are not allowed within the RV park.
3. *Manager.* RV parks shall have an on-site manager unless alternative security measures have been approved by the Town.
4. *Structural Additions.* Temporary structures such as canvas awnings, screened enclosures, or platforms, which are normal camping equipment, may be erected but must be removed when the rental space is vacated. No other structural additions shall be built onto or become a part of any RV rental space.
5. *Storage Sheds, Buildings and Storage Bins.* RV park management may provide one (1) storage bin to be permanently placed at each RV pad. Storage bins may not exceed 5' in height, 4' deep, and 6' wide. No additional storage sheds or structures shall be installed or added.



6. *Fires.* Fires shall be made only in stoves, barbeque grills and or equipment intended for such purposes that are placed in safe and convenient locations where they will not constitute fire hazards to vegetation, undergrowth, trees and RVs. No open fires are allowed.

**E. Development Standards.**

1. *Minimum Park Area.* The minimum size of an RV park shall be two (2) acres.
2. *Rental Space Size.*
  - a) Rental space includes the hard surfaced pad designated for the RV units and the recreational area attached to each pad.
  - b) Minimum rental space size shall be 25 feet wide by 20 feet long. The area required for access roads, off-street parking, service buildings, recreation areas, office, and similar RV park needs shall not be included for purposes of determining minimum rental space area.
  - c) Each RV rental pad shall be equipped with a surfaced area of not less than 15 feet wide by 20 feet long. Surfacing shall consist of gravel, asphalt, or concrete. Where gravel surfacing is used, the design of the gravel pad shall be approved by the Town Manager, or his/her designee, and shall be designed to maintain proper drainage and to minimize dust. Each RV unit shall be parked entirely on the surfaced area so that no part thereof obstructs any roadway or walkway within the RV park.
3. *Setback Requirements.* Each rental space shall meet the following setback requirements:
  - a) Fifty (50) feet when abutting a state or federal highway, or designated major arterial roadway;
  - b) Twenty-five (25) feet when abutting a public right-of-way other than subsection 3.a of this section;
  - c) Fifteen (15) feet when abutting any property line other than subsection 3.a or 3.b of this section;
  - d) There shall be a minimum distance of twenty (20) feet between any RV space and any building or permanent structure.
4. *Streets, Pedestrian, Walkways, and Sidewalks.*
  - a) Streets or roadways and parking areas within the RV park shall be designed to provide safe and convenient access to all spaces and to facilities for common use by park occupants, and shall be constructed and maintained to allow free movement of emergency and service vehicles at all times, and shall be graded to drain, and surfaced with gravel, asphalt, or concrete.
  - b) There shall be a pedestrian walkway or pathway every tenth (10th) RV rental space that shall be a minimum of five (5) feet wide and surfaced with gravel, asphalt, or concrete.

- c) All streets, roadways, parking areas, sidewalks, and pedestrian walkways within the RV park shall be owned, maintained, repaired, and replaced by the RV park owner in compliance with the Wiggins Municipal Code.
5. *Street Signs, Traffic Signs, and Striping:* The developer shall install, at the developer's expense, striping, street name signs, stop signs, speed limit signs and other signs within the RV park. Signs and striping shall be installed in a manner reasonably approved by the Town in a site plan in accordance with the Model Traffic Code and Land Development Codes, as amended, and any other applicable legal requirements. All internal signs and striping shall be owned, maintained, repaired and replaced by the park owner. Enforcement of speed limits within the RV park shall be the responsibility of the park owner.
6. *Service Facilities and offices.*
- a) All RV parks shall be provided with one or more service buildings equipped with flush toilets, lavatories, showers and laundry facilities meeting minimum State Health Department standards. Such facilities shall be conveniently located at a distance of not more than three hundred (300) feet from any RV served. Such facilities shall be constructed in accordance with applicable building codes and shall be kept in a clean and sanitary condition, and plumbing fixtures shall be maintained in good working order.
  - b) All RV parks shall provide one office structure.
  - c) All facilities shall be adequately lighted at all times of the day and night and shall be well ventilated. Portable fire extinguishers of a type approved by the adopted Fire Code shall be kept in the service buildings and at all locations designated by the Wiggins Rural Fire Protection District, and shall be maintained in operating condition.
  - d) Each facility shall comply with minimum parking standards set by the Wiggins Municipal Code.
7. *Sanitary Disposal Stations.*
- a) Each RV park shall contain at least one sanitary disposal station for the purpose of removing and disposing of wastes from holding tanks in a clean, efficient and convenient manner.
  - b) Each sanitary station shall consist of a drainage basin constructed of impervious material, containing a disposal hatch and self-closing cover, and related washing facilities.
  - c) The disposal hatch of sanitary station units shall be connected to the Town's wastewater disposal system. Related facilities required to wash holding tanks and the general area of the sanitary station shall be connected to the RV park water supply system.
  - d) Each sanitary station shall have a signs posted that may be required in accordance with the Land Development Code, the State Department of Health, and any other applicable legal requirements, as amended for safety measures.
  - e) Sanitary stations shall be approved by the State Department of Health.

