



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

March 22, 2023 at 7:00 P.M.

**304 CENTRAL AVENUE
WIGGINS, CO 80654**

***NOTE: DUE TO LIMITED SEATING CAPACITY, THE PUBLIC IS HIGHLY
ENCOURAGED TO ATTEND THE MEETING VIA ZOOM***

GO TO <https://us06web.zoom.us/j/89138082108> FOR THE MEETING LINK

MEETING AGENDA

I. INTRODUCTIONS

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

II. CONSENT AGENDA

1. Approval of Board of Trustees Meeting Minutes February 22, 2023
2. Approval of Board of Trustees Special Meeting Minutes March 8, 2023
3. Approval of Bills March 2023

III. REPORTS

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

IV. PUBLIC COMMENTS

The Board of Trustees welcomes you and thanks you for your time. If you wish to address the Board of Trustees about a specific concern or to comment on an item, this is the only time set on the agenda for you to do so. We ask that you be respectful and courteous when addressing the board. When you are recognized, please step to the microphone, state your name and address. Your comments will be limited to five (5) minutes. The Board will not respond to your comments this evening, rather they will take your comments and suggestions under advisement and provide direction to the appropriate member of Town Staff for follow-up.

V. CONSIDERATION OF ORDINANCE NO. 01-2023 (*First Reading*)

An Ordinance Amending Ordinance No. 01-2022 and Adopting by Reference the 2018 International Plumbing Code and the 2020 National Electric Code

1. Ordinance No. 01-2023

VI. CONSIDERATION OF ORDINANCE NO. 02-2023

An Emergency Ordinance Imposing a Temporary Moratorium on the Issuance of a Building Permit, Special Review Use, Business License to, or Receipt of any Land Use Application from any Owner or Applicant the Purpose of which Includes Development, Construction, or Operation of a RV Park or Campground

1. Ordinance No. 02-2023

VII. CONSIDERATION OF RESOLUTION NO. 15-2023

A Resolution Authorizing the Town Manager the Town Manager to Issue the Notice of Award to GLH Construction Inc. for the Main Street Improvements Project

1. Resolution No. 15-2023

VIII. LIQUOR LICENSE AUTHORITY

1. Consideration of a Liquor License Renewal – Mariana’s Mexican Restaurant

IX. EXECUTIVE SESSION

1. For the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators, under C.R.S. Section 24-6-402(4)(e) – Update regarding water rights and water court case.

V. REPORT FROM EXECUTIVE SESSION

VI.ADJOURNMENT

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



MINUTES OF MEETING

TOWN OF WIGGINS BOARD OF TRUSTEES MEETING

February 22, 2023 at 7:00 p.m.

CALL TO ORDER & ROLL CALL

A meeting of the Town Board of Trustees for the Town of Wiggins, Colorado was held on Wednesday, February 22, 2023. Mayor Chris Franzen called the meeting to order at 7:00 p.m. The following Trustees answered roll call: Mayor Chris Franzen, and Trustees: Mandy Camilleri, Bryan Flax, Steven Perrott and Bruce Miller. Absent: Mayor Pro-Tem David Herbstman and Trustee Jerry Schwindt. Staff present were Tom Acre, Town Manager, Chief Craig Miller, Officer Doug Erickson.

APPROVAL OF THE AGENDA

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

SWEARING-IN OF NEW TRUSTEE STEVEN PERROTT

Steven Perrott was sworn in as the new Trustee for the vacant position.

CONSENT AGENDA

Approval of Board of Trustees Meeting Minutes January 25, 2022.

Approval of Board of Trustee Special Meeting Minutes February 8, 2023.

Approval of Board of Trustee Special Meeting Minutes February 15, 2023

Approval of Bills February 2023

Trustee Bruce Miller asked the Town Manager about the bills from Bloedorn for \$2,803 and Country Hardware Store for \$2,714 for Public Works and why they were so high. The Town Manager explained that both were typical bills the Town receives and that the Public Works department had a heavy month with the construction of additional storage sheds. Trustee Miller noticed that the Town was already over budget in this category and concerned it was only January. Tom stated that the charges do get split three ways between public works, water, and sewer but he would keep an eye on the spending.

Bruce Miller inquired why SafeBuilt (ProCode) was so much higher this month compared to January's \$300. Tom stated that there was a bill that was missed in October and these bills bring the Town current. He did remind the Board of Trustees that there will be some months that are as low as \$300 and some that will be higher depending on what work they do for the Town.



Trustee Bryan Flax inquired about the recycled asphalt that Steve Comer delivered to Town. The Town Manager stated that the asphalt is currently being used to fill in holes where the snow has destroyed the roads. It is the Public Works' intentions to do the hot asphalt when the temperatures are warmer.

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

TOWN MANAGER REPORT

- The Town Manager discussed meeting with Public Works and Police Department staff to develop the Snow Removal Policy. The Board of Trustees will be voting on that policy later in the agenda. He also reported that he and Chief Miller had a discussion with the Board of County Commissioners regarding the 911 surcharge earlier in the month. This item is also part of tonight's agenda.
- The Town Manager stated that he attended the South Platte Water Users Group board meeting. They spoke about implementing a member portal so we can access information.
- The Town Manager also attended the CML Policy Committee meeting last Friday. They covered about 30 different action items of bills that are being considered by the Legislature that CML is watching for all municipalities. He indicated he would pass on the information from CML as he receives it. The topics ranged from healthcare to liquor licenses and some public safety bills. One such bill that directly impacts rural communities was delaying requirements to meet the 2021 Energy Code.
- The Main Street Project is out to bid with five companies interested. The Bid has been extended to March 6th which will allow bidders to give better bids.
- The non potable water line is waiting for the final survey to be completed so that we can send that out to bid.
- The Morgan County Economic Development Corporation annual meeting is March 30th. He will send the Trustees a copy of the invitation.
- The CML conference is June 25th – 28th at the Gaylord Rockies. He encouraged the Trustees to attend.
- The Town Manager reported that he and Public Works Supervisor, Beau, were invited to Flood Fight Training by the Army Corps of Engineers in Omaha toward the end of next week. There is a virtual option, he and Beau are considering attending in person.

Mayor Franzen asked the Town Manager if the contractors were able to hook up the sewer line project. The Town Manager stated that the contractor plans to hook up the line on the 27th.

There were no further comments or questions from the Trustees for the Town Manager.

BOARD OF TRUSTEES REPORTS

There were no reports from the Trustees.

FINANCIALS - ACTUAL TO BUDGET

Trustee Bruce Miller inquired why the workman's comp was higher. The Town Manager indicated that January was the first payment for the quarterly payment. The Town Manager indicated that the numbers were high and he would go back and check the numbers.



Trustee Bryan Flax asked what building permit might have come through that would cause the numbers to be at \$30,000. The Town Manager will check those numbers.

Trustee Mandi Camilleri asked about the computer software. The Town Manager confirmed that that charge was for the Caselle license that was unexpected. It is a one-time fee that was placed in the general fund instead of being split amongst all of the departments.

Trustee Bryan Flax asked about the large revenue that came in for building department reviews. The Town Manager stated he would check with Joeene on that one as well.

Mayor Chris Franzen asked if the 1% one percent sales tax the new sales tax that got passed. The Town Manager confirmed that it was the entire sales tax revenue

Motion was made by Trustee Mandy Camilleri to approve Financials Actual to Budget. Seconded by Trustee Bruce Miller. Roll Call: Motion was unanimously approved.

PUBLIC COMMENTS

The Public Comments portion of the meeting was opened at 7:24 p.m.

Misty Mathewson from 317 Suzann Street addressed the Board of Trustee regarding a letter she wrote to Town Manager, Tom Acre. The letter was written with concerns about the Town roads and the destruction the roads are causing to vehicles.

Mayor Franzen addressed some of Ms. Mathewson's comments and concerns. He indicated that the intense amount of snow has caused concerns. Town Staff has attempted to make efforts to fill the holes but weather and temperatures prevents the proper repairs.

Jeff Palmer of 419 High Street addressed the Board of Trustee with suggestions that may help the Trustees and Town Staff. He stated that the method of removing the snow may help the Town. Julesburg uses an old snowblower and beet trucks to remove the snow. Removing the snow keeps the streets from having standing water and potholes. He also had concerns that removing the snow to Town Park grass was not a good because it leaves a lot of dirt and debris after the snow melts that can kill the grass.

The Public Comment portion of the meeting was closed at 7:34 p.m.

PRESENTATION

Presentation by Morgan County Clerk and Recorder, Kevin Strauch. Kevin wanted to use the presentation time to introduce himself and to thank the Town for its partnership with the voting box and other things.



CONSIDERATION OF RESOLUTION NO. 09-2023 – A Resolution Increasing the Emergency Telephone Charge Within the Town of Wiggins, Colorado and Authorizing Service Suppliers to Collect Emergency Telephone Charges.

This resolution is the 911 Emergency surcharge that was last increased June 2021. The current charge is \$1.72 per line and the new rate would be \$1.97 per line. Morgan County is asking all communities to take over to enact this resolution each year. The Public Utilities Commission allows it to increase by about the rate of inflation each year and the county is planning to request that the increase every year for the next maybe 10 years. What they are attempting to get about a million dollars from the surcharges to run the emergency communication center.

Trustee Bryan Flax inquired why was there not an increase in 15 years until last year. Chief Miller stated that there really wasn't a good reason except that no one simply did it.

Motion was made by Trustee Miller to approve Resolution 09-2023. Seconded by Trustee Flax . Roll Call: Motion was unanimously approved.

CONSIDERATION OF RESOLUTION NO. 10-2023 - A Resolution Authorizing Participation in the Rural Jump Start Program

The Town Manager introduced this item and reminded Trustees that this was initially discussed in 2021. The Rural Jump Start Program another tool in the economic development tool box that can be offered to new businesses that are not competing with existing businesses. They will be eligible for relief from personal property tax and credits for new employees. Motion was made by Trustee Flax to approve Resolution 10-2023. Seconded by Trustee Camilleri. Roll Call: Motion was unanimously approved.

CONSIDERATION OF RESOLUTION NO. 11-2023 - A Resolution Approving the Purchase of a Pedestrian Activated Flashing LED Crossing Sign for Installation on Morgan County Road P West of Main Street

This Resolution addresses the discussion the Town has had with the community to provide an enhanced safety crossing at County Road P and Main Street. This would help kids crossing from the neighborhoods to the South to get to school and back home. This sign is a LED, pedestrian activated sign. The push button will be located 5-10 feet away from the sign. It should flash bright enough to grab drivers' attentions. This will also be a solar powered sign. Total cost of the sign will be about \$14,300. The budget was for \$10,000 but there is some monies left over from the Town Hall sign that can be rolled over to the pedestrian sign. When activated, the sign flashes amber.

Motion was made by Camilleri to approve Resolution 11-2023. Seconded by Trustee Perrott. Roll Call: Motion was unanimously approved.



CONSIDERATION OF RESOLUTION NO. 12-2023 - A Resolution Approving a First Amended Employment Agreement with the Town Manager

This resolution is in regards to the Town Manager, Tom Acre's, contract. Town Attorney, Melinda Culley, assisted with the drafting of the contract. The Board of Trustees direction from an executive session was to adjust the Town Manager's compensation. The modifications include a five percent increase for cost of living that has not been adjusted since Tom's hiring date in October of 2020.

Motion was made by Trustee Bruce Miller to approve Resolution 12-2023. Seconded by Trustee Flax. Roll Call: Motion was unanimously approved.

CONSIDERATION OF RESOLUTION NO. 13-2023 – A Resolution Adopting the Town of Wiggins Snow Removal Policy

The Town Manager provided an introduction to the Snow Removal policy. He stated it will be a work in progress as the Town experiences snow occurrences. He and Staff worked on the policy and intend to also develop a map and have the policy published on the website for public access.

Motion was made by Trustee Miller to approve Resolution 13-2023. Seconded by Trustee Camilleri. Roll Call: Motion was unanimously approved.

CONSIDERATION OF RESOLUTION NO. 14-2023 - A Resolution Approving an Easement Agreement with Morgan County Rural Electric Association for Electrical Service at the Wiggins North Project

This resolution addresses the easement that Central Water is requesting to allow Morgan County Rural Electric to add a utility pole on the east side of Road 3 north of County Road U to provide power to their flow meters that will be monitoring the flow into their recharge ponds that are constructed on the Wiggins North Project. It is also something that once we have recharge ponds that we can pull electric from as well. Trustee Bruce Miller asked the Town Manager if this will impact the Town budget. He confirmed that it is just permission for them to do the work on Town property and will not cost the Town. He did indicate that if the Town chose to extend the electric lines later then it may impact a future Town budget, but the current budget is not affected.

Motion was made by Trustee Perrott to approve Resolution 14-2023. Seconded by Trustee Camilleri. Roll Call: Motion was unanimously approved.

ADJOURNMENT

Trustee Flax expanded on Jeff Palmer's comments from the Public Comments that the Town maybe consider a loan to complete the road project to take care of the roads at a sooner date rather than a later date. Waiting for the 1% tax may take too long. The Town Manager confirmed that the Town has some money that covers Third Avenue to Fifth Avenue that will be road, curb, gutter, and sidewalk.



The Board of Trustees, Officer Doug Erickson, Chief Miller, and Tom had further discussion of some loan possibilities and programs, road closures, school hours, and general traffic concerns.

Mayor Chris Franzen adjourned the meeting at 8:19 pm.

Respectfully submitted by:

A handwritten signature in blue ink that reads "Tom Acre". The signature is written in a cursive style with a horizontal line underneath it.

Tom Acre, Interim Town Clerk



MINUTES OF MEETING

TOWN OF WIGGINS BOARD OF TRUSTEES SPECIAL MEETING

March 8, 2023 at 8:00 pm

CALL TO ORDER & ROLL CALL:

A special meeting of the Town Board of Trustees for the Town of Wiggins, Colorado was held on Wednesday, March 8, 2023. Mayor Chris Franzen called the meeting to order at 7:51 p.m. The following Trustees answered roll call: Mayor Pro-Tem David Herbstman and Trustees: Mandy Camilleri, Jerry Schwindt, Bryan Flax, Bruce Miller, and Steven Perrott. Staff present was Tom Acre, Town Manager.

APPROVAL OF THE AGENDA:

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

A motion was made by Mayor Pro-Tem Herbstman to go into Executive Session for the purpose stated below. Seconded by Trustee Miler. Roll Call: The motion to go into Executive Session was approved unanimously. The Board of Trustees entered the Executive Session at 7:55 p.m.

EXECUTIVE SESSION:

For the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators, under C.R.S. Section 24-6-402(4)(e) – 1) Family Dollar Improvements and 2) Bullseye Water Agreement.

The Board adjourned the Executive Session at 8:26 p.m.

REPORT FROM EXECUTIVE SESSION

The Board gave general direction to the Town Manager regarding the Family Dollar Improvements and Bullseye Water Agreement. No formal action was taken during the Executive Session.

ADJOURNMENT:

Mayor Franzen adjourned the meeting at 8:28 pm.

Respectfully submitted by:

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

Tom Acre, Interim Town Clerk

TOWN OF WIGGINS - BILLS PAID

MARCH 2023

Vendor	Description	Amount Paid
BANK OF THE WEST	Credit Card	\$3,673.53
BLOEDORN LUMBER	Lumber for PD Evidence Shelves	\$414.34
BLUE LIGHTNING	Telephone and Internet	\$531.41
CASELLE, INC	Caselle Software Support and Maintenance	\$906.00
CHS HIGH PLAINS	Propane 3261 CR U	\$551.77
CITY OF FORT MORGAN UTILITIES	Glassey Pump Electric	\$8.17
COLORADO ANALYTICAL LABORATORY	Water Analysis	\$2,151.60
CORE & MAIN	Meters, Meter Read Software, Repair	\$5,676.82
COSTCO	Paper Towels & Toilet Paper	\$79.96
COUNTRY HARDWARE	Misc. PW Supplies	\$1,828.43
EMIL, KIMBERLY A	Municipal Judge	\$312.50
FORT MORGAN RES & IRR CO	2023 Assessments	\$3,140.00
HAYES POZNANOVIC KORVER, LLC	Water Attorney fees	\$1,689.00
HE LLC	PW Assist- Streets, Drainage	\$1,437.50
INVOICE CLOUD	Billing Program Software	\$366.75
KAMMERER, WILLIAM M.	Water Shares Lease/Purch Payment	\$3,510.42
KELLY, PC	Town Attorney Legal Fees	\$1,569.50
LEAF	Copier Lease	\$159.00
LKQ	Repair Part Dump Truck	\$297.69
LRE Water	Water Rights Engineering	\$9,972.00
M & S ELECTRIC, INC.	Sewer Plant Motor Repair	\$1,109.85
MGS INCORPORATED	Salt Dogg Spreader/P/U Sander	\$4,504.05
MORGAN COUNTY QUALITY WATER	3261 Road U	\$33.73
MORGAN COUNTY REA	Utilities - Electric	\$15,971.49
NOCO ENGINEERING COMPANY	BNSF Sewer Line Replace Engineering	\$7,978.75
NVAA	Soccer Program	\$447.00
OUT EAST CONTRACTING, LLC	Recycled Asphalt	\$1,950.00
PITNEY BOWES-PURCHASE POWER	Postage	\$1,400.00
PRAIRIE MOUNTAIN MEDIA	Notice of Board of Trustee Vacancy	\$18.40
PROFESSIONAL MANAGEMENT SOLUTIONS	Contract Accountant	\$2,351.25
RH WATER & WASTEWATER, INC.	Water & Sewer Contract Operator	\$800.00
SAFEbuilt, LLC	Building inspections & plan reviews	\$4,124.38
SOUTHSIDE LATERAL COMPANY	2023 Statement for 2023 Assessments	\$700.00
STUB'S GAS & OIL, INC.	PW Fuel & Propane	\$1,647.41
VIAERO WIRELESS	Cell Phones	\$1,001.06
WEAR PARTS & EQUIPMENT	Loader Bucket Replacement Edges	\$1,984.30
WELDON VALLEY DITCH COMPANY	Kammerer Accounting Jan-Feb 2023	\$99.50
WEX BANK	Fuel-PW & WPD	\$1,396.64
WIGGINS FARM AND AUTO SUPPLY	Misc. PW Vehicle Parts/Supplies	\$807.48
WIGGINS SUPER'S 1846	Refund Liquor Lic Fee Over Charge	\$52.50
WIGGINS SUPER'S 1846	Misc. Supplies	\$50.15
WOLF WASTE, LLC	Trash Removal	\$298.00
XCEL ENERGY	Utilities-Gas	\$1,572.11

Approved: 

Date: 03/20/2023

Total: \$88,574.44

INCIDENT ANALYSIS - DAY

Date 03/01/2023

Time 11:22:18

Report CFS03

Agency Wiggins Police Dept.

Dates 02/01/2023 Thru 02/28/2023

Activity	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Total
<div> <div>Agency: WPD Wiggins Police Dept.</div> </div>								
00400 Assault	0	0	0	1	1	0	0	2
01100 Fraud	0	1	0	0	0	0	0	1
01720 Assault-sexual	0	0	0	1	0	0	0	1
02000 Off Agnst Fam & Chld	0	0	0	0	1	0	0	1
02415 Domestic Violence	0	1	0	0	0	0	0	1
02430 Loud Noise	1	0	0	1	0	0	0	2
02670 Local Ordinance Violation	0	0	2	0	0	0	0	2
02700 Susp Pers/veh/inc	1	0	0	0	0	0	0	1
03000 Community Policing	0	1	2	0	0	1	0	4
03010 Assist Other Agency	0	2	1	1	2	1	0	7
03030 Building Check	0	0	0	1	1	0	0	2
03040 Civil Service	0	0	0	0	2	0	0	2
03070 Keep The Peace	0	0	1	0	0	0	0	1
03080 Medical Assist	0	0	0	0	1	0	0	1
03100 Welfare Check	1	1	0	0	0	2	1	5
03120 Extra Patrol	30	25	26	14	45	30	23	193
03540 Traffic Accident	0	0	0	2	0	0	1	3
03610 Parking Complaint	0	0	1	0	0	6	0	7
03730 Lost/found	0	1	0	0	0	0	0	1
03740 Message Delivery	0	1	0	0	0	0	0	1
03750 Meet Party	1	0	0	0	0	0	0	1
03760 Information	0	1	0	0	0	1	0	2
03770 Return Phone Call	0	1	0	0	0	0	0	1
04000 Alarm	0	1	0	0	1	1	0	3
07520 Motorist Assist	0	0	0	0	0	1	1	2
07530 Traffic Contact	1	2	4	2	2	10	6	27
07580 Vehicle Inspection	0	0	1	0	1	1	0	3
07700 Juv Problem	0	0	1	1	0	0	0	2
08100 Water	0	0	0	0	0	0	1	1
09000 Fire Investigation LE	0	0	0	0	0	0	1	1
09001 911-Welfare Check	0	2	2	1	0	2	0	7
09007 Animal Welfare Check	0	0	0	2	1	0	0	3
09900 Follow Up/Investigation	2	5	7	1	8	7	1	31
09902 Civil Issues	0	1	0	0	0	0	1	2
35DU Traffic Contact-DUI Inv	0	1	0	0	0	0	0	1
SEO Select Enforce Off Init	1	3	17	7	22	15	9	74
Wiggins Police Dept. Agency Total	38	50	65	35	88	78	45	399
Total	38	50	65	35	88	78	45	399

TOWN OF WIGGINS
COMBINED CASH INVESTMENT
FEBRUARY 28, 2023

COMBINED CASH ACCOUNTS

01-10210	HIGH PLAINS-MAIN CHECKING	48,632.07
01-10700	RETURNED CHECK CLEARING ACCT	(100.30)
01-10750	UTILITY CASH CLEARING ACCOUNT	49,671.03

TOTAL COMBINED CASH	98,202.80
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TOTAL UNALLOCATED CASH	98,202.80
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CASH ALLOCