



**TOWN OF WIGGINS
BOARD MEETING
AGENDA**

OCTOBER 23, 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 September 25, 2024

III. REPORTS

1. Town Staff Report
2. Board of Trustees
3. Approval of Bills October 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. CONSIDERATION OF RESOLUTION 35-2024

A Resolution Approving a First Amendment to the Sub Division Agreement for the North Ridge Minor Subdivision.

1. Resolution No. 35-2024

VI. CONSIDERATION OF RESOLUTION 36-2024

A Resolution Approving the 2024 Operating Plan and Budget for the Roberts 81 Business Improvement District

1. Resolution No. 36-2024

VII. CONSIDERATION OF RESOLUTION NO. 37-2024

A Resolution Ratifying and Adopting the Town of Wiggins Services Fees

1. Resolution No. 37-2024

VIII. CONSIDERATION OF ORDINANCE NO. 08-2024

An Emergency Ordinance Amending Section 30.01 of the Wiggins Municipal Code to Increase the Compensation of the Mayor and Trustees

1. Ordinance 08-2024

IX. LIQUOR LICENSE AUTHORITY

Stub's Gas & Oil Inc. – Liquor License Renewal

X. ADJOURNMENT

1. Closing Remarks by Mayor and Adjournment of Meeting



MINUTES OF MEETING

TOWN OF WIGGINS BOARD OF TRUSTEES MEETING

September 25, 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, September 25, 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 Craig Miller, Town Manager; Nichole Seiber, Town Clerk/Treasurer; Hope Becker, Planning and Zoning Administrator; Beau Warden, Public Works Supervisor; and Melinda Culley, Town Attorney.

APPROVAL OF THE AGENDA

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

CONSENT AGENDA

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

TOWN STAFF REPORT

- The Town Manager discussed moving the Town Manager's office and the Police Department office; welcomed the Town of Wiggins' new Police Officer, Nik Clement; discussed the candidates for Planning and Zoning Administrator; attending the Central Square training; giving aid for the Wiggins 60 fire; updates on the Police Department's vehicles; attending the CML District meeting; attended the Wiggins Community Barbecue; testing the tornado siren; CIRSA audit; and the Meet and Greet for the 2024 Candidates.
- The Town Clerk stated the Mayor was officially re-running unopposed and there were 6 candidates running for the 5 open seats on the Board of Trustees. The Town Clerk also discussed updates for the Parks and Recreation Department. Those include the Country Kick-Up Line Dancing event at the Teet's Park Pavilion; NVAA volleyball is open and soccer participation numbers are high than previous years; and lastly, there are some soccer field/baseball field grants the Town may be able to obtain.
- The Public Works Supervisor discussed updates on the 1st, 3rd, and Karen Street project; the non-potable line project; and the Johnson Street Lift station project. The Public Works Supervisor also stated the Public Works Department is going to a new work-order system to better organize projects.
- The Planning and Zoning Administrator discussed the Steering Committee Meeting for the Comprehensive Plan; the low number of building permits the Town of Wiggins has had; Harrison Homes complex is still waiting on their Line of Credit; there is still an open seat on the Planning and Zoning Commission Board; Polymorphic is not going to charge the Town for the final two years of the



contract; the fair contribution money fund liability will no longer be on the Town as developers will now pay the School District directly; and the Town of Wiggins had pledged 10 units of Affordable Housing under Proposition 123.

- Trustee Perrott brought to the Board's attention some citizens have been inquiring about the taste and smell of the water in town. The Public Works Supervisor is aware of the situation and stated during the summer months the town was using more water than the RO plant could produce on a daily basis. Also, due to the Wiggins 60 fire, some of the water in the lines may have been disturbed.

APPROVAL OF JULY BILLS 2024

Motion was made by Trustee Flax to approve the September 2024 Bills. Seconded by Trustee Miller. Roll Call: Motion was unanimously approved.

FINANCIALS - ACTUAL TO BUDGET

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

SWEARING IN OF POLICE OFFICER

Nik Clement was sworn in as a Police Officer for the Town of Wiggins.

PUBLIC COMMENTS

The Public Comments portion of the meeting was opened at 7:55 p.m.

Milton Beydler appeared in person. Milton brought forth concerns about building a portable car port and putting road base on top of fill sand.

Debra Irwin appeared in person. Debra brought forth concerns of loud bass noise in her neighborhood.

Jodi Walker appeared in person. Jodi introduced herself as a candidate running for County Commissioner. She spoke of the need for transparency, education, economic growth, and quality use of tax dollars.

The Public Comment portion of the meeting was closed at 8:19 p.m.

APPOINTMENT OF CHIEF OF POLICE

Jim Parks was presented to the Board of Trustees as the pick for the new Chief of Police.

Motion was made by Trustee Perrott to approve the Appointment of Jim Parks as the Chief of Police in Wiggins, Colorado. Seconded by Mayor Pro-Tem Herbstman. Roll Call: Motion was unanimously approved.

PUBLIC HEARING ON LAND DEVELOPMENT CODE AMENDMENTS



The Planning and Zoning Administrator presented this before the Board of Trustees. A year ago, the Planning and Zoning Commissioners looked at an application to put in an RV Park and Campground concept off of north Main Street. At that time, the Board of Trustees did not vote in favor of the Resolution. The Planning and Zoning Commissioners felt a need to create guidelines, that were absent in the Land Development Code, so that if there were to be another application of this kind the Town of Wiggins would have guidelines. Also, an amendment to the Land Development Code is needed to make licensed child care in residential homes a use-by-right.

The Public Comments portion of the meeting was opened at 8:29 p.m.

The Public Comment portion of the meeting was closed at 8:29 p.m.

CONSIDERATION OF ORDINANCE 07-2024 – An Ordinance Amending the Wiggins Land Development Code Concerning Childcare Homes and RV Parks.

There was discussion about the required soil report.

Motion was made by Mayor Pro-Tem Herbstman to approve Ordinance 07-2024. Seconded by Trustee Perrott. Roll Call: Motion was unanimously approved.

LIQUOR LICENSE AUTHORITY – Mariana’s Mexican Restaurant LLC, Liquor License Renewal

Motion was made by Trustee Flax to approve the Liquor License Renewal for Mariana’s Mexican Restaurant. Seconded by Trustee Schwindt. Roll Call: Motion was unanimously approved.

ADJOURNMENT

The Mayor invited closing remarks.

The Mayor inquired about the Glassey Farms payment and the Town Attorney stated she will bring more information to the next work session.

Mayor Franzen adjourned the meeting at 8:44 p.m.

Respectfully submitted by:

A handwritten signature in blue ink that reads "Nichole A. Seiber". The signature is written over a horizontal line.

Town Clerk/Treasurer, Nichole Seiber



TOWN STAFF'S REPORT

**Board of Trustees Meeting
October 23, 2024**

- Town Manager Updates
- Admin Updates
- Public Works Updates
- Planning and Zoning Updates
- Parks and Rec Updates
- Police Department Updates

INCIDENT ANALYSIS - DAY

Date 10/01/2024

Time 17:23:55

Report CFS03

Agency Wiggins Police Dept.

Dates 09/01/2024 Thru 09/30/2024

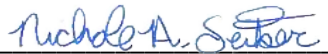
Activity	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Total
Agency: WPD Wiggins Police Dept.								
00400 Assault	0	0	1	0	0	0	0	1
01100 Fraud	0	1	0	0	0	0	0	1
01400 Vandalism/crim Mischf	0	0	0	0	1	0	0	1
01800 Drug/narcotics	0	1	0	0	0	0	0	1
02415 Domestic Violence	0	0	0	1	0	0	0	1
02430 Loud Noise	0	0	0	0	0	0	1	1
02660 Harass/threat	0	2	1	0	0	0	1	4
02671 Dog At Large	1	0	0	0	0	2	0	3
02700 Susp Pers/veh/inc	1	2	0	0	0	0	1	4
03000 Community Policing	0	0	0	0	1	2	0	3
03010 Assist Other Agency	1	0	0	3	1	0	3	8
03055 Remove A Party	1	0	0	0	0	0	0	1
03070 Keep The Peace	0	3	1	1	1	0	0	6
03100 Welfare Check	0	0	0	0	1	0	0	1
03120 Extra Patrol	1	0	0	0	0	0	4	5
03540 Traffic Accident	0	0	0	0	0	1	0	1
03600 Driving Complaint	0	1	0	0	0	0	1	2
03610 Parking Complaint	0	0	0	0	1	0	0	1
03650 Cat At Large	0	0	0	1	1	0	0	2
03670 Animal Bite	1	0	0	0	0	0	0	1
03750 Meet Party	0	1	1	0	0	1	0	3
03760 Information	1	0	0	0	0	0	0	1
05000 Misc	0	0	0	0	1	0	0	1
05007 Restraining Order Violati	1	0	1	0	0	0	0	2
07510 Abandoned Vehicle	0	1	0	0	0	0	0	1
07520 Motorist Assist	1	1	0	0	0	0	0	2
07530 Traffic Contact	4	1	1	0	5	6	1	18
07570 Unlock Vehicle	0	1	0	0	0	0	0	1
07580 Vehicle Inspection	1	1	0	0	1	1	0	4
07700 Juv Problem	0	0	1	0	0	0	0	1
09001 911-Welfare Check	4	2	3	0	2	1	0	12
09006 Registered Sex Offender	0	0	1	1	0	0	0	2
09007 Animal Welfare Check	0	0	1	0	0	0	0	1
09900 Follow Up/Investigation	1	6	5	0	7	3	2	24
35DU Traffic Contact-DUI Inv	0	0	1	0	0	1	0	2
35HR Traffic Accident-H & R	0	0	1	0	0	0	0	1
S2T Safe2Tell	0	0	2	1	0	1	0	4
SEO Select Enforce Off Init	0	1	4	3	2	5	0	15
Wiggins Police Dept. Agency Total	19	25	25	11	25	24	14	143
Total	19	25	25	11	25	24	14	143

TOWN OF WIGGINS - BILLS PAID
OCTOBER 2024

Vendor Name	Description	Amount Paid
BLOEDORN LUMBER	PW Supplies	\$723.54
BLUE LIGHTNING	Phone and internet	\$691.25
BMO Harris	Installment Loan	\$58,379.61
BMO HARRIS N.A. - PAYMENT (3116)	Credit Cards	\$10,425.13
CASELLE, INC	Support	\$4,160.00
CENTRAL CO WATER CONSERV DIST	Per Par 5 of theh IGA 12/30/2019	\$400,000.00
CHAD GABEL	Mowing Ponds and Pump Station	\$1,530.00
Christiansen Psychotherapy&Consultation	Pre-Employment Psych Eval	\$900.00
CHS HIGH PLAINS	Weed Killer	\$886.06
CIRSA	Deductible	\$16.30
CITY OF FORT MORGAN UTILITIES	GLASSEY PUMP #89 (E)	\$24.51
COMMERCIAL PRINTERS AND SIGNS	Work Order Books	\$1,625.00
DRK ENTERPRISES LLC	LED Lights for Ball Field	\$18,600.64
ERGOMED, INC	Screen/Drug Test - Juim Parks	\$200.00
G.L. ROOFING LLC	Farm House Maintenance	\$39,230.40
GALLS	Gear	\$386.40
GERTGE TECHNOLOGY, LLC	Phone	\$115.02
GRAHAM, GAVIN	Uniform Reimbursement	\$193.71
GRAINGER	String Trimmer/Adapters	\$602.53
Great Copier Service	Copier Lease	\$76.95
HARBOR FREIGHT TOOLS	Pumps	\$519.98
HAYES POZNANOVIC KORVER, LLC	Attorney's fees	\$1,833.00
HE LLC	Lift Station Fence	\$500.00
INVOICE CLOUD	Invoice Cloud Software Subscription	\$712.45
JARVIS	MONTHLY BILLING	\$525.00
KAMMERER, WILLIAM M.	Water Shares Lease/Purch Paymt	\$3,510.42
KELLY, PC	Legal Fees	\$3,892.50
L.A.W.S.	13 Chevy Tahoe	\$6,715.00
LAW OFFICE OF AMY C. PENFOLD LLC	PROSECUTING ATTORNEY FEES	\$630.00
LEAF	Copier Lease Split	\$683.70
LRE Water	Tasks performed through August 2024	\$2,103.25
LYONS GADDIS	water legal	\$384.00
MARTIN MARIETTA MATERIALS	Tack	\$750.00
MAV LANDSCAPING LLC	Mowing	\$640.00
MILLER & ASSOCIATES	Wiggins General Services	\$2,446.25
MILLER, CRAIG	Mileage Reimbursement	\$194.17
MJ'S GARAGE DOOR SERVICE	Garage Door	\$6,235.00
MORGAN COUNTY	Permit Fee	\$150.00
MORGAN COUNTY QUALITY WATER	3261 CR U	\$161.91
MORGAN COUNTY REA	Utilities	\$12,571.47
NEWCO INC	Aerator Fuses	\$221.40
NVAA	NVAA Volleyball & Soccer Dues	\$559.48
OUT EAST CONTRACTING, LLC	Road Base	\$4,080.00
PARKS, JAMES	Uniform Reimbursement	\$197.10
PITNEY BOWES (LEASE & SUPPLIES)	Postage Meter Lease	\$282.17
PITNEY BOWES-PURCHASE POWER (Postage)	Postage	\$603.75

TOWN OF WIGGINS - BILLS PAID
OCTOBER 2024

PROFESSIONAL MANAGEMENT SOLUTIONS	Accounting Services	\$6,182.50
RH WATER & WASTEWATER, INC.	Water/Sewer	\$1,085.00
SAFE LIFE DEFENSE	Uniforms	\$2,529.60
SAFEbuilt Lochbox #88135, LLC	Building Permit	\$60.00
SINGLEPOINT LLC	Copier Lease	\$203.19
State of Colorado	2024-2025 Annual Permit	\$1,000.00
State of Colorado	2024-2024 Permit Fee	\$1,427.00
STATEWIDE INTERNET PORTAL AUTH	Google Workspace Starter 2024-2025	\$1,155.00
TREATMENT TECHNOLOGY	Water/Sewer Treatment Plant	\$2,967.60
UNCC	WATER/SEWER RTL TRANSMISSIONS	\$12.90
USA BLUEBOOK	Service Box Cover Wrench	\$152.34
VIAERO WIRELESS	Cell Phones	\$642.83
WELDON VALLEY DITCH COMPANY	Assessments	\$219.00
WELLER FABRICATION & MACHINE	STEEL	\$66.00
WEX FLEET UNIVERSAL	Fuel	\$1,353.18
WOLF WASTE, LLC	Trash Removal	\$981.00
XCEL ENERGY	Utilities	\$487.61

Approved by: 

Date 10/22/24

TOTAL: \$610,393.80

TOWN OF WIGGINS
 COMBINED CASH INVESTMENT
 OCTOBER 31, 2024

COMBINED CASH ACCOUNTS

01-10210	HIGH PLAINS-MAIN CHECKING	258,252.99
01-10220	HIGH PLAINS-SWEEP ACCOUNT	3,927,592.80
01-10700	RETURNED CHECK CLEARING ACCT	16,781.83
01-10750	UTILITY CASH CLEARING ACCOUNT	(275,522.20)
	TOTAL COMBINED CASH	3,927,105.42
01-20200	ACCOUNTS PAYABLE	(467.78)
01-10100	CASH ALLOCATED TO OTHER FUNDS	(4,165,849.02)
	TOTAL UNALLOCATED CASH	(239,211.38)

CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO GENERAL FUND	2,098,996.18
20	ALLOCATION TO WATER ENTERPRISE	656,718.77
30	ALLOCATION TO SEWER ENTERPRISE	1,267,463.61
40	ALLOCATION TO SALES TAX CAPITAL IMPROVEMENT	685,413.63
45	ALLOCATION TO SALES TAX STREETS	(581,831.76)
50	ALLOCATION TO CONSERVATION TRUST	39,088.59
	TOTAL ALLOCATIONS TO OTHER FUNDS	4,165,849.02
	ALLOCATION FROM COMBINED CASH FUND - 01-10100	(4,165,849.02)
	ZERO PROOF IF ALLOCATIONS BALANCE	.00

TOWN OF WIGGINS
BALANCE SHEET
OCTOBER 31, 2024

GENERAL FUND

ASSETS

10-10100	CASH IN COMBINED CASH FUND	2,098,996.18	
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	18,933.20	
10-10250	COLOTRUST FUND	120.00	
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		3,145,957.82

LIABILITIES AND EQUITY

LIABILITIES

10-20200	ACCOUNTS PAYABLE	(7,216.01)	
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	17,775.72	
10-22740	POLICE PENSION PAYABLE	(3,124.67)	
10-22760	DEFERRED COMP CONTRIB PAYABLE	(3,257.89)	
10-22770	UNEMPLOYMENT PAYABLE	(10.95)	
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		2,673,915.13

FUND EQUITY

UNAPPROPRIATED FUND BALANCE:			
REVENUE OVER EXPENDITURES - YTD	306,494.22		
BALANCE - CURRENT DATE		306,494.22	
TOTAL FUND EQUITY			306,494.22
TOTAL LIABILITIES AND EQUITY			2,980,409.35

TOWN OF WIGGINS
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 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	29,206.49	225,554.27	310,000.00	84,445.73 72.8
10-31301	USE TAX	322.42	21,316.47	10,000.00 (11,316.47) 213.2
10-31420	CIGARETTE TAX	199.92	1,680.77	1,000.00 (680.77) 168.1
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	432.39	11,289.70	15,000.00	3,710.30 75.3
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	150.00	17,828.80	25,000.00	7,171.20 71.3
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	6,974.44	63,392.15	60,869.00 (2,523.15) 104.2
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	25.00	325.00	.00 (325.00) .0
10-34215	VIN INSPECTIONS	15.00	700.00	200.00 (500.00) 350.0
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	850.00	1,000.00	150.00 85.0
10-34287	SOCCER REG FEES	.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	245.00	34,169.79	37,250.00	3,080.21 91.7
10-36000	OTHER MISCELLANEOUS REVENUE	100.00	1,787.36	.00 (1,787.36) .0
10-36010	DOG LICENSES/CLINIC	.00	345.00	300.00 (45.00) 115.0
10-36011	BUSINESS LICENSES	.00	716.00	200.00 (516.00) 358.0
10-36012	CONTRACTOR LICENSES	.00	1,085.00	1,250.00	165.00 86.8
10-36013	GOLF CART LICENSES	75.00	475.00	200.00 (275.00) 237.5
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	95,366.75	35,000.00 (60,366.75) 272.5
10-36310	BUILDING & FARM RENT	250.00 (3,660.74)	6,000.00	9,660.74 (61.0)
10-36500	CONTRIBUTIONS/DONATIONS	.00	105.00	.00 (105.00) .0
10-36501	SPONSORSHIPS	.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	50.00	5,260.89	.00 (5,260.89) .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 10 MONTHS ENDING OCTOBER 31, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
TOTAL FUND REVENUE	38,045.66	1,455,239.40	1,426,628.00	(28,611.40)	102.0

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 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	1,300.00	500.00	(800.00)	260.0
10-410-32 PROFESSIONAL SERVICES	2,040.23	24,611.70	20,000.00	(4,611.70)	123.1
10-410-34 CODIFICATION	.00	4,283.38	4,500.00	216.62	95.2
10-410-35 COPIER LEASE	34.63	1,741.24	950.00	(791.24)	183.3
10-410-40 EMPLOYEE TRAINING	.00	.00	5,000.00	5,000.00	.0
10-410-41 TELEPHONE & INTERNET	59.70	274.85	2,800.00	2,525.15	9.8
10-410-42 UTILITIES--ELECTRIC	.00	509.71	1,000.00	490.29	51.0
10-410-43 OFFICE BLDG REPAIRS & MAINT	.00	132.44	5,000.00	4,867.56	2.7
10-410-44 POSTAGE METER LEASE	70.54	286.33	1,600.00	1,313.67	17.9
10-410-45 UTILITIES-GAS	41.63	2,584.41	1,525.00	(1,059.41)	169.5
10-410-46 CELL PHONE	.00	1,003.88	1,400.00	396.12	71.7
10-410-48 TRASH	.00	900.00	300.00	(600.00)	300.0
10-410-52 INSURANCE & BONDS	16.30	24,913.82	48,000.00	23,086.18	51.9
10-410-54 ADVERTISING	.00	.00	600.00	600.00	.0
10-410-55 POSTAGE & SHIPPING	.00	880.98	800.00	(80.98)	110.1
10-410-58 TRAVEL & MEETINGS	.00	6,540.72	5,200.00	(1,340.72)	125.8
10-410-61 OPERATING SUPPLIES	.00	(6,022.75)	5,500.00	11,522.75	(109.5)
10-410-68 COPIER EXPENSE	.00	(1,196.19)	1,500.00	2,696.19	(79.8)
10-410-70 IT SUPPORT	600.12	4,268.51	15,000.00	10,731.49	28.5
10-410-71 COMPUTER SOFTWARE	349.50	11,871.86	3,000.00	(8,871.86)	395.7
10-410-87 EQUIPMENT	.00	.00	2,000.00	2,000.00	.0
10-410-90 DUES & SUBSCRIPTIONS	.00	5,163.37	2,000.00	(3,163.37)	258.2
10-410-91 NEWSLETTERS & PUBLICATIONS	.00	128.92	600.00	471.08	21.5
TOTAL GENERAL GOVERNMENTAL	3,412.65	84,177.18	134,275.00	50,097.82	62.7
<u>ADMINISTRATION DEPARTMENT</u>					
10-411-11 SALARY-TOWN CLERK	.00	27,061.14	.00	(27,061.14)	.0
10-411-15 ADMINISTRATION DEPT EMPLOYEES	4,142.69	50,100.59	129,321.00	79,220.41	38.7
10-411-20 EMPLOYEE BENEFITS	796.16	6,576.91	18,828.00	12,251.09	34.9
10-411-22 FICA & MEDICARE	220.03	61,044.72	9,893.00	(51,151.72)	617.1
10-411-23 457 RETIREMENT	215.26	2,835.97	5,365.00	2,529.03	52.9
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	.00	872.30	1,200.00	327.70	72.7
10-411-28 TA VEHICLE STIPEND	.00	.00	2,000.00	2,000.00	.0
TOTAL ADMINISTRATION DEPARTMENT	5,374.14	148,589.73	170,957.00	22,367.27	86.9

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>JUDICIAL DEPARTMENT</u>					
10-412-00 CONTRACT-JUDGE	.00	2,812.50	3,800.00	987.50	74.0
10-412-01 CONTRACT-TOWN PROSECUTOR	630.00	4,515.00	5,000.00	485.00	90.3
10-412-11 COURT SPANISH INTERPRETOR	.00	275.00	.00	(275.00)	.0
10-412-35 COPIER LEASE	7.70	386.95	225.00	(161.95)	172.0
10-412-41 TELEPHONE & INTERNET	.00	.00	100.00	100.00	.0
10-412-44 POSTAGE METER LEASE	42.33	171.81	175.00	3.19	98.2
10-412-55 POSTAGE	.00	553.67	750.00	196.33	73.8
10-412-61 OFFICE SUPPLIES	.00	.00	175.00	175.00	.0
10-412-68 COPIER EXPENSE	.00	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	69.30	200.00	130.70	34.7
TOTAL JUDICIAL DEPARTMENT	680.03	9,081.43	10,875.00	1,793.57	83.5
<u>MAYOR & LEGISLATIVE BOARDS</u>					
10-413-10 MAYOR COMPENSATION	200.00	1,200.00	2,400.00	1,200.00	50.0
10-413-11 BOARD OF TRUSTEES COMPENSATION	200.00	3,080.00	2,880.00	(200.00)	106.9
10-413-12 BOARD OF TRUSTEES APPRECIATION	.00	.00	500.00	500.00	.0
10-413-22 FICA & MEDICARE	30.60	1,372.42	404.00	(968.42)	339.7
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	323.40	500.00	176.60	64.7
10-413-90 DUES & SUBSCRIPTIONS	.00	.00	2,500.00	2,500.00	.0
TOTAL MAYOR & LEGISLATIVE BOARDS	430.60	5,975.82	17,384.00	11,408.18	34.4
<u>ELECTIONS</u>					
10-414-00 ELECTIONS	.00	.00	4,500.00	4,500.00	.0
TOTAL ELECTIONS	.00	.00	4,500.00	4,500.00	.0
<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	.00	33,952.50	50,000.00	16,047.50	67.9
10-415-40 REPORTING & PUBLISHING	.00	.00	500.00	500.00	.0
TOTAL TREASURER'S OFFICE	.00	48,288.91	62,500.00	14,211.09	77.3

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 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
TOTAL ECONOMIC DEVELOPMENT	.00	2,670.00	77,800.00	75,130.00	3.4
<u>COMMUNITY DEVELOPMENT</u>					
10-417-30 COMMUNITY MEETINGS	.00	.00	1,000.00	1,000.00	.0
10-417-35 COPIER LEASE	7.70	386.95	200.00	(186.95)	193.5
10-417-44 POSTAGE MACHINE LEASE	28.22	114.53	135.00	20.47	84.8
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	.00	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	69.30	125.00	55.70	55.4
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
TOTAL COMMUNITY DEVELOPMENT	35.92	1,447.98	11,510.00	10,062.02	12.6
<u>PLANNING & ZONING</u>					
10-418-30 LEGAL/ENGINEERING SUPPORT	6,338.75	18,627.50	6,000.00	(12,627.50)	310.5
10-418-35 COPIER LEASE	7.67	386.84	200.00	(186.84)	193.4
10-418-40 STAFF TRAINING	.00	.00	1,500.00	1,500.00	.0
10-418-41 TELEPHONE & INTERNET	11.50	133.64	95.00	(38.64)	140.7
10-418-44 POSTAGE MACHINE LEASE	42.33	171.81	175.00	3.19	98.2
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	.00	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	.00	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	231.00	650.00	419.00	35.5
10-418-93 COMPREHENSIVE PLAN	.00	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
TOTAL PLANNING & ZONING	6,400.25	69,060.90	215,793.00	146,732.10	32.0

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
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GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>COMMUNITY PROGRAMS</u>					
10-419-00	.00	25,507.55	35,000.00	9,492.45	72.9
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	.00	10,600.00	25,000.00	14,400.00	42.4
10-419-05	.00	1,373.19	3,000.00	1,626.81	45.8
10-419-10	145.78	2,142.83	10,800.00	8,657.17	19.8
10-419-20	.00	2,040.69	10,000.00	7,959.31	20.4
10-419-22	11.15	163.91	.00	(163.91)	.0
10-419-25	.29	4.28	.00	(4.28)	.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	.00	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
TOTAL COMMUNITY PROGRAMS	157.22	50,132.55	106,150.00	56,017.45	47.2

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 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	2,529.60	13,970.14	9,500.00	(4,470.14)	147.1
10-421-10 CAPITAL OUTLAY LEASE	.00	941.10	.00	(941.10)	.0
10-421-11 SALARIES-COMMAND OFFICERS	.00	10,559.90	.00	(10,559.90)	.0
10-421-15 POLICE SALARIES	8,194.53	178,875.87	215,392.00	36,516.13	83.1
10-421-20 EMPLOYEE BENEFITS	822.00	15,953.50	29,729.00	13,775.50	53.7
10-421-21 VEHICLE/MOBILE EQUIPMENT	6,715.00	7,140.30	12,000.00	4,859.70	59.5
10-421-22 FICA & MEDICARE	473.52	10,965.99	2,800.00	(8,165.99)	391.6
10-421-23 PENSION-FPPA	876.57	14,996.86	25,847.00	10,850.14	58.0
10-421-24 DEATH & DISABILITY-FPPA	90.39	1,914.31	3,446.00	1,531.69	55.6
10-421-25 UNEMPLOYMENT INSURANCE	11.45	129.14	646.00	516.86	20.0
10-421-26 WORKERS' COMPENSATION	.00	.00	4,500.00	4,500.00	.0
10-421-28 FARM HOUSE UTILITIES-GAS/ELECT	.00	1,327.49	2,800.00	1,472.51	47.4
10-421-29 UNIFORMS	197.10	883.50	1,500.00	616.50	58.9
10-421-30 PROFESSIONAL LEGAL SERVICES	.00	.00	1,000.00	1,000.00	.0
10-421-35 COPIER LEASE	7.70	386.95	150.00	(236.95)	258.0
10-421-40 TRAINING	.00	(54.00)	4,000.00	4,054.00	(1.4)
10-421-41 TELEPHONE & INTERNET	70.40	737.37	750.00	12.63	98.3
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)	.00	2,200.41	7,500.00	5,299.59	29.3
10-421-44 UTILITIES-ELECTRIC	.00	509.71	1,200.00	690.29	42.5
10-421-45 UTILITIES-GAS	.00	908.12	600.00	(308.12)	151.4
10-421-46 CELL PHONE	.00	1,826.52	2,775.00	948.48	65.8
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	276.81	600.00	323.19	46.1
10-421-62 FUEL	.00	3,145.70	15,000.00	11,854.30	21.0
10-421-64 CRIME PREVENTION	.00	425.77	250.00	(175.77)	170.3
10-421-68 COPIER EXPENSE	.00	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	388.60	4,000.00	3,611.40	9.7
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
TOTAL POLICE DEPARTMENT	19,988.26	292,274.24	388,555.00	96,280.76	75.2

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
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GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>BUILDING INSPECTION DEPARTMENT</u>					
10-424-20	.00	.00	200.00	200.00	.0
10-424-30	.00	.00	3,000.00	3,000.00	.0
10-424-31	.00	5,489.99	12,000.00	6,510.01	45.8
10-424-32	60.00	8,647.77	20,000.00	11,352.23	43.2
10-424-40	.00	.00	500.00	500.00	.0
TOTAL BUILDING INSPECTION DEPARTMEN	60.00	14,137.76	35,700.00	21,562.24	39.6
<u>PUBLIC WORKS ADMINISTRATION</u>					
10-430-11	1,882.15	104,635.20	10,926.00	(93,709.20)	957.7
10-430-12	.00	334.05	.00	(334.05)	.0
10-430-15	4.51	4.51	8,216.00	8,211.49	.1
10-430-16	2,872.58	2,872.58	76,746.00	73,873.42	3.7
10-430-20	1,245.84	11,966.00	15,360.00	3,394.00	77.9
10-430-22	347.38	24,616.89	7,335.00	(17,281.89)	335.6
10-430-23	142.65	2,436.38	2,302.00	(134.38)	105.8
10-430-25	1.88	112.71	264.00	151.29	42.7
10-430-26	.00	.00	3,800.00	3,800.00	.0
TOTAL PUBLIC WORKS ADMINISTRATION	6,496.99	146,978.32	124,949.00	(22,029.32)	117.6

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PUBLIC WORKS & STREETS DEPT</u>					
10-431-00 UNIFORMS - PW	.00	1,689.38	2,500.00	810.62	67.6
10-431-20 REPAIRS-EQUIPMENT & VEHICLES	.00	19,400.64	15,000.00	(4,400.64)	129.3
10-431-21 STREETS-SIGNS & MATERIAL	.00	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	9,182.22	.00	(9,182.22)	.0
10-431-25 FARM HOUSE MAINT	39,870.40	44,606.03	5,000.00	(39,606.03)	892.1
10-431-28 FARM HOUSE UTILITIES	58.32	342.74	2,700.00	2,357.26	12.7
10-431-35 COPIER LEASE	3.85	193.48	95.00	(98.48)	203.7
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	705.77	1,500.00	794.23	47.1
10-431-43 BUIDING MAINT	.00	15,221.84	20,000.00	4,778.16	76.1
10-431-45 UTILITIES-GAS	22.42	1,207.77	1,200.00	(7.77)	100.7
10-431-46 CELL PHONE	.00	965.43	1,600.00	634.57	60.3
10-431-47 TELEPHONE & INTERNET	22.69	252.51	800.00	547.49	31.6
10-431-48 TRASH	.00	728.00	540.00	(188.00)	134.8
10-431-52 INSURANCE - PW	.00	17,242.63	15,000.00	(2,242.63)	115.0
10-431-55 POSTAGE & SHIPPING-PW	.00	251.67	50.00	(201.67)	503.3
10-431-60 STREET LIGHTING - PW	.00	10,854.55	18,000.00	7,145.45	60.3
10-431-61 OFFICE SUPPLIES	1,625.00	2,129.60	500.00	(1,629.60)	425.9
10-431-62 FUEL - PW	.00	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	.00	1,015.87	1,600.00	584.13	63.5
10-431-68 COPIER EXPENSE	.00	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	138.60	424.00	285.40	32.7
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
TOTAL PUBLIC WORKS & STREETS DEPT	41,602.68	130,874.09	165,787.00	34,912.91	78.9
<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	.00	185.78	5,000.00	4,814.22	3.7
10-432-61 RETENTION/DETENTION POND MAINT	.00	388.11	750.00	361.89	51.8
10-432-62 CULVERT/DITCH MAINT	.00	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
TOTAL STORMWATER	.00	3,940.73	25,450.00	21,509.27	15.5

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
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GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PARK & RECREATION</u>					
10-451-11 SALARIES - P&R DIRECTOR (SEAS)	583.13	41,298.72	19,476.00	(21,822.72)	212.1
10-451-12 SALARIES - SUMMER HELP (SEAS)	85.75	502.25	24,960.00	24,457.75	2.0
10-451-16 SALARIES-PW FULL-TIME	1,640.00	1,640.00	32,864.00	31,224.00	5.0
10-451-20 EMPLOYEE BENEFITS	791.80	4,275.72	7,928.00	3,652.28	53.9
10-451-22 FICA P&R	176.63	9,533.22	5,913.00	(3,620.22)	161.2
10-451-23 RENTS	49.20	478.07	100.00	(378.07)	478.1
10-451-25 UNEMPLOYMENT INSURANCE	4.62	86.33	232.00	145.67	37.2
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	304.42	400.00	95.58	76.1
10-451-39 TELEPHONE & INTERNET	22.69	252.49	300.00	47.51	84.2
10-451-40 TRAINING	.00	.00	1,000.00	1,000.00	.0
10-451-41 UTILITIES - ELECTRIC	.00	4,198.81	12,000.00	7,801.19	35.0
10-451-42 PARK BUILDING MAINTENANCE	.00	6,077.97	15,000.00	8,922.03	40.5
10-451-43 PARK REPAIR AND MAINTENANCE	.00	37,173.64	20,000.00	(17,173.64)	185.9
10-451-45 PARKS PAVILION EXPENSE	18,600.64	18,600.64	.00	(18,600.64)	.0
10-451-48 TRASH	.00	1,474.00	600.00	(874.00)	245.7
10-451-52 INSURANCE - P&R	.00	156.27	.00	(156.27)	.0
10-451-55 NEWSLETTERS/POSTCARDS/POSTAGE	42.31	511.96	1,200.00	688.04	42.7
10-451-60 BACKGROUND CHECKS	.00	537.00	800.00	263.00	67.1
10-451-61 OPERATING SUPPLIES - P&R	.00	917.61	1,200.00	282.39	76.5
10-451-62 PARKS & RECREATION PROGRAMS	.00	1,239.47	2,000.00	760.53	62.0
10-451-70 IT SUPPORT	.00	19.80	100.00	80.20	19.8
10-451-71 COMPUTER SOFTWARE	175.00	2,450.00	1,500.00	(950.00)	163.3
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	.00	5,660.76	8,000.00	2,339.24	70.8
10-451-86 VOLLEYBALL	234.00	234.00	1,000.00	766.00	23.4
10-451-87 SOCCER	325.48	2,329.48	1,800.00	(529.48)	129.4
10-451-88 SUMMER ACTIVITY	.00	98.99	2,000.00	1,901.01	5.0
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
TOTAL PARK & RECREATION	22,731.25	141,115.54	226,273.00	85,157.46	62.4
TOTAL FUND EXPENDITURES	107,369.99	1,148,745.18	1,778,458.00	629,712.82	64.6
NET REVENUE OVER EXPENDITURES	(69,324.33)	306,494.22	(351,830.00)	(658,324.22)	87.1

TOWN OF WIGGINS
BALANCE SHEET
OCTOBER 31, 2024

WATER ENTERPRISE

ASSETS

20-10100	CASH IN COMBINED CASH FUND	656,718.77	
20-10120	CASH ON HAND	50.00	
20-10210	WATER ENTERPRISE CLEARING ACCT	7,603.69	
20-10250	COLOTRUST-WATER FUND	119.46	
20-10251	HIGH PLAINS WATER ENTPR FUND	183,930.82	
20-10260	COLOTRUST - DEVELOPMENT FEES	119.54	
20-10261	2011 USDA DEBT SERV RESERVE	101,905.04	
20-10262	2013 USDA DEBT SERV RESERVE	155,558.56	
20-10270	COLOTRUST-WATER BOND ACCOUNT	23.18	
20-10271	63.23% BOTW DEBT SERVICE	1,149.24	
20-10273	2020 BOTW LOAN--SINKING FUND	776,721.56	
20-10280	COLOTRUST-WATER BOND RESERVE	120.53	
20-10281	BANK OF THE WEST WTR RESRVS	21,117.07	
20-10282	2020 BOTW LOAN--D.S. RESERVE	255,860.91	
20-10290	OPERATION & MAINTENANCE FUND	119.53	
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)	
	TOTAL ASSETS		14,631,301.64

LIABILITIES AND EQUITY

LIABILITIES

20-20200	ACCOUNTS PAYABLE	578.86	
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	65,663.85	
	TOTAL LIABILITIES		7,738,120.59

FUND EQUITY

20-27900	RETAINED EARNINGS	7,080,177.67	
	UNAPPROPRIATED FUND BALANCE:		
20-29001	SUSPENSE	82,785.99	
	REVENUE OVER EXPENDITURES - YTD	(396,311.86)	
	BALANCE - CURRENT DATE	(313,525.87)	

TOWN OF WIGGINS
BALANCE SHEET
OCTOBER 31, 2024

WATER ENTERPRISE

TOTAL FUND EQUITY	<hr/>	6,766,651.80
TOTAL LIABILITIES AND EQUITY		<hr/> <hr/>

TOWN OF WIGGINS
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 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	31,905.50	15,000.00 (16,905.50)	212.7
20-36000 WATER DEVELOPMENT CONTRIBUTION	.00	50.00	.00 (50.00)	.0
20-36001 RENTAL INCOME	496.50	40,867.92	30,000.00 (10,867.92)	136.2
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	1,060.21	.00 (1,060.21)	.0
TOTAL FUND REVENUE	496.50	838,869.97	1,066,936.00	228,066.03	78.6

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 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	1,664.00	5,000.00	3,336.00	33.3
20-410-31 WATER RIGHTS EXPENSES (LEGAL)	1,112.00	18,462.75	80,000.00	61,537.25	23.1
20-410-32 PROFESSIONAL SERVICES WATER	4,205.30	58,214.65	90,000.00	31,785.35	64.7
20-410-33 POSTAGE	.00	855.64	1,200.00	344.36	71.3
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	28.22	114.53	105.00	(9.53)	109.1
20-410-59 DESIGN/SYSTEM ENGINEERING	.00	8,886.25	50,000.00	41,113.75	17.8
20-410-68 COPIER EXPENSE	.00	148.61	.00	(148.61)	.0
TOTAL PROFESSIONAL SERVICES	5,345.52	88,346.43	246,805.00	158,458.57	35.8
<u>WATER ADMINISTRATION</u>					
20-411-11 SALARY-TOWN CLERK	.00	23,575.39	.00	(23,575.39)	.0
20-411-12 EMPLOYEE SALARY-ADMINISTRATION	3,266.39	3,266.39	62,715.00	59,448.61	5.2
20-411-15 ADMINISTRATION DEPT EMPLOYEES	.00	23,615.81	.00	(23,615.81)	.0
20-411-20 EMPLOYEE BENEFITS	532.52	3,704.68	10,405.00	6,700.32	35.6
20-411-21 COMPENSATED ABSENCE EXPENSE	.00	.00	1,000.00	1,000.00	.0
20-411-22 FICA & MEDICARE	136.84	13,677.68	4,798.00	(8,879.68)	285.1
20-411-23 457 RETIREMENT	204.14	2,121.74	2,706.00	584.26	78.4
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
TOTAL WATER ADMINISTRATION	4,139.89	70,000.89	84,907.00	14,906.11	82.4
<u>PUBLIC WORKS ADMINISTRATION</u>					
20-430-11 SALARY-PW MAINTENANCE	2,220.54	40,204.50	44,720.00	4,515.50	89.9
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	5,583.44	7,432.00	1,848.56	75.1
20-430-22 FICA & MEDICARE	161.53	7,758.97	3,982.00	(3,776.97)	194.9
20-430-23 457 RETIREMENT	66.62	1,159.43	1,342.00	182.57	86.4
20-430-25 UNEMPLOYMENT INSURANCE	.78	30.65	34.00	3.35	90.2
20-430-26 WORKERS' COMPENSATION	.00	.00	800.00	800.00	.0
TOTAL PUBLIC WORKS ADMINISTRATION	3,030.97	54,736.99	65,642.00	10,905.01	83.4

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 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
TOTAL SUPPLIES	.00	436.92	8,500.00	8,063.08	5.1
<u>OPERATIONS</u>					
20-432-00 LINE MAINTENANCE	.00	1,667.76	50,000.00	48,332.24	3.3
20-432-05 UTILITY LOCATE EXPENSE	.00	.00	400.00	400.00	.0
20-432-30 CONTRACT OPERATOR	400.00	5,264.80	6,000.00	735.20	87.8
20-432-35 COPIER LEASE	3.85	193.48	600.00	406.52	32.3
20-432-37 ANALYTICAL/SAMPLING EXPENSE	.00	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	232.86	2,607.58	2,000.00	(607.58)	130.4
20-432-41 UTILITIES-ELECTRIC	14.62	38,253.24	80,000.00	41,746.76	47.8
20-432-45 UTILITIES-GAS	124.65	1,007.30	2,500.00	1,492.70	40.3
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	1,000.00	1,500.00	500.00	66.7
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	.00	328.36	2,500.00	2,171.64	13.1
20-432-55 METER INSTALL EXPENSE	.00	3,011.03	7,800.00	4,788.97	38.6
20-432-56 MAINTENANCE (PLANT) RO	.00	117,548.83	80,000.00	(37,548.83)	146.9
20-432-57 TREATMENT/OPERATING SUPPLIES	1,353.00	13,761.56	8,000.00	(5,761.56)	172.0
20-432-59 WATER WELL MAINTENANCE	.00	4,135.83	6,000.00	1,864.17	68.9
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	599.94	4,207.85	500.00	(3,707.85)	841.6
20-432-73 CAPITAL OUTLAY	.00	400,000.00	.00	(400,000.00)	.0
20-432-75 SYSTEM REPAIR & MAINTENANCE	.00	1,031.57	2,000.00	968.43	51.6
20-432-85 WATER LEASES	109.50	82,456.50	80,000.00	(2,456.50)	103.1
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	294.77	1,000.00	705.23	29.5
TOTAL OPERATIONS	2,838.42	691,632.27	543,294.00	(148,338.27)	127.3

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 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	35,104.20	42,125.00	7,020.80	83.3
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	33,276.38	165,471.65	95,000.00	(70,471.65)	174.2
TOTAL DEBT SERVICE	33,276.38	330,028.33	459,197.00	129,168.67	71.9
TOTAL FUND EXPENDITURES	48,631.18	1,235,181.83	1,408,345.00	173,163.17	87.7
NET REVENUE OVER EXPENDITURES	(48,134.68)	(396,311.86)	(341,409.00)	54,902.86	(116.1)

TOWN OF WIGGINS
BALANCE SHEET
OCTOBER 31, 2024

SEWER ENTERPRISE

ASSETS

30-10100	CASH IN COMBINED CASH FUND	1,267,463.61	
30-10250	COLOTRUST FUND	119.46	
30-10251	HIGH PLAINS SEWER ENTPR FUND	64,043.92	
30-10260	COLOTRUST SEWER PROJECT	119.46	
30-10271	36.77% BOTW DEBT SERVICE	668.76	
30-10273	2020 BOTW LOAN--SINKING FUND	451,684.94	
30-10282	2020 BOTW LOAN--D.S. RESERVE	148,790.09	
30-10290	CD 1726--STORM SEWER WGNS SCH	12,450.57	
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		<u><u>4,775,191.37</u></u>

LIABILITIES AND EQUITY

LIABILITIES

30-20200	ACCOUNTS PAYABLE	11,537.77	
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		1,111,359.83

FUND EQUITY

30-27900	RETAINED EARNINGS	3,738,851.50	
	UNAPPROPRIATED FUND BALANCE:		
30-29001	SUSPENSE	48,142.35	
	REVENUE OVER EXPENDITURES - YTD	(182,925.77)	
	BALANCE - CURRENT DATE	(134,783.42)	
	TOTAL FUND EQUITY		<u><u>3,604,068.08</u></u>
	TOTAL LIABILITIES AND EQUITY		<u><u>4,715,427.91</u></u>

TOWN OF WIGGINS
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 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
30-36000 CONTRIBUTIONS FROM OTHERS	.00	2,500.00	.00	(2,500.00)	.0
30-36100 INTEREST EARNED	.00	264.77	100.00	(164.77)	264.8
TOTAL FUND REVENUE	.00	327,760.13	458,598.00	130,837.87	71.5

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 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	2,040.22	20,524.34	10,000.00	(10,524.34)	205.2
30-410-33 POSTAGE	.00	855.64	1,000.00	144.36	85.6
30-410-34 SEWER DEPOSIT REFUND	.00	.00	500.00	500.00	.0
30-410-35 COPIER LEASE	3.85	193.48	125.00	(68.48)	154.8
30-410-40 TRAINING	.00	.00	2,000.00	2,000.00	.0
30-410-44 POSTAGE MACHINE LEASE	28.22	114.53	105.00	(9.53)	109.1
30-410-67 OFFICE SUPPLIES	.00	.00	100.00	100.00	.0
30-410-68 COPIER EXPENSE	.00	148.61	200.00	51.39	74.3
TOTAL PROFESSIONAL SERVICES	2,072.29	21,836.60	21,530.00	(306.60)	101.4

SEWER ADMINISTRATION

30-411-11 SALARY-TOWN CLERK	.00	22,215.40	.00	(22,215.40)	.0
30-411-14 EMPLOYEE SALARIES-ADMIN	3,266.40	3,266.40	54,931.00	51,664.60	6.0
30-411-15 ADMINISTRATION DEPT EMPLOYEES	.00	23,615.75	.00	(23,615.75)	.0
30-411-20 EMPLOYEE BENEFITS	532.52	3,703.60	10,405.00	6,701.40	35.6
30-411-21 COMPENSATED ABSENCE EXPENSE	.00	.00	950.00	950.00	.0
30-411-22 FICA & MEDICARE	136.85	13,176.21	4,202.00	(8,974.21)	313.6
30-411-23 457 RETIREMENT	204.14	2,081.00	1,722.00	(359.00)	120.9
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	599.94	4,208.04	250.00	(3,958.04)	1683.2
30-411-72 UTILITY SOFTWARE EXPENSE	.00	.00	2,920.00	2,920.00	.0
TOTAL SEWER ADMINISTRATION	4,739.85	72,302.87	75,745.00	3,442.13	95.5

PUBLIC WORKS ADMINISTRATION

30-430-11 SALARY-PW MAINTENANCE	.00	35,953.77	.00	(35,953.77)	.0
30-430-12 SALARY-PW MAINTENANCE	1,906.85	1,906.85	44,720.00	42,813.15	4.3
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	5,101.04	7,432.00	2,330.96	68.6
30-430-22 FICA & MEDICARE	137.53	6,989.56	3,982.00	(3,007.56)	175.5
30-430-23 457 RETIREMENT	57.20	1,088.91	1,342.00	253.09	81.1
30-430-25 UNEMPLOYMENT	.47	29.05	34.00	4.95	85.4
30-430-26 WORKERS' COMPENSATION	.00	.00	800.00	800.00	.0
TOTAL PUBLIC WORKS ADMINISTRATION	2,600.71	51,069.18	65,642.00	14,572.82	77.8

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2024

SEWER ENTERPRISE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>WWTP</u>					
30-431-22	.00	.00	1,500.00	1,500.00	.0
30-431-41	.00	.00	500.00	500.00	.0
30-431-45	.00	.00	400.00	400.00	.0
30-431-48	.00	.00	876.00	876.00	.0
30-431-51	.00	.00	7,500.00	7,500.00	.0
30-431-59	.00	.00	15,000.00	15,000.00	.0
30-431-62	.00	9,335.55	800.00	(8,535.55)	1166.9
30-431-74	.00	26,581.60	25,000.00	(1,581.60)	106.3
30-431-75	.00	358.14	5,000.00	4,641.86	7.2
TOTAL WWTP	.00	36,275.29	56,576.00	20,300.71	64.1
<u>OPERATIONS</u>					
30-432-00	.00	630.56	7,500.00	6,869.44	8.4
30-432-05	.00	23.22	500.00	476.78	4.6
30-432-30	685.00	5,719.79	4,800.00	(919.79)	119.2
30-432-39	.00	.00	1,200.00	1,200.00	.0
30-432-41	6.45	18,197.61	28,000.00	9,802.39	65.0
30-432-42	160.09	1,520.83	750.00	(770.83)	202.8
30-432-45	.00	74.72	1,200.00	1,125.28	6.2
30-432-46	.00	.00	300.00	300.00	.0
30-432-48	.00	225.00	750.00	525.00	30.0
30-432-50	.00	1,427.00	3,500.00	2,073.00	40.8
30-432-51	.00	3,715.00	8,000.00	4,285.00	46.4
30-432-52	.00	6,755.50	9,000.00	2,244.50	75.1
30-432-53	.00	40,325.55	20,000.00	(20,325.55)	201.6
30-432-54	.00	134.90	500.00	365.10	27.0
30-432-55	.00	.00	500.00	500.00	.0
30-432-56	.00	16,452.28	15,000.00	(1,452.28)	109.7
30-432-57	66.00	48,569.84	2,500.00	(46,069.84)	1942.8
30-432-59	.00	.00	5,000.00	5,000.00	.0
30-432-60	1,353.00	9,532.79	8,500.00	(1,032.79)	112.2
30-432-61	.00	.00	200.00	200.00	.0
30-432-75	.00	23,000.00	60,000.00	37,000.00	38.3
30-432-86	.00	.00	51,000.00	51,000.00	.0
30-432-99	.00	71.22	1,000.00	928.78	7.1
TOTAL OPERATIONS	2,270.54	176,375.81	229,700.00	53,324.19	76.8
<u>DEBT SERVICE</u>					
30-471-13	.00	48,142.35	96,536.00	48,393.65	49.9
30-471-14	25,103.23	104,683.80	70,000.00	(34,683.80)	149.6
TOTAL DEBT SERVICE	25,103.23	152,826.15	166,536.00	13,709.85	91.8

TOWN OF WIGGINS
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 10 MONTHS ENDING OCTOBER 31, 2024

SEWER ENTERPRISE

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
TOTAL FUND EXPENDITURES	36,786.62	510,685.90	615,729.00	105,043.10	82.9
NET REVENUE OVER EXPENDITURES	(36,786.62)	(182,925.77)	(157,131.00)	25,794.77	(116.4)

TOWN OF WIGGINS
BALANCE SHEET
OCTOBER 31, 2024

SALES TAX CAPITAL IMPROVEMENT

<u>ASSETS</u>			
40-10100	CASH IN COMBINED CASH FUND	685,413.63	
40-10250	COLOTRUST FUND	119.46	
40-10251	HIGH PLAINS 1% TAX FUND	15,312.36	
40-11500	ACCOUNTS RECEIVABLE	47,251.91	
	TOTAL ASSETS		748,097.36
<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	391.83	
	BALANCE - CURRENT DATE	391.83	
	TOTAL FUND EQUITY		391.83
	TOTAL LIABILITIES AND EQUITY		805,586.31

TOWN OF WIGGINS
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 10 MONTHS ENDING OCTOBER 31, 2024

SALES TAX CAPITAL IMPROVEMENT

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
40-31300 1% TOWN SALES TAX	29,206.49	225,491.80	310,000.00	84,508.20	72.7
40-36100 INTEREST EARNED	.00	56.04	50.00	(6.04)	112.1
40-39112 TRANSFER FROM GENERAL FUND	.00	.00	55,000.00	55,000.00	.0
TOTAL FUND REVENUE	29,206.49	225,547.84	365,050.00	139,502.16	61.8

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 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	.00	21,150.00	160,000.00	138,850.00	13.2
40-430-21 CIP-PARK PAVILION BLDG	.00	184,586.01	125,000.00	(59,586.01)	147.7
40-430-22 CIP-ENTRY SIGN IMPROVEMENTS	.00	.00	10,000.00	10,000.00	.0
TOTAL CAPITAL PROJECTS	.00	225,156.01	372,500.00	147,343.99	60.4
TOTAL FUND EXPENDITURES	.00	225,156.01	372,500.00	147,343.99	60.4
NET REVENUE OVER EXPENDITURES	29,206.49	391.83	(7,450.00)	(7,841.83)	5.3

TOWN OF WIGGINS
 BALANCE SHEET
 OCTOBER 31, 2024

SALES TAX STREETS

ASSETS

45-10100	CASH IN COMBINED CASH FUND	(581,831.76)	
45-11500	ACCOUNTS RECEIVABLE		47,251.91	
			<u>47,251.91</u>	
	TOTAL ASSETS			(534,579.85)
				<u><u>534,579.85</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		245,627.46	
			<u>245,627.46</u>	
	BALANCE - CURRENT DATE		245,627.46	
			<u>245,627.46</u>	
	TOTAL FUND EQUITY			245,627.46
				<u>245,627.46</u>
	TOTAL LIABILITIES AND EQUITY			(481,931.09)
				<u><u>481,931.09</u></u>

TOWN OF WIGGINS
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 10 MONTHS ENDING OCTOBER 31, 2024

SALES TAX STREETS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
45-31300 1% TOWN SALES TAX (2022)	29,206.50	225,491.77	310,000.00	84,508.23	72.7
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	29,206.50	258,491.77	615,000.00	356,508.23	42.0

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 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
TOTAL CAPITAL PROJECTS	.00	.00	575,000.00	575,000.00	.0
<u>DEPARTMENT 431</u>					
45-431-22 REPAIRS & MAINTENANCE-STREETS	4,080.00	12,864.31	50,000.00	37,135.69	25.7
45-431-24 SNOW REMOVAL	.00	.00	15,000.00	15,000.00	.0
TOTAL DEPARTMENT 431	4,080.00	12,864.31	65,000.00	52,135.69	19.8
TOTAL FUND EXPENDITURES	4,080.00	12,864.31	640,000.00	627,135.69	2.0
NET REVENUE OVER EXPENDITURES	25,126.50	245,627.46	(25,000.00)	(270,627.46)	982.5

TOWN OF WIGGINS
 BALANCE SHEET
 OCTOBER 31, 2024

CONSERVATION TRUST

ASSETS

50-10100	CASH IN COMBINED CASH FUND	39,088.59	
50-10250	COLOTRUST FUND	119.46	
50-10251	HIGH PLAINS CNSRVTN TRST FUND	14,314.21	
	TOTAL ASSETS		<u>53,522.26</u>

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	(454.12)	
	BALANCE - CURRENT DATE	(454.12)	
	TOTAL FUND EQUITY		(454.12)
	TOTAL LIABILITIES AND EQUITY		<u>56,014.35</u>

TOWN OF WIGGINS
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 10 MONTHS ENDING OCTOBER 31, 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)	.00	14,179.53	20,000.00	5,820.47	70.9
50-36100 INTEREST EARNED	.00	38.66	30.00	(8.66)	128.9
TOTAL FUND REVENUE	.00	14,218.19	20,030.00	5,811.81	71.0

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2024

CONSERVATION TRUST

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DEPARTMENT 430</u>					
50-430-17 CAPITAL OUTLAY -BLEACHER SHADE	.00	14,672.31	12,000.00	(2,672.31)	122.3
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
TOTAL DEPARTMENT 430	.00	14,672.31	67,000.00	52,327.69	21.9
 <u>PARK OPERATIONS</u>					
50-452-60 REPAIRS AND MAINTENANCE	.00	.00	2,500.00	2,500.00	.0
TOTAL PARK OPERATIONS	.00	.00	2,500.00	2,500.00	.0
TOTAL FUND EXPENDITURES	.00	14,672.31	69,500.00	54,827.69	21.1
NET REVENUE OVER EXPENDITURES	.00	(454.12)	(49,470.00)	(49,015.88)	(.9)



STAFF SUMMARY

Board of Trustees Meeting October 23, 2024

DATE: October 18, 2024

AGENDA ITEM NUMBER: 5

TOPIC: Discussion on Northridge Minor Subdivision: Request for a Performance Bond vs Letter of Credit for the development agreement

STAFF MEMBER RESPONSIBLE: Hope Becker, Planning & Zoning Administrator

BACKGROUND:

The Board of Trustees approved a development agreement between the Town of Wiggins and Harrison Homes for the development of roads, curbs, gutters, water, and sewer lines (the “public improvements”) in the Northridge Minor Subdivision on February 28, 2024. Daniel Harrison of Harrison Homes signed the development agreement on April 11, 2024.

The development agreement requires that Harrison Homes provide the Town a financial guarantee equal to 125% of the cost of the public improvements as a guarantee that it will satisfactorily construct public improvements for the development. The agreement specifies that the financial guarantee shall be a letter of credit, certified check, or cash. For this project, the cost of the public improvements is \$362,230. Therefore, the financial guarantee required is \$452,787.50.

Harrison Homes has reached out to Hope Becker and Town Attorney, Melinda Culley, with a request that a performance bond be accepted in lieu of a letter of credit. Since the development agreement was approved by the Board of Trustees, the change in the improvement guarantee must also be approved by the Board.

The purpose of a financial guarantee is to protect a new development in the event a developer was to abandon a project, go bankrupt, or otherwise fail to construct the public improvements for the development. Should any of those things happen, the Town can draw on the financial guarantee and construct the public improvements itself. Financial guarantees can also be used to fix a problem during the conditional acceptance period if the developer refuses to make the repairs. The requirement for a financial guarantee (equal to 125% of the cost of the public improvements) is set forth in the Town’s Land Development Code. The Town has historically

only accepted letter of credits for new developments, and letters of credit are commonly required by other Colorado municipalities for new developments.

Letter of credit vs. performance bond

A letter of credit (LOC) is a two-party agreement between an issuing bank and the Town that gives the Town the right to make a direct draft of funds under the letter of credit. The Town merely has to present a request for funds to the bank, and the bank must honor the request absent evidence of fraud or forgery on the part of the Town. A letter of credit allows the Town to efficiently and timely draw on the funds in order to finish or repair improvements for the development if needed.

On the other hand, a performance bond is a three-party agreement between the Town, developer, and the surety, under which the surety agrees to pay for performance in the event the developer defaults under the development agreement. The surety has no obligation to make payment unless the Town demonstrates the developer has defaulted. It generally takes longer to obtain relief under a performance bond because the surety will investigate the default claim before making payment, and often the surety will attempt to negotiate a resolution. This can lead to significant staff time and legal expense if the surety disputes liability.

While letters of credit are more expensive for developers, they are a better financial guarantee than performance bonds for the reasons mentioned above.

SUMMARY

Historically, the Town has only accepted letters of credit for development projects. It is Staff's recommendation that the Town continue to require a LOC as the financial guarantee for development. It provides the Town with more leverage in less time if the Town needs to draw on the guarantee to complete the improvements.

The Board of Trustees met in a work session on October 9, 2024 to discuss the request from Harrison Homes. Staff provided a description of Harrison Homes' request. Harrison Homes communicated with the Town Attorney that his bank could do \$180,000 letter of credit. It was suggested by Staff that the Board consider allowing an amendment to the subdivision agreement for the amount that Harrison Homes could get a letter of credit. Staff recommended that a letter of credit for a fraction of the required amount would be better than going into a performance bond. Staff also stated that once conditional acceptance was ready to be conducted, Harrison Homes would still be required to do a reduced letter of credit for 25% of the original construction costs which will be approximately \$114,000. The Board of Trustees instructed Staff to move forward with the amendment and bring back to them at the regular meeting.

Items that are changed in the Subdivision Agreement have a strike through them. Items that have been added are indicated with an underline.

FISCAL IMPACT:

Accepting a different financial guarantee does not have a current financial impact on the Town although the Town could face added legal expenses if it accepts a performance bond and there's a dispute over liability.

APPLICABILITY TO TOWN OBJECTIVES AND GOALS TO PROVIDE SERVICES:

Although accepting a different financial guarantee will allow new development to commence, it may not be in the best interest of the Town's financial protection.

OPTIONS AVAILABLE TO THE BOARD OF TRUSTEES:

The Board of Trustees can approve the Resolution for amendments to the Northridge Minor Subdivision Agreement, the Board can request modifications to the Resolution, or not approve the Resolution.

MOTION TO RECOMMEND APPROVAL:

I make the motion to adopt Resolution XX-2024 – A Resolution Approving a First Amendment to the Subdivision Agreement for the Northridge Minor Subdivision.

ACTION REQUESTED:

Motion, Second, Roll-Call Vote.

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

FIRST AMENDMENT TO SUBDIVISION AGREEMENT
[North Ridge Minor Subdivision aka North Ridge Community]

THIS FIRST AMENDMENT TO SUBDIVISION AGREEMENT is made and entered into this 23rd day of October, 2024 by and between the **TOWN OF WIGGINS**, a Colorado municipal corporation, whose address is 304 Central Avenue, Wiggins, Colorado 80654 ("Town"), and **HARRISON HOMES, INC.**, a Colorado corporation, whose address is PO Box 970, 33 Stagecoach Lane, Fort Morgan, CO 80701 ("Subdivider").

WHEREAS, the Town and Subdivider entered into that certain Subdivision Agreement for the North Ridge Minor Subdivision dated February 28, 2024 (the "Subdivision Agreement"); and

WHEREAS, the Subdivider has requested a reduction in the Improvement Guarantee required under the Subdivision Agreement; and

WHEREAS, the Town and Subdivider have determined that the Subdivision Agreement should be amended as provided herein.

NOW, THEREFORE, in consideration of the recitals, promises, covenants and undertakings herein set forth, and other good and valuable consideration, which is hereby acknowledged and receipted for, the Town and the Subdivider agree as follows:

1. The foregoing recitals are incorporated herein. Capitalized terms not defined herein shall have that meaning as set forth in the Subdivision Agreement.

2. Section 1.11 of Subdivision Agreement is hereby amended to read as follows (words to be added are underlined; words to be deleted are ~~stricken~~):

1.11 Financing and Improvement Guarantees. (a) Except as otherwise specially agreed herein, the Subdivider agrees to install and pay for all improvements described in Exhibit "B" or otherwise required by this Subdivision as shown on the approved plat, utility plans, and other approved documents on file with the Town.

(b) At or prior to recording of the final Plat, Subdivider shall submit to the Town an Improvement Guarantee for all public improvements related to the Subdivision. The term of the Guarantee shall be for a period of time sufficient to cover the completion of construction of the public improvements and shall not be released until conditional acceptance of the public improvements has been granted by the Town except as set forth in subsection (c), below. Said guarantee may be in cash, certified check, or a letter of credit in form and substance as shown on Exhibit "C" attached hereto and incorporated herein by

reference. Said guarantee, if a letter of credit, shall not expire during the winter season (November 1 - March 1). Said Improvement Guarantee shall include, but not be limited to, street construction, landscaping, fencing, street lights, water, sewer, storm sewer and drainage improvements.

(c) The total amount of the Guarantee shall be \$180,000.00. calculated as one hundred and twenty five percent (125%) of the total estimated cost including labor and materials of all public improvements to be constructed as described on Exhibit "B." At the time of conditional acceptance of all of the public improvements, the Town shall reduce the amount of the required Improvement Guarantee to twenty-five percent (25%) of the certified statement of construction costs, including labor and materials, of all public improvements to be constructed as described on Exhibit B.

(d) Prior to conditional acceptance of all of the public improvements, Subdivider may request a reduction in the Improvement Guarantee for any portion of the public improvements that (i) have been completed and (ii) constitute a distinct system (i.e., water or sewer lines) or otherwise are reasonably ready to be placed into service independently, as determined by the Town. Such requests shall be made by written request from Subdivider to the Town, accompanied by a certified statement of construction costs for such improvements. If such improvements are satisfactory, as determined by the Town, then the Town shall reduce the required amount of the Improvement Guarantee by 100% of the value of such completed public improvements, but in no event shall the amount of Improvement Guarantee be reduced to less than 25% of the certified statement of construction costs, including labor and materials, of all public improvements to be constructed as described on Exhibit B. Any reduction in the Improvement Guarantee pursuant to this Section 1.11(d) shall not constitute conditional acceptance of any public improvements required by this Agreement.

(e) At the time of final acceptance of the public improvements, the Town shall release the remaining Improvement Guarantee provided no mechanics' liens have been filed with respect to the public improvements and the Subdivider is not otherwise in breach of this Agreement. If any mechanics' liens have been filed with respect to the public improvements, the Town may retain all or a portion of the Improvement Guarantee up to the amount of such liens. If Subdivider fails to have improvements finally accepted within two (2) years of the date of the issuance of conditional acceptance or any improvements are found not to conform to this Agreement, or to applicable Town standards and specifications, then Subdivider shall be in default of the Agreement and the Town may exercise its rights under Section 8.1 of this Agreement.

(f) In addition to any other remedies it may have, the Town may, at any

time prior to Final Acceptance, draw on any Improvement Guarantee issued or provided pursuant to this Agreement if Subdivider fails to extend or replace any such Improvement Guarantee at least thirty (30) days prior to expiration of such Improvement Guarantee. If the Town draws on the guarantee to correct deficiencies and complete improvements, any portion of said guarantee not utilized in correcting the deficiencies and/or completing improvements shall be returned to Subdivider within thirty (30) days after said final acceptance. In the event that the Improvement Guarantee expires or the entity issuing the Improvement Guarantee becomes non-qualifying, or the cost of improvements and construction is reasonably determined by the Town to be greater than the amount of the security provided, then the Town shall furnish written notice to the Subdivider of the condition, along with supporting documentation, and within thirty (30) days of receipt of such notice the Subdivider shall provide the Town with a substituted qualifying Improvement Guarantee, or augment the deficient security as necessary to bring the security into compliance with the requirements of this Section 1.11. If such an Improvement Guarantee is not submitted or maintained, then Subdivider is in default of this Agreement and is subject to the provisions of Section 8.1 of this Agreement, as well as the suspension of development activities by the Town including, but not limited to, the issuance of building permits and certificates of occupancy; provided, however, that no additional 30-day notice to cure under Section 8.1 is required prior to the suspension of the issuance of building permits and certificates of occupancy.

3. This First Amendment may be executed in one or more counterparts, and when all counterparts are so signed, the sum of them shall be considered the original, and shall be deemed to have been signed as one integrated document.

4. Except as amended by this First Amendment, the Subdivision Agreement shall remain in full force and effect in accordance with its terms.

IN WITNESS WHEREOF, the parties have executed this First Amendment as of the day and year set forth above.

TOWN OF WIGGINS, COLORADO

By: _____
Chris Franzen, Mayor

ATTEST:
By: _____
Nichole Seiber, Town Clerk

**TOWN OF WIGGINS, COLORADO
RESOLUTION NO. 35-2024**

**A RESOLUTION APPROVING A FIRST AMENDMENT TO THE SUBDIVISION AGREEMENT FOR THE
NORTH RIDGE MINOR SUBDIVISION**

WHEREAS, the Board of Trustees previously approved a Subdivision Agreement for the North Ridge Minor Subdivision; and

WHEREAS, the Town and Subdivider have determined that certain provisions of the Subdivision Agreement should be amended with respect to the improvement guarantee.

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

Section 1. The proposed First Amendment to the Subdivision Agreement for the North Ridge Minor Subdivision between the Town and Harrison Homes, Inc. is hereby approved in essentially the same form as accompanies this resolution

Section 2. The Mayor is authorized to execute the First Amendment, and is further authorized to negotiate and approve on behalf of the Town such revisions to the First Amendment as the Mayor, in consultation with the Town Manager, determines are necessary or desirable for the protection of the Town, so long as the essential terms and conditions of the First Amendment are not altered.

INTRODUCED, READ, and ADOPTED this 23RD day of OCTOBER, 2024.

TOWN OF WIGGINS, COLORADO

Chris Franzen Mayor

ATTEST:

Nichole Seiber, Town Clerk



STAFF REPORT
Board of Trustees Meeting
October 23, 2024

DATE: October 23, 2024

AGENDA ITEM NUMBER: 6

TOPIC: Roberts 81 Business Improvement District – 2025 Operating Plan and Budget

FROM: Melinda Culley, Town Attorney

SUMMARY:

Consideration of Resolution No. 36, A Resolution Approving the 2025 Operating Plan and Budget for the Roberts 81 Business Improvement District

BACKGROUND:

In 2018, the Town approved an ordinance creating the Roberts 81 Business Improvement District (BID). The BID encompasses the Roberts 81 property and has the authority, among other things, to issue bonds, incur debt, levy taxes, and impose special assessments. Annually, by September 30, the BID is required to submit an operating plan and budget for the upcoming year. The Town must approve the plan and budget within 30 days of submittal. There have been no significant changes in the BID's operating plan and budget since prior years.

FISCAL IMPACT:

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

APPLICABILITY TO TOWN OBJECTIVES AND GOALS TO PROVIDE SERVICES:

Approving the resolution complies with the Board of Trustees goal of supporting new commercial development in the Town of Wiggins.

OPTIONS AVAILABLE TO THE BOARD OF TRUSTEES:

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

MOTION FOR APPROVAL:

I move to approve Resolution No. ____ – A Resolution Approving the 2025 Operating Plan and Budget for the Roberts 81 Business Improvement District

ACTION REQUESTED:

Motion, Second, Roll-Call Vote.

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

**2025
OPERATING PLAN AND BUDGET**

**ROBERTS 81
BUSINESS
IMPROVEMENT
DISTRICT**

Town of Wiggins, Morgan County, Colorado

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2025
OPERATING PLAN FOR THE
ROBERTS 81 BUSINESS IMPROVEMENT DISTRICT

1. PURPOSE AND SCOPE OF THIS DISTRICT

A. Requirement for this Operating Plan. The Business Improvement District Act, specifically Section 31-25-1211, C.R.S., requires that the Roberts 81 Business Improvement District (the “District”) file an operating plan and budget with the Town Clerk no later than September 30 of each year.

Under the statute, the Town is to approve the operating plan and budget within 30 days of the submittal of all required information.

The District operates under the authorities and powers allowed under the Business Improvement District Act, Section 31-25-1201, *et seq.*, C.R.S., as amended, as further described and limited by this Operating Plan.

B. What Must Be Included in the Operating Plan? Pursuant to the provisions of the Business Improvement District Act, Section 31-25-1201, *et seq.*, C.R.S., as amended, this Operating Plan specifically identifies: (1) the composition of the Board of Directors; (2) the services and improvements to be provided by the District; (3) the taxes, fees, and assessments to be imposed by the District; (4) the estimated principal amount of the bonds to be issued by the District; and (5) such other information as the Town may require.

The District’s original Operating Plan and subsequent Operating Plans previously approved by the Town are incorporated herein by reference, and shall remain in full force and effect except as specifically or necessarily modified hereby.

C. Purposes. As may be further articulated in prior years’ Operating Plans, the ongoing and/or contemplated purposes of this District for 2025 include financing, acquisition, construction, completion, installation, replacement and/or operation and maintenance of all of the services and public improvements allowed under Colorado law for business improvement districts.

D. Ownership of Property or Major Assets. The District will own public improvements as constructed if such improvements are not otherwise dedicated to other public entities for operation and maintenance.

E. Contracts and Agreements. It is anticipated that the District will enter into various agreements as required to facilitate the funding, construction, operation and maintenance of public improvements. The District is not currently a party to any significant active contracts or agreements. The District may also enter into agreements with other districts encompassing adjacent developments in order to cooperate on infrastructure projects.

2. ORGANIZATION AND COMPOSITION OF THE BOARD OF DIRECTORS

A. *Organization.* The Roberts 81 Business Improvement District was organized by the Town of Wiggins, Colorado by Ordinance No. 09-2018.

B. *Governance.* The District is governed by an elected board of directors.

C. *Board of Directors.* The persons who currently serve as the Board of Directors are:

- 1) Janet Roberts
- 2) Mary Dilka
- 3) Steven Klecka
- 4) Vacancy
- 5) Vacancy

Director and other pertinent contact information are provided in **EXHIBIT A**.

D. *Term Limits.* The District held a special election on November 6, 2018, at which a ballot question was presented to eliminate term limits pursuant to Article 18, Section 11 of the Colorado Constitution. The ballot question passed.

E. *Advisory Board.* The Board of Directors may appoint one or more advisory boards to assist the Board of Directors on such matters as the Board of Directors desires assistance. The Board of Directors shall, upon the appointment of an advisory board, set forth its duties, duration, and membership. The Board of Directors may provide rules of procedure for the advisory board or may delegate to the advisory board the authority to provide such rules. No advisory boards have yet been appointed.

3. BOUNDARIES, INCLUSIONS AND EXCLUSIONS

The District is proposed to include approximately 81.895 acres with boundaries as depicted in **EXHIBIT D**. A legal description of the initial District boundaries and a corresponding map are attached hereto as **EXHIBIT C-1**. In 2025 and subsequent years, the District anticipates inclusion requests for additional property as boundaries are established and additional property owners participate in the District. The District may include additional property pursuant to statute. A legal description of the future inclusion area boundaries is attached hereto as **EXHIBIT C-2**.

4. PUBLIC IMPROVEMENTS

The District will be primarily concerned with the provision of public improvements and services within the boundaries of the District; however, there may be instances to provide improvements or services outside of the boundaries of the District as part of the project. The District shall have the authority to provide these improvements and services, but the revenue-raising powers of the

District to recoup the costs of extraterritorial improvements and services shall be as limited by state law.

The public improvements that the District anticipates it will construct, install or cause to be constructed and installed, include those public improvements the costs of which may, in accordance with the Business Improvement District Act, Section 31-25-1201, *et seq.*, C.R.S., lawfully be paid for by the District, including, without limitation, water services, safety protection devices, sanitation services, marketing, streetscape improvements, street improvements, curbs, gutters, culverts, drainage facilities, sidewalks, parking facilities, paving, lighting, grading, landscaping and storm and wastewater management facilities and associated land acquisition and remediation (“Public Improvements”).

5. ADMINISTRATION, OPERATIONS, SERVICES AND MAINTENANCE

The District shall provide for ownership, operation, and maintenance of District facilities as activities of the District itself or by contract with other units of government or the private sector.

6. FINANCIAL PLAN AND BUDGET

A. *2025 Budget.* The proposed 2025 Budget for the District is attached as **EXHIBIT B**.

B. *Authorized Indebtedness.* The District held an election on November 6, 2018 for the purpose of authorizing debt, taxes, revenue limits, spending limits, special assessments, and such other matters as may be necessary or convenient for the implementation of Art. X., Sec. 20 of the Colorado Constitution, and the Operating Plan. The initial maximum debt authorization for the District shall be \$10,000,000.00.

C. *Property Tax and Mill Levy Caps.* The District’s taxing ability shall be constrained to a mill levy limitation of up to 50 mills for debt service, general operations and maintenance expenses due to the on-going operations and maintenance to be undertaken by the District within its boundaries. The mill levy cap set forth in this paragraph may be subject to upward or downward adjustments addressing any abatement or statutory, legislative, or constitutional changes that adjust or impact the assessed or actual valuation of property or the assessment ratio pursuant to which taxes are calculated occurring after, but not before, January 1, 2004. Such upward or downward adjustments are to be determined by the Board of Directors in good faith (such determination to be binding and final) so that to the extent possible, the actual revenue generated by the mill levy, as adjusted for changes occurring after January 1, 2004, are neither diminished nor enhanced as a result of such changes.

D. *District Revenues.* The District anticipates developer funding for initial revenue sources and thereafter revenues derived from property taxes. The District may also be the beneficiary of revenues derived from a privately imposed public improvement fee.

E. *Existing Debt Obligations.* The District has no current debt.

F. Future Debt Obligations. The District may issue debt in 2025 to finance the construction of the Public Improvements.

G. Other Financial Obligations. The District may enter into agreements including reimbursement or similar agreements and leases; as well as agreements for ongoing services such as legal, administration, compliance, budget, audit, etc.

H. Non-Default Provisions. Limited tax general obligation bonds issued by the District shall be structured and/or credit enhancements provided such that the bonds cannot default as long as the District is imposing the required maximum allowed mill levy.

I. Not a Debt or Obligation of the Town. The debt of the District will not constitute a debt or obligation of the Town in any manner. The faith and credit of the Town will not be pledged for the repayment of the debt of the District. This will be clearly stated on all offering circulars, prospectus, or disclosure statements associated with any securities issued by the District.

7. 2025 ACTIVITIES, PROJECTS AND CHANGES

A. Activities

It is anticipated that the District will primarily be engaged in the early stages of development in 2025.

B. Projects and Public Improvements

The District may undertake projects or public improvements as development needs require.

8. DISSOLUTION

The District is anticipated to have ongoing operations and maintenance obligations that will necessitate perpetual existence. If the District no longer has such obligations the District will seek to dissolve pursuant to C.R.S. § 31-25-1225.

9. CONCLUSION

It is submitted that this Operating Plan and Budget for the District meets the requirements of the Business Improvement District Act and further meets applicable requirements of the Colorado Constitution and other law. It is further submitted that the types of services and improvements to be provided by the District are those services and improvements which satisfy the purposes of Part 12 of Article 25 of Title 31, C.R.S.

EXHIBIT A
Director and Other Contact Information

BOARD OF DIRECTORS:

- | | | |
|----|---------------|--|
| 1) | Janet Roberts | 317 High Street
Wiggins, Colorado 80654 |
| 2) | Mary Dilka | 19084 County Road 7
Wiggins, Colorado 80654 |
| 3) | Steven Klecka | 314 Suzanne Street
Wiggins, Colorado 80654 |
| 4) | Vacancy | |
| 5) | Vacancy | |

DISTRICT CONTACT:

Laura S. Heinrich
Spencer Fane LLP
1700 Lincoln Street, Suite 2000
Denver, Colorado 80203

303-839-3979
lheinrich@spencerfane.com

EXHIBIT B

**2025 BID Budget
General Fund**

**Roberts 81 Business Improvement District
2025 Budget**

General Fund

<u>Expense</u>	<u>Adopted 2024</u>	<u>Actual 2024</u>	<u>Proposed 2025</u>
Beginning Funds Balance	\$ -	\$ -	\$ -
Revenue			
Property Taxes	\$ -	\$ -	\$ -
Specific Ownership Taxes	\$ -	\$ -	\$ -
Developer Advances	\$ 50,000	\$ -	\$ 50,000
Interest Income	\$ -	\$ -	\$ -
Miscellaneous Income	\$ -	\$ -	\$ -
Total Revenue	\$ 50,000	\$ -	\$ 50,000
Expenditures			
Accounting / Audit	\$ 20,000	\$ -	\$ 20,000
Election Expense	\$ 5,000	\$ -	\$ 5,000
Engineering	\$ 2,000	\$ -	\$ 2,000
Insurance/SDA Dues	\$ 500	\$ -	\$ 500
Legal	\$ 10,000	\$ -	\$ 10,000
Formation Costs	\$ 0	\$ -	\$ 0
Miscellaneous	\$ 2,500	\$ -	\$ 2,500
Contingency	\$ 10,000	\$ -	\$ 10,000
Total Expenditures	\$ 50,000	\$ -	\$ 50,000
Ending Funds Balance	\$ 0	\$ -	\$ 0
Mill Levy	25.000	25.000	25.000

EXHIBIT C-1

Legal Description of Initial Boundary and Map

A PART OF LOT 1, STUB'S MINOR SUBDIVISION IN THE TOWN OF WIGGINS, MORGAN COUNTY, COLORADO, IN THE NW1/4 OF SECTION 12, T3N, R60W OF THE 6TH P.M., MORGAN COUNTY, COLORADO AS RECORDED IN RECEPTION NUMBER 1500393 OF THE MORGAN COUNTY RECORDS BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHWEST CORNER OF SAID LOT 1; THENCE NORTH 84°21'15" EAST ALONG THE NORTH LINE OF SAID LOT 1 A DISTANCE OF 50.00 FEET; THENCE SOUTH 4°04'05" WEST A DISTANCE OF 50.00 FEET; THENCE SOUTH 84°21'15" WEST A DISTANCE OF 50.00 FEET TO A POINT ON THE WEST LINE OF SAID LOT 1; THENCE NORTH 4°04'05" EAST ALONG THE WEST LINE OF SAID LOT 1 A DISTANCE OF 50.00 FEET TO THE POINT OF BEGINNING AND CONTAINING 2464 SQUARE FEET, MORE OR LESS.

DESCRIPTION PREPARED FROM PLAT OF STUB'S MINOR SUBDIVISION IN THE TOWN OF WIGGINS, MORGAN COUNTY, COLORADO, IN THE NW1/4 OF SECTION 12, T3N, R60W OF THE 6TH P.M., MORGAN COUNTY, COLORADO AS RECORDED IN RECEPTION NUMBER 1500393 OF THE MORGAN COUNTY RECORDS AND DOES NOT REPRESENT A SURVEY OF THE PARCEL. TITLE TO THIS PARCEL CANNOT BE TRANSFERRED UNTIL A SUBDIVISION PLAT IS PREAPRED AND APPROVED BY THE TOWN OF WIGGINS, COLORADO.

Description prepared by: Anne M. Korbe
RLS 26964
For and on behalf of Leibert-McAtee & Associates, Inc.
P.O. Box 442
Sterling, Colorado 80751
970-522-1960
7-25-2018

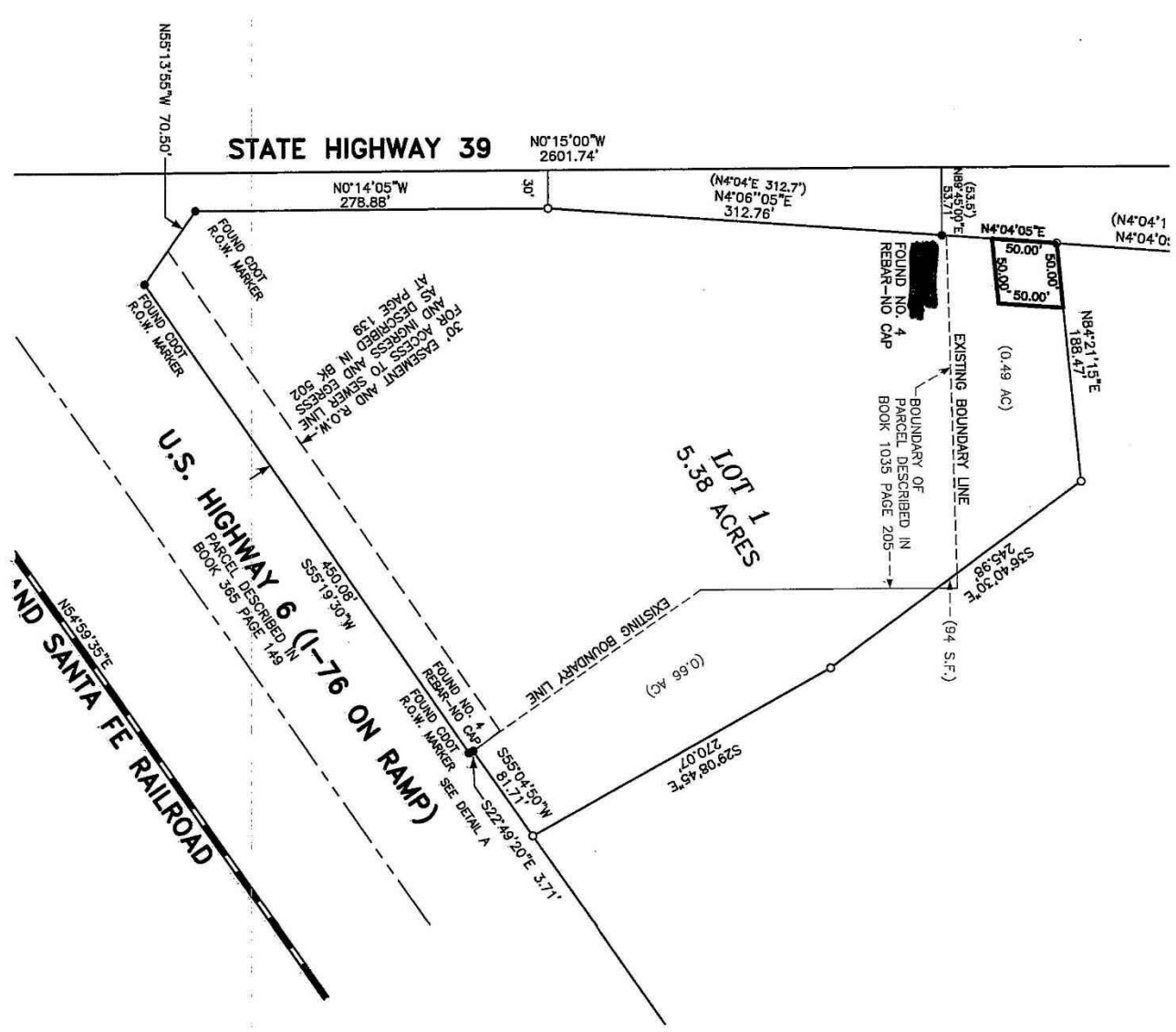


EXHIBIT C-2

Legal Description of Future Inclusion Area

PROPERTY DESCRIPTION

A parcel of land being a portion of the East Half (E1/2) of Section Eleven (11), Township Three North (T.3N.), Range Sixty West (R.60W.) of the Sixth Principal Meridian (6th P.M.), County of Morgan, State of Colorado and being more particularly described as follows:

COMMENCING at the South Quarter corner of said Section 11 and assuming the West line of the E1/2 of said Section 11 as bearing North 01°01'47" West being a Grid Bearing of the Colorado State Plane Coordinate System, North Zone, North American Datum 1983/2011, a distance of 5265.93 feet with all other bearings contained herein relative thereto;

THENCE North 01°01'47" West along the West line of the E1/2 of said Section 11 a distance of 1783.89 feet to the intersection of the West line of the E1/2 of said Section 11 and the North Right of Way line of State Highway 6 and to the POINT OF BEGINNING;

THENCE North 01°01'47" West along the West line of the E1/2 of said Section 11 a distance of 1660.36 feet to the Southerly Right of Way line of Interstate No. 76 as conveyed to the Department of Highways, State of Colorado in a Special Warranty Deed (SWD) recorded November 24, 1958 in Book 608, Page 484 of the Records of Morgan County;

The following Five (5) courses are along the Southerly and Westerly Right of Way lines of said Interstate No. 76:

THENCE North 58°27'12" East a distance of 948.15 feet (SWD=947.0 feet) to a Point of Curvature;

THENCE along the arc of a curve concave to the Southeast a distance of 1205.36 feet (SWD=1204.9 feet), said curve has a Radius of 5580.00 feet, a Delta of 12°22'36" and is subtended by a Chord bearing North 64°38'30" East a distance of 1203.02 feet to the end point of said curve;

THENCE North 86°00'30" East along a line non-tangent to the aforesaid curve a distance of 590.90 feet (SWD=590.9 feet);

THENCE South 52°49'30" East a distance of 69.50 feet (SWD=69.5 feet);

THENCE South 07°18'00" East a distance of 452.87 feet (SWD=452.8 feet) to a line parallel with and 30.00 feet Westerly of, as measured at a right angle to the East line of the Northeast Quarter of Section 11;

THENCE North 88°54'44" East a distance of 60.00 feet to a line parallel with and 30.00 feet Easterly of, as measured at a right angle to the East line of the Northeast Quarter of Section 11 and to the Westerly line of the existing Town of Wiggins as described in the Map of Annexation to the Town of Wiggins, Colorado recorded March 12, 2001 at Book 9, Page 63, Reception No. 790503 of the Records of Morgan County;

THENCE South 00°56'06" East along said parallel line and along said Westerly line of the existing Town of Wiggins a distance of 356.44 feet to the Northerly line of the existing Town of Wiggins as described in the Annexation to the Town of Wiggins recorded October 17, 2000 at Book 9, Page 45, Reception No. 787884 of the Records of Morgan County, and to the Northerly line of that parcel of land described in a Warranty Deed recorded March 14, 1938 in Book 365, Page 149 of the Records of Morgan County, said line also being the Northerly Right of Way line of State Highway No. 6;

The following Two (2) courses are along said Northerly line of the existing Town of Wiggins:

THENCE South 54°39'10" West a distance of 1671.28 feet to the South line of the Northeast Quarter of Section 11 and to a point being 217.00 feet Northwesterly of, as measured at a right angle to the centerline of the existing main line of the Burlington Northern and Santa Fe Railroad;

THENCE South 54°42'26" West along the Northerly line of that parcel of land described in a Warranty Deed recorded March 14, 1938 in Book 365, Page 148 of the Records of Morgan County a distance of 210.62 feet to the Southeast corner of that parcel of land described in a Quit Claim Deed (QCD) recorded October 25, 2007 as Reception No. 845936 of the Morgan County Records;

The following Three (3) courses are along the East, North and West lines of said QCD:

THENCE North 01°06'01" West a distance of 344.45 feet (QCD=344.19 feet);

THENCE South 88°54'45" West a distance of 356.00 feet (QCD=356.00 feet);

THENCE South 01°06'01" East a distance of 586.40 feet (QCD=586.06 feet) to the Northerly line of the existing Town of Wiggins as described in the Annexation to the Town of Wiggins recorded October 17, 2000 at Book 9, Page 45, Reception No. 787884 of the Records of Morgan County, and to the Northerly line of that parcel of land described in Book 365, Page 148 of the Records of Morgan County, said line also being the Northerly Right of Way line of State Highway No.6;

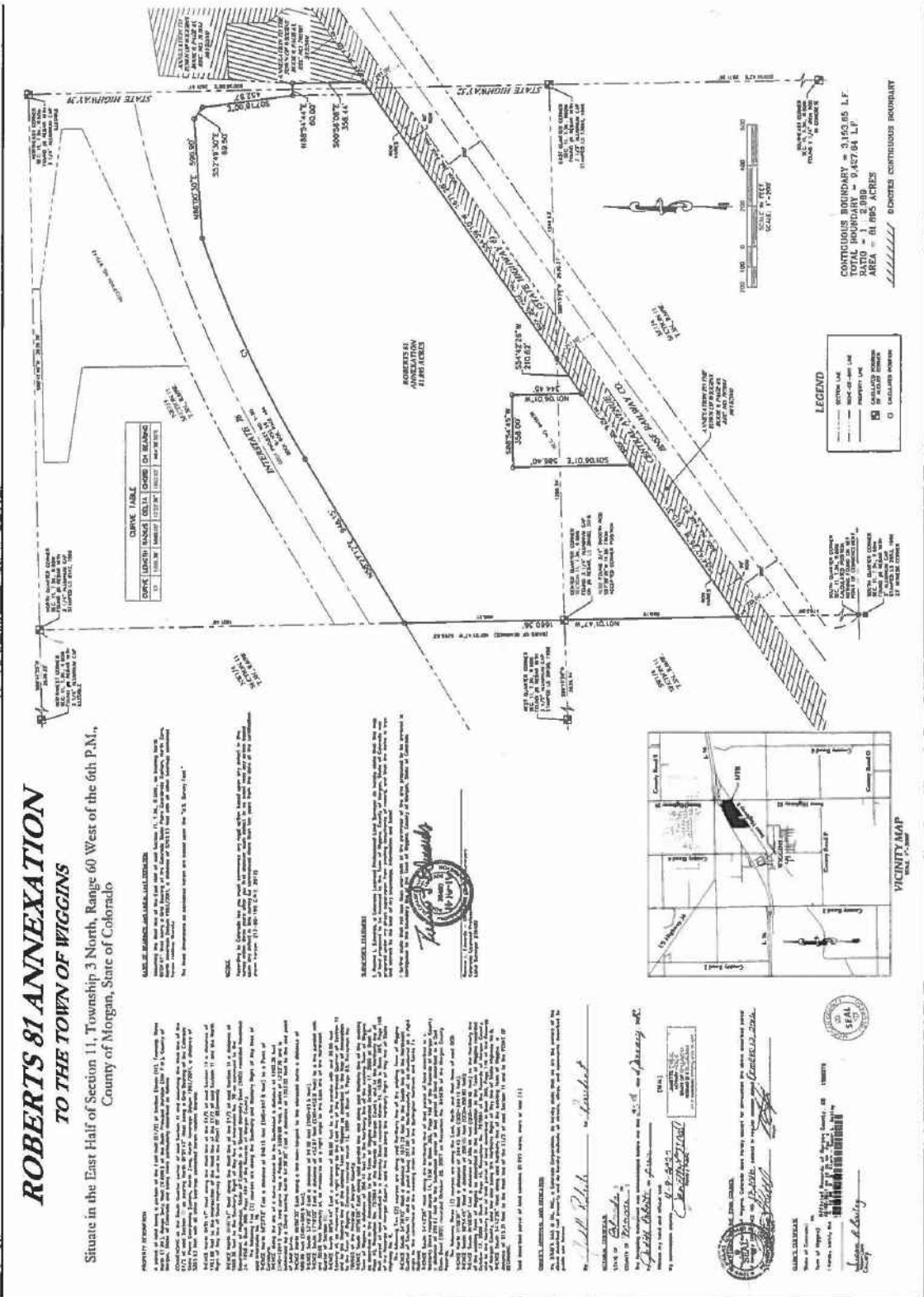
THENCE South 54°42'26" West along said Northerly line of the existing Town of Wiggins a distance of 915.31 feet to the West line of the E1/2 of said Section 11 and to the POINT OF BEGINNING.

Said described parcel of land contains 81.895 Acres, more or less (±), and is subject to any rights-of-way or other easements of record or as now existing on said described parcel of land.

A PORTION OF THE SOUTHWEST CORNER OF PLANNING AREA 4 REFERENCED AS LOT 13 IN THE PRELIMINARY PD, TOTALING 1.5 ACRES IN SIZE, TOWN OF WIGGINS, MORGAN COUNTY, COLORADO, SITUATED AT THE NORTHEAST CORNER OF JAMES AVENUE AND HIGHWAY 6 IN WIGGINS, COLORADO.

EXHIBIT D

Boundary Map



**TOWN OF WIGGINS, COLORADO
RESOLUTION NO. 36-2024**

A RESOLUTION APPROVING THE 2025 OPERATING PLAN AND BUDGET FOR THE ROBERTS 81 BUSINESS IMPROVEMENT DISTRICT

WHEREAS, the Board of Trustees of the Town of Wiggins previously approved an ordinance organizing the Roberts 81 Business Improvement District (the “District”), approving its operating plan and appointing an initial Board of Directors; and

WHEREAS, C.R.S. § 31-25-1211 requires the District to file its operating plan and proposed budget with the Town annually and the Town must approve or disapprove such plan and budget; and

WHEREAS, the District has filed with the Town its operating plan and budget for fiscal year 2025; and

WHEREAS, the Board of Trustees has determined that the budget and plan should be approved.

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

Section 1. The 2025 Operating Plan and Budget for the Roberts 81 Business filed with the Town Clerk pursuant to C.R.S. § 31-25-1211 is hereby approved.

INTRODUCED, ADOPTED AND RESOLVED THIS 25th DAY OF OCTOBER, 2024.

TOWN OF WIGGINS, COLORADO

Christopher Franzen, Mayor

ATTEST:

Nichole Seiber, Town Clerk



STAFF SUMMARY

Board of Trustees Work Session October 23, 2024

DATE: October 18, 2024

AGENDA ITEM NUMBER: 7

TOPIC: Consideration of Amending the Town Fee Schedule

STAFF MEMBER RESPONSIBLE: Hope Becker, Planning & Zoning Administrator

BACKGROUND:

The Board of Trustees amends the fee schedule from time to time as a house keeping item to maintain natural price increases in services the Town provides to the community members. The last time the fee schedule was amended was in 2022.

SUMMARY

Historically, the Town attempts to keep all fees as low as possible. However, there are items that take up staff hours or equipment that requires the Town to increase the fees. Some fees, such as the liquor license fees are also capped by state statutes.

Staff presented to the Board of Trustees new changes that needed to be amended on the Town's fee schedule. The Board of Trustees agreed that the recommended changes should be addressed at the next regular meeting.

FISCAL IMPACT:

Amending the fee schedule will not have a negative effect on the current budget.

APPLICABILITY TO TOWN OBJECTIVES AND GOALS TO PROVIDE SERVICES:

Amending the fee schedule continues to keep the Town fees current while remaining transparent to the community about what services and costs are provided.

OPTIONS AVAILABLE TO THE BOARD OF TRUSTEES:

The Board of Trustees can approve the Resolution for amendments to the Town Fee Schedule, the Board can request modifications to the Resolution, or not approve the Resolution.

MOTION TO RECOMMEND APPROVAL:

I make the motion to adopt Resolution XX-2024 – A Resolution Ratifying and Adopting the Town of Wiggins Service Fees.

ACTION REQUESTED:

Motion, Second, Roll-Call Vote.

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



EXHIBIT A

**TOWN OF WIGGINS
FEE SCHEDULE**

GENERAL FEES

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

ANIMAL LICENSE FEES

Dog License	Annually	\$5.00
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LICENSE FEES

Business License	Annually – Due every January	\$25.00
Contractor’s License	Annually – Due every January	\$25.00
Mobile Food/Retail Vendor License	Annually – Due every January	\$50.00
Retail Fireworks License		\$50.00

PARKS AND RECREATION FEES

YOUTH SPORTS

SPRINGS SPORTS

Baseball: Brush Travel League	7/8	9/10	11/12	14U
	\$45.00	\$65.00	\$65.00	\$65.00
Softball: Travel League				
Soccer: NVAA Travel League 3th/4th & 5th/6th grade	\$45.00			
Soccer: Little Kickers (home practices & games) Ages 3/4 & 5/6	\$35.00			

SUMMER SPORTS

Baseball: In Town	3/4	5/6	7/8	10U	12U
	\$35.00	\$45.00	\$45.00	\$45.00	\$45.00
Baseball: Greeley League	10U			12U	
	\$125.00			\$125.00	

FALL SPORTS

Volley Totz	\$35.00				
Volleyball: NVAA Travel League K-6 th Grade	\$35.00				
Soccer: Little Kickers (home practices & games) Ages 3/4 & 5/6	\$35.00				

ADULT SPORTS

SUMMER SPORTS

Co-Ed Slow Pitch Softball	\$350.00 / Team	\$30/Individual
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FALL SPORTS

Co-Ed Slow Pitch Softball	\$350.00 / Team	\$20/Individual
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SPRING VOLLEYBALL

Volleyball	\$120.00 / Team	\$20/Individual
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LIQUOR LICENSE FEES

	Local Fee	State Fee
Renewal Application Fee	Same as Reg Fee	\$250.00
Art	\$41.25	\$308.75
Beer & Wine	\$48.75	\$351.25
Brew Pub	\$75.00	\$750.00
Club	\$41.25	\$308.75
Distillery Pub	\$75.00	\$750.00
Hotel & Restaurant	\$75.00	\$500.00
Hotel Restaurant with one Optional Premises	\$75.00	\$600.00
Each Additional OP License	Intentionally blank	\$100.00
Resort Complex	\$75.00	\$500.00
Campus Liquor Complex	\$75.00	\$500.00
Related Facility – Resort Complex	\$15.00	\$500.00
Related Facility – Campus Liquor Complex	\$15.00	\$160.00
Liquor-Licensed Drugstore	\$22.50	\$227.50
Lodging & Entertainment	\$75.00	\$500.00
Optional Premises	\$75.00	\$500.00
Racetrack	\$75.00	\$500.00
Retail Gaming Tavern	\$75.00	\$500.00
Retail Liquor Store	\$22.50	\$227.50
Tavern	\$75.00	\$500.00
Vintner's Restaurant	\$75.00	\$750.00
Fermented Malt Beverage On Premises	\$3.75	\$96.25
Fermented Malt Beverage Off Premises	\$3.75	\$96.25
Fermented Malt Beverage On/Off Premises	\$3.75	\$96.25

POLICE SERVICES/MUNICIPAL COURT

VIN Verification-Residents	Must pre-pay	\$15.00
VIN Verification-Non-Residents	Must pre-pay	\$25.00
Golf Cart/ATV Permits		\$25.00
Alarm Systems - False Alarms	After 3 false alarms/ per alarm	\$50.00
Court Fees		\$65.00
Deferred Judgment		\$55.00
Sex Offender Registration	Initial Registration	\$75.00
Sex Offender Registration	Subsequent / Quarterly	\$25.00

NUISANCE / ABATEMENT FEES

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

WATER AND SEWER FEES

UTILITY FEES

Return Check Fee		\$35.00
Late Payment Fee	Pymt not received by 20 th of each month	\$15.00
Disconnect/Reconnect Fee		\$50.00
Deposit - Water		\$89.00
Deposit - Sewer		\$26.00
RESIDENTIAL & COMMERCIAL RATES		
Water Base Rate – minimum	0 to 1,000 gallons	\$75.08
	1,001 to 4,000 gallons	\$3.41
	4,001 to 8,000 gallons	\$3.94
	8,001 to 15,000 gallons	\$4.46
	15,001 to 25,000 gallons	\$4.99
	25,001 to 50,000 gallons	\$5.51
	50,001 to 100,000 gallons	\$6.04
	100,001 gallons and above	\$6.56
Sewer Base Rate	Base rate per month	\$42.00
	Per 1,000 gallons	\$2.10
BULK WATER FEES/DEPOSITS		
Bulk Water Meter Deposit	Refundable	\$2,500.00
Bulk Water Monthly Fee	Non-Refundable	\$89.00
Bulk Water Deposit		Equal to 1 month's usage
Bulk Water Rate	Per 1,000 gallons up to 4,000 gallons	\$25.00
	4,001 and above per 1,000 gallons	\$12.00

WATER INVESTMENT FEES (WATER TAP)

5/8"	\$ 35,000.00
3/4"	\$ 40,250.00
1"	\$ 53,270.00
1 1/2"	\$ 79,905.00
2"	\$ 133,175.00
3"	\$199,762.00
4"	\$292,985.00
6"	\$717,412.00

SEWER INVESTMENT FEES (SEWER TAP)

5/8"	\$ 10,000.00
3/4"	\$12,000.00
1"	\$16,800.00
1 1/2"	\$25,188.00
2"	\$40,932.00
3"	\$62,760.00
4"	\$100,416.00
6"	\$160,668.00

WATERING PERMIT (Watering outside of watering restrictions per Wiggins Municipal Code Chapter 52)

For Landscaping/Sod Installation – 30 days	\$35.00
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- 30 day extensions (up to 60 day max) allowed by Town Manager or designee

BACKFLOW	FEE
Backflow Test	\$50.00
Backflow Clean & Repair	\$50.00
Landscape Irrigation Systems	\$50.00

BUILDING AND CONSTRUCTION FEES

Building Permit fees for most projects are based on valuation of the project. Valuation for residential and commercial projects involving new floor area is calculated using the gross floor area and the applicable square foot construction cost based on occupancy/use and construction type as indicated in the most current ICC Building Valuation Data table or Table 1C below for some residential. The fees are then determined utilizing Table 1A below.

Building Permit Fee Table 1A

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

OTHER INSPECTION AND PLAN REVIEW FEES:

Violation Fee (Work done without a permit) - 2 times the assessed fee	Residential and Commercial plan review fees-60% of building permit fee*
Pre-move house inspection fee (within Town limits)- \$300.00	Additional plan review required by changes, additions or revisions to plans- \$50.00 an hour
Re-Inspection Fee: \$50.00	Mobile/Modular/Manufactured/Temp Trailer- \$120.00 (for construction projects)
Water Meter Fee – At Cost	

*** Plan review fees shall be equal to sixty-five percent (60%) of the total permit fee for a permit to do the work proposed.** When plans are incomplete or changed so as to require additional plan review, an additional plan review fee shall be charged at the rate which has been established.

ELECTRIAL & PLUMBING PERMITS AND THEIR INSPECTIONS MUST BE OBTAINED THROUGH STATE OF COLORADO DEPARTMENT OF REGULATORY AGENCIES

One Stop and Other Fees Table 1B

FLAT RATE PERMIT FEES (RESIDENTIAL ONLY)			
Furnace/AC Replacement	\$75.00		Demolition
Fence	\$50.00		Driveway (New)
Re-Roof	\$50.00		

Residential Square Footage Valuation Table 1C

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

Misc. Other Fees Table 1D

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

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

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

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

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

Land Development Fees Table 1E

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

FAIR CONTRIBUTIONS FOR PUBLIC SCHOOL SITES

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

RIGHT-OF-WAY FEES

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

CONCRETE IMPROVEMENTS - New	FEE	MINIMUM
Sidewalk, Trail, Bike Path, Drive Approach	\$0.50 / LF	\$50.00
Combination Curb, Gutter, Sidewalk	\$0.75 / LF	\$50.00
Sidewalk Chase Drains	\$50.00 EA	\$0.00
ADA Access Ramps	\$100.00 EA	\$0.00
Street Cut	\$250.00	\$0.00
Access Permit (Driveway & Curb Cuts)	\$250.00	\$0.00

**TOWN OF WIGGINS
RESOLUTION 37-2024**

**A RESOLUTION RATIFYING AND ADOPTING THE TOWN OF WIGGINS SERVICE
FEES**

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

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

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

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

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

Section 3. The attached fee schedule (Attachment A), is hereby adopted and approved in its entirety and shall be effective immediately upon approval of this Resolution.

INTRODUCED, ADOPTED AND RESOLVED THIS 23rd DAY OF OCTOBER, 2024.

TOWN OF WIGGINS, COLORADO

Chris Franzen, Mayor

ATTEST:

Nichole Seiber, Town Clerk



STAFF REPORT
Board of Trustees Meeting
October 23, 2024

DATE: October 23, 2024

AGENDA ITEM NUMBER: 8

TOPIC: Mayor and Trustee Compensation

FROM: Melinda Culley, Town Attorney

SUMMARY:

Consideration of Ordinance No. 08-2024, An Emergency Ordinance Amending Section 30.01 of the Wiggins Municipal Code to Increase The Compensation Of The Mayor And Trustees

BACKGROUND:

At the Board's October 9 study session, the Board discussed potentially increasing the compensation paid to the Mayor and Trustees. Currently, the Mayor receives \$200 per month and the Trustees receive \$40 per month.

State law requires that the compensation of the Mayor and Trustees be fixed by ordinance and C.R.S. § 31-4-405 provides that no Mayor or Trustee may receive an increase in compensation occurring during the term of office for which the Mayor or Trustee has been elected or appointed.

For the Board's consideration, we are attaching a draft ordinance to increase the Board's compensation. We have left the compensation amount blanks so the Board can further discuss and decide on a possible increase. If the Board would like the increase to be effective for the newly elected Mayor and Trustees, the ordinance needs to be adopted as an emergency ordinance.

By way of comparison, here Board compensation rates from some other Colorado municipalities:

Akron: Mayor - \$500 per year, plus \$25 per regular meeting; Trustees - \$250 per year, plus \$25 per regular meeting

Bennett: Mayor - \$500 per month; Trustees - \$250 per month

Fort Morgan: Mayor - \$200 per month; Councilmembers - \$100 per month; plus health benefits

Keenesburg: Mayor - \$600 per month; Trustees - \$100 per meeting (\$200 per month max)

Lochbuie: Mayor - \$300 per month; Trustees - \$200 per month

Mead: Mayor - \$1,000 per month; Trustees - \$700 per month

Sterling: Mayor - \$600 per month; Mayor Pro Tem - \$500 per month; Councilmembers - \$400 per month

FISCAL IMPACT:

The rate increase will have some impact on the Town's budget.

OPTIONS AVAILABLE TO THE BOARD OF TRUSTEES:

The Board of Trustees may adopt the ordinance, modify the ordinance, or elect not to adopt the ordinance.

MOTION FOR APPROVAL:

I move to approve Ordinance No. _____, An Emergency Ordinance Amending Section 30.01 of the Wiggins Municipal Code to Increase The Compensation Of The Mayor And Trustees.

ACTION REQUESTED:

Motion, Second, Roll-Call Vote.

(Emergency ordinances require affirmative votes from three-quarters of the entire Board)

TOWN OF WIGGINS, COLORADO
ORDINANCE NO. 08-2024

AN EMERGENCY ORDINANCE AMENDING SECTION 30.01 OF THE WIGGINS MUNICIPAL CODE TO INCREASE THE COMPENSATION OF THE MAYOR AND TRUSTEES

WHEREAS, the Board of Trustees previously adopted Section 30.01 of the Wiggins Municipal Code fixing the compensation for the Mayor and Trustees; and

WHEREAS, the Board of Trustees has determined it is appropriate to increase the compensation of the Mayor and Trustees given the time commitments required for such positions and the passage of time since the last change in such rates of compensation; and

WHEREAS, pursuant to C.R.S. § 31-4-405, no such increase may occur during the term for which the Mayor or any Trustee has been elected or appointed; and

WHEREAS, the Board of Trustees desires to amend the Wiggins Municipal Code to increase the compensation of the Mayor and Trustees in a manner consistent with applicable laws.

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

Section 1. Section 30.01 of the Wiggins Municipal Code is hereby amended to read as follows (words to be added are underlined; words to be deleted are stricken through):

§ 30.01 Compensation.

(A) *Mayor compensation.* ~~(1) Commencing with the effective date of this section,~~
~~€~~The Town Mayor shall be compensated at the rate of ~~\$200~~ \$_____ per month; ~~(2) P~~
provided the Mayor attends at least one Board meeting a month.

(B) *Trustee compensation.* ~~Commencing with the effective date of this section, e~~
Each Trustee shall be compensated at the rate of ~~\$40~~ \$_____ per month; provided the
Trustee attends at least one Board meeting a month.

(C) *Effective date.* The rate of compensation established in this Section shall take effect on December 1, 2024, following the municipal election in November 2024 for those members of the Board of Trustees beginning a new term of office.

Section 2. 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 3. 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.

Section 4. The Board of Trustees herewith finds, determines, and declares that this ordinance is necessary to the immediate preservation of public property, health, welfare, peace, or safety to ensure that this ordinance becomes effective before the November 5 election. Pursuant to C.R.S. § 31-16-105 this ordinance shall be effective upon adoption, provided the same has been adopted and signed by the Mayor and approved by three-fourths of the entire Board of Trustees.

INTRODUCED, READ, ADOPTED, APPROVED, AND ORDERED PUBLISHED BY TITLE ONLY
this 25th day of October, 2024.

TOWN OF WIGGINS, COLORADO

Christopher Franzen, Mayor

ATTEST:

Nichole Seiber, Town Clerk



STAFF SUMMARY

Board of Trustees Meeting
Liquor License Authority
October 23, 2024

DATE: October 18, 2024

AGENDA ITEM NUMBER: 9

TOPIC: Liquor License Renewal – Stub’s Gas & Oil Inc.

Staff Member Responsible: Nichole Seiber, Town Clerk/Trustee

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 Stub’s Gas & Oil Inc. Their current license expires on December 28, 2024. Stub’s Gas & Oil Inc. 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 Stub’s Gas & Oil Inc.

ACTION REQUESTED:

Motion, Second, Roll-Call Vote.

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