8. *Water Lines and Taps.*

- a) All utilities shall be placed underground.
- b) The developer shall obtain the appropriate water tap from the Town at the current rate.
- c) All water mains, lines, and appurtenances thereto shall be constructed and installed by the developer, at the minimum, pursuant to Town approved plans and specifications and in compliance with the Town Public Works Department and the State Health Department.
- d) Each RV rental space must be equipped with a minimum of one (1) water outlets, to provide connection for the recreational vehicle. A two-way valve may be implemented to allow garden hose usage.
- e) The RV park and each RV rental space must be equipped with a backflow prevention device in accordance with Town or State of Colorado requirements. Each appurtenance must be installed and inspected as per Town and State regulations.

9. *Sewer Lines and Taps.*

- a) All utilities shall be placed underground.
- a) The developer shall be required to obtain the appropriate sewer taps from the Town at the current rate.
- b) All sewer mains, lines, and appurtenances thereto shall be constructed and installed by the Developer, at the minimum, pursuant to Town approved plans and specifications and in compliance with the State Health Department.
- c) All RV rental spaces shall be equipped with a hookup to a public wastewater system by way of a branch line and riser pipe at least four (4) inches inside diameter. The riser pipe shall be capped with a water-tight cap or plug when not in use. Sanitary wastewater systems shall be installed in compliance with the State Health Department standards and Town rules and regulations.

10. *Other Utilities.*

a) *Electricity.*

- i. All electrical lines must be placed underground.
- ii. All RV rental spaces shall be equipped with an electrical outlet supplying at least one hundred ten (110)/one hundred twenty (120) volts, installed in accordance with applicable adopted electrical codes.

b) *Propane Tanks.*

- i. One (1) 100-pound tank and one (1) 20-pound bottle shall be allowed at any one RV rental space for the purpose of providing heat and propane gas for grilling purposes.
- i. Extra propane tanks or bottles shall not be stored on the RV rental spaces.
- ii. Propane storage tanks larger than the sizes set forth above shall not be permitted within the RV park.

11. *Refuse Disposal.*

- a) The storage, collection and disposal of refuse shall be performed so as to minimize accidents, fire hazards, air pollution, odors, insects, rodents or other nuisance conditions.
- b) All refuse shall be stored in durable, washable and nonabsorbent metal or plastic containers with tight-fitting lids. Such containers shall be provided at the rate of at least one (1) thirty (30) gallon container, secured in a rack or holder or chained to a post, for each RV rental space, or an equivalent storage capacity in enclosed centralized storage facilities. Adequate refuse collection and removal shall be the responsibility of the park owner.
- c) Centralized refuse storage facilities shall be enclosed on three (3) sides with a front gate to contain the yard dumpsters.



12. *Landscaping.* A landscape plan, to be approved by the Town Manager, or his/her designee, shall be required for all RV parks. Landscaping shall be designed to perform the following functions:



- a) Screen the RV park visually and audibly from adjacent properties as completely as possible. RV park shall be screened by means of fences or walls or by means of hedges or other landscaping approved during the special review use process;
- b) Property lines adjacent to a street shall maintain line of site into the RV park. Fences shall be see-through and not higher than four feet (4') in height.



- c) Provide an attractive entrance and street frontage;
  - d) Provide dust and erosion control; Provide a neat, attractive, and aesthetically pleasing appearance.
13. *Open Space.* Open space for common areas, playgrounds and other recreational uses shall be provided at the rate of at least six (6) percent of the gross area of the RV park, and shall be of sufficient size and distribution as to be a functional part of the entire park. Open space shall not include any area designated as a roadway, RV space, storage area, laundry area, swimming pool, yard area surrounding the caretaker's or manager's residence, or any area required for setbacks. This may include a playground, dog park, or picnic / shelter area. Open space will be maintained by the RV park owner and may be restricted to use by RV park residents only.
14. *Fire Protection.* A fire protection plan shall be submitted to be reviewed by the local fire protection agency and such agency shall approve, such plan prior to the beginning of any site development. The local fire official may require any and all improvements deemed necessary to meet the International Fire Code or other adopted code and provide adequate fire safety measures for the property.
15. *Swimming Pools.* Swimming pools and natural swimming areas shall be operated, maintained and used in compliance with recommendations and requirements of the Colorado Department of Health's Regulations, Town Municipal Codes, and Standards Governing Swimming Pools and Swimming Areas.
16. *Other Improvements:*

- a) *Street / Roadway Lights*: The total cost of street light installation shall be the Developer's obligation. Developer shall cause, at its own expense, the provider of electric and power service to install all required street lighting pursuant to Town-approved plans and specifications. Said street lights shall be installed concurrently with the streets on which they are located and within the development to provide adequate lighting to the park's tenants.
  
- b) *Drainage Improvements*: Drainage improvements for the RV park shall be constructed by the Developer and, at the minimum, in accordance with plans and specifications approved by the Town. All storm drainage facilities shall be so designed and constructed by the Developer as to protect downstream and adjacent properties against injury and adequately serve the RV park. No over-lot grading shall be initiated by the Developer until all State of Colorado regulations have been met and the Town issues written approval of the over-lot grading and erosion control plans.

**F. Application Requirements and Procedures.**

Prior to the development of a RV park, the applicant shall submit a complete and comprehensive development plan and Land Use Application which shall be reviewed by the Wiggins Planning and Zoning Commission and final approved by the Board of Trustees in a special review hearing. The development plan shall include the following:

1. Detailed land use plan, drawn to a scale of one (1) inch equals one hundred (100) feet, unless larger scale is necessary, including the dimensions and location of each RV rental space, service buildings, common and recreation areas;
2. Typical street cross sections;
3. Location and widths of roadways, sidewalks and pedestrian ways;
4. Topography of site, at two (2) foot contours;
5. Grading, Drainage, and Stormwater plans;
6. Soil Report
7. Utility plans;
8. Landscaping, screening and fencing plans;
9. Sign Plan;
10. Fire protection plan;
11. Traffic Study (if adjacent to State Hi-Way or Interstate)
12. Acreage and percentage of land to be set aside as open space;
13. Density of RV rental spaces per acre;
14. Stormwater Plan;
15. Location and principal dimensions of all existing or proposed easements, water course boundaries, public utilities, monuments, pins, benchmarks and other significant features;
16. Proposed surface treatment and design of all interior roadways and rental pads;
17. Security and maintenance plan that RV park; and
18. Any other documents or reports that the Town Staff, Planning and Zoning Commission, or Board of Trustees may deem necessary.

**Section 3.** The following definitions in Section 153.015 of the Wiggins Land Development Code are hereby amended (words to be added are underlined; words to be deleted are ~~stricken through~~):

*Child Care Home.* A child care home is a facility for child care operated with or without compensation or educational purposes in a place of residence of a family or person for the purpose of providing less than twenty-four-hour care for children under the age of eighteen years who are not related to the head of such home. ~~type of family care home in which children are received for less than 24-hour care. This is a facility receiving two or more children not related to each other or children from more than one family. Children received for care are not related to the caretaker and the care provided by the caretaker is for more than two full consecutive days on a regular weekly basis. A full day is seven or more hours.~~ The number of children in a child care home shall not exceed program requirements established by the Colorado Department of Early Childhood Social Services.

*Child Care Center.* A child care center means a facility that is maintained for the whole or part of a day for the care of five or more children who are eighteen years of age or younger and who are not related to the owner, operator, or manager thereof, whether the facility is operated with or without compensation for such care and with or without stated educational purposes. The term includes, but is not limited, facilities commonly known as child care centers, school-age child care centers, before- and after-school programs, kindergartens, preschools, day camps, and summer camps and includes those facilities for children under six years of age with stated educational purposes operated in conjunction with a public, private, or parochial college or a private or parochial school; except that the term does not apply to any kindergarten maintained in connection with a public, private, or parochial elementary school system of at least six grades. ~~offers each client less than 24-hour care but may operate for 24 hours in a day including a Large Child Care Center, Small Child Care Center, School-age Child Care Center, Infant Nursery and Toddler Nursery as defined by the Colorado Department of Social Services.~~

*Recreational vehicle or RV* means a vehicle designed primarily for temporary living quarters for recreational, camping or travel use, which either has its own motive power or is mounted or drawn by another vehicle, and which is designed and constructed to permit sleeping or housekeeping or both, for one (1) or more persons.

*Recreational vehicle park or RV park* means any area or tract of land where one or more spaces or lots are rented, let, or held out for rent or lease, to owners or users of recreational vehicles for the purpose of lodging, dwelling, or sleeping. "recreational park" does not include a mobile home park.

**Section 4.** If any section, paragraph, sentence, clause, or phrase of this ordinance is held to be unconstitutional or invalid for any reason, such decision shall not affect the validity or constitutionality of the remaining portions of this ordinance. The Board of Trustees hereby

declares that it would have passed this ordinance and each part or parts hereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.

**Section 5.** All other ordinances or portions thereof inconsistent or conflicting with this ordinance or any portion hereof are hereby repealed to the extent of such inconsistency or conflict.

**INTRODUCED, READ, ADOPTED, APPROVED, AND ORDERED PUBLISHED BY TITLE ONLY,  
THIS 25<sup>TH</sup> DAY OF SEPTEMBER 2024.**

TOWN OF WIGGINS, COLORADO

---

Christopher Franzen, Mayor

ATTEST:

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Nichole Seiber, Town Clerk



## STAFF SUMMARY

### Board of Trustees Meeting September 25, 2024

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**DATE:** September 19, 2024

**AGENDA ITEM NUMBER:** 7

**TOPIC:** Consideration of Resolution to purchase new laptops for the Board of Trustee Members

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

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#### **BACKGROUND:**

It has come to Staffs' attention that the Board of Trustees' chromebooks are very aged by technology standards and are beginning to experience tech issues that are not repairable. Staff looked into local and online stores for pricing of new laptops for the board members. Attached is a matrix breakout of some average laptops.

#### **SUMMARY**

The attached resolution provides the Town Manager some flexibility with the purchase of the new laptops concerning the pricing. There is a maximum expenditure amount. Due to ongoing sales, Staff members are not guaranteed to procure the laptops listed on the matrix and may have to purchase something similar for about the same price. The average sale prices were about \$300.00. If expenditures do not go above \$450.00 for each laptop then the total amount for seven laptops would not be higher than \$3,150.00.

#### **FISCAL IMPACT:**

Approving this Resolution will be within budget items allowed in the 2024 budget. The Board of Trustees may have to approve a Budget to Actual at a future date to allow for some Tech software budget items to be moved to the tech equipment budget items.

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

Approving this Resolution will allow the Board members to continue viewing their packets and receiving their emails through the Town laptops verses personal emails. The laptops will continue to allow the Town to remain digital and to save money by not printing board packets out.

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

The Board of Trustees can approve the Resolution allowing the Town Manager to authorize the purchase of new laptops, the Board can request modifications to the Resolution, to table the Resolution, or not approve the Resolution.

**MOTION TO RECOMMEND APPROVAL:**

I make the motion to adopt Resolution XX-2024 – A Resolution Authorizing the Town Manager to Purchase New Laptops for the Board of Trustees.

**ACTION REQUESTED:**

Motion, Second, Roll-Call Vote.

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

## BOARD LAPTOP QUOTES

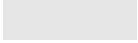
STORE	TECH LINK
Best Buy	<a href="#">HP - 17.3" Full HD Laptop - Intel Core i3 - 8GB Memory - 256GB SSD - Natural Silver</a>
Best Buy	<a href="https://www.bestbuy.com/site/asus-14-fhd-laptop-intel-celeron-n4500-with-4gb-memory-64gb-emmc-star-black/6568803.p?skuld=6568803">https://www.bestbuy.com/site/asus-14-fhd-laptop-intel-celeron-n4500-with-4gb-memory-64gb-emmc-star-black/6568803.p?skuld=6568803</a>
Richards & !	<a href="https://www.pcrichard.com/hp-15.6-touch-notebook-with-intel-i3-n305-8gb-ram-256gb-ssd-win-11/15-FD0213NR.html?utm_source=google&amp;utm_medium=organic&amp;utm_campaign=free-shopping&amp;srsId=AfmBOoqjDA8a4keHPnKifH42WtWsNZAp49T4WGz_76-gUy-3QL0OUvqimfs">https://www.pcrichard.com/hp-15.6-touch-notebook-with-intel-i3-n305-8gb-ram-256gb-ssd-win-11/15-FD0213NR.html?utm_source=google&amp;utm_medium=organic&amp;utm_campaign=free-shopping&amp;srsId=AfmBOoqjDA8a4keHPnKifH42WtWsNZAp49T4WGz_76-gUy-3QL0OUvqimfs</a>
HP	<a href="https://www.hp.com/us-en/shop/pdp/hp-laptop-14t-ep000-14-7n4k5av-1">https://www.hp.com/us-en/shop/pdp/hp-laptop-14t-ep000-14-7n4k5av-1</a>
HP	<a href="https://www.hp.com/us-en/shop/pdp/hp-laptop-15z-fc000-7g730av-1">https://www.hp.com/us-en/shop/pdp/hp-laptop-15z-fc000-7g730av-1</a>

ESTIMATED TOTAL IF PURCHASE IS NO HIGHER THAN \$450 PER DEVICE:

\$3,150.00

**PRICE**

\$399.99



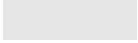
\$119.99



\$299.98



\$299.99



\$259.99



Best Buy > Computers & Tablets > Laptops > All Laptops > Windows Laptops



HP

# HP - 17.3" Full HD Laptop - Intel Core i3 - 8GB Memory - 256GB SSD - Natural Silver

Model: 17-cn2083dx SKU: 6569428

★★★★☆ 4.6 (480 Reviews)

**\$399.99**

Save \$150

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Free 6 months of security software & 1 more

**Hot offer** You're going to need Word, Excel, and PowerPoint

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Microsoft 365 Personal **\$69.99**






ASUS

# ASUS 14" FHD Laptop - Intel Celeron N4500 with 4GB Memory - 64GB eMMC - Star Black

Model: E410KA-CL464 SKU: 6568803

★★★★☆ 4.3 (176 Reviews)

**\$119.99**

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Logitech - M Wireless Opt  
**\$11.99**  
~~\$14.99~~  
  
[Add to C](#)



Protect your computer

★★★★☆ (10,311)





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ENERGY STAR | HOME

CUSTOMIZABLE



★★★★☆ 4.5 (470) [Ask a question](#)

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[CUSTOMIZE & BUY](#)

SCREEN SIZE 15.6"

- Windows 11 Home
- AMD Athlon™ Silver 7120U (up to 3.5 GHz, 2 MB L3 cache, 2 cores, 2 threads) + AMD Radeon™ Graphics + 8 GB(onboard)
- 128 GB PCIe® NVMe™ M.2 SSD [See all Specs](#)

COLOR



Add to compare Product # 7G730AV\_1

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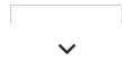
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HOME / LAPTOPS / HP LAPTOP / HP LAPTOP 14T-EP000, 14"

# HP Laptop 14t-ep000, 14"

CUSTOMIZABLE



★★★★☆ 3.0 (2) [Ask a question](#)

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Pay As Low As \$50 per month for 6 months with the HP Credit Account. Total Payments of \$300^ [Learn More](#) | [Prequalify Now\\*](#)

ADD TO CART

CUSTOMIZE & BUY

- Windows 11 Home
- Intel® Processor N200 (up to 3.7 GHz, 6 MB L3 cache, 4 cores, 4 threads) + Intel® UHD Graphics
- 8 GB DDR4-3200 SDRAM (1 X 8 GB)
- 128 GB PCIe® NVMe™ M.2 SSD [See all Specs](#)

COLOR



Add to compare Product # 7N4K5AV\_1

**TOWN OF WIGGINS, COLORADO  
RESOLUTION NO. 34-2024**

**A RESOLUTION AUTHORIZING THE TOWN MANAGER TO PURCHASE NEW LAPTOPS FOR THE BOARD OF TRUSTEES**

**WHEREAS**, the Town has aged technology for the Board of Trustees' use for reading board meeting information and interacting with public emails; and

**WHEREAS**, the Town desires to purchase seven new laptops; and

**WHEREAS**, the Board of Trustees appropriated funds in the 2024 General Fund Budget under various department budgets for the purpose of improved technology and software.

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

**Section 1.** The Board of Trustees hereby authorizes the Town Manager to purchase replacement laptops not to exceed the amount of \$3,500 total for the purchase of all seven laptops; and

**Section 2.** The Town Manager and Town Clerk/Treasurer are hereby authorized to execute and deliver all documents and monies in accordance with this resolution.

**INTRODUCED, ADOPTED, AND RESOLVED THIS 25TH DAY OF SEPTEMBER, 2024.**

TOWN OF WIGGINS, COLORADO

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

ATTEST:

\_\_\_\_\_  
Nichole Seiber, Town Clerk



## STAFF SUMMARY

Board of Trustees Meeting  
Liquor License Authority  
September 25, 2024

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**DATE:** September 23, 2024

**AGENDA ITEM NUMBER:** 8

**TOPIC:** Liquor License Renewal – Mariana’s Mexican Restaurant

**Staff Member Responsible:** Nichole Seiber, Town Clerk/Treasurer

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**BACKGROUND:**

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

**SUMMARY:**

The Town is in receipt of a renewal for a Liquor License from Mariana’s Mexican Restaurant. Their current license expired on June 26, 2024. Mariana’s Mexican Restaurant has paid the appropriate fees for the State of Colorado and has been billed by the Town of Wiggins for the processing fee. The Police Department has no cases or issues with this applicant related to the liquor license.

**FISCAL IMPACT:**

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

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

The Town of Wiggins strives to be responsive to business needs and to follow State Statute by processing licensing request as appropriate.

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

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

**MOTION FOR APPROVAL:**

I make the motion to approve the liquor license renewal for Mariana’s Mexican Restaurant.

**ACTION REQUESTED:**

Motion, Second, Roll-Call Vote.

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

DR 8400 (02/16/24)  
**COLORADO DEPARTMENT OF REVENUE**  
 Liquor Enforcement Division  
 PO BOX 17087  
 Denver CO 80217-0087  
 (303) 205-2300

**Submit to Local Licensing Authority**

Fees Due	
Annual Renewal Application Fee	\$ 250
Renewal Fee	96.25
Storage Permit \$100 X _____	\$
Sidewalk Service Area \$75.00	\$
Additional Optional Premise Hotel & Restaurant \$100 X _____	\$
Related Facility - Campus Liquor Complex \$160.00 per facility	\$
<b>Amount Due/Paid</b>	<b>\$ 346.25</b>

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

## Retail Liquor License Renewal Application

Please verify & update all information below. Return to city or county licensing authority by due date.

**Note that the Division will not accept cash.**

Paid by check

Uploaded to Movelt on Date

Paid online

Licensee Name

Mariana's Mexican Restaurant

Doing Business As Name (DBA)

Liquor License Number

03-16194

License Type

Hotel & Restaurant (city)

Sales Tax License Number

15-0032-009

Expiration Date

DECEMBER 31-2025

Due Date

### Business Address

Street Address

6012 Central Ave

Phone Number

970-483-7278

City

Wiggins

State ZIP Code

CO 80654

### Mailing Address

Street Address

P.O. Box #417

City

Wiggins

State ZIP Code

CO 80654

Email

altamariana80@gmail.com



Operating Manager

Date of Birth

Mariana Parra Márquez

03-20-1980

Home Address

Street Address

419 E Third Ave

Phone Number

970-370-4156

City

Wiggins

State

CO

ZIP Code

80654

1. Do you have legal possession of the premises at the street address?.....  Yes  No

Are the premises owned or rented?  Owned

\*If rented, expiration date of lease

Rented\*

March - 2025

2. Are you renewing a storage permit, additional optional premises, sidewalk service area, or related facility?.....  Yes  No

If yes, please see the table in the upper right hand corner and include all fees due.

3. Are you renewing a takeout and/or delivery permit?.....  Yes  No

(Note: must hold a qualifying license type and be authorized for takeout and/or delivery license privileges)

If selecting 'Yes', an additional \$11.00 is required to renew the permit.

If so, which are you renewing?.....  Delivery  Takeout  Both Takeout and Delivery

4. Since the date of filing of the last application, has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant, been found in final order of a tax agency to be delinquent in the payment of any state or local taxes, penalties, or interest related to a business?.....  Yes  No

Since the date of filing of the last application, has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant failed to pay any fees or surcharges imposed pursuant to section 44-3-503, C.R.S.?.....  Yes  No

5. Since the date of filing of the last application, has there been any change in financial interest (new notes, loans, owners, etc.) or organizational structure (addition or deletion of officers, directors, managing members or general partners)?.....  Yes  No

If yes, explain in detail and attach a listing of all liquor businesses in which these new lenders, owners (other than licensed financial institutions), officers, directors, managing members, or general partners are materially interested.

6. Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been convicted of a crime?.....  Yes  No  
If yes, attach a detailed explanation.

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

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

9. I would like to apply for a 2-year renewal.....  Yes  No

**Affirmation & Consent**

I declare under penalty of perjury in the second degree that this application and all attachments are true, correct and complete to the best of my knowledge.

Type or Print Name of Applicant/Authorized Agent of Business

Mariana Parra Márquez

Title

Owner

Signature

Mariana Márquez

Date (MM/DD/YY)

9/17/24

**Report & Approval of City or County Licensing Authority**

Local Licensing Authority Approves the license for 2-year renewal  Yes  No

If "No", please cite the law, regulation, local ordinance or resolution that gives the local licensing authority the ability to deny the applicant and grounds for denial. Also, please provide any and all investigative reports, and administrative or criminal action that relate or justify this denial.

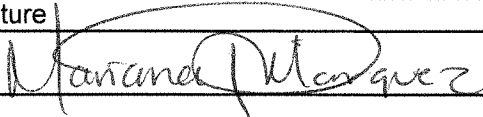
The foregoing application has been examined and the premises, business conducted and character of the applicant are satisfactory, and we do hereby report that such license, if granted, will comply with the provisions of Title 44, Articles 4 and 3, C.R.S., and Liquor Rules.

**Therefore this application is approved.**

Local Licensing Authority For

--

Title	Mariana Pama Mdrquez	Attest	
-------	----------------------	--------	--

Signature		Date (MM/DD/YY)	9/17/24
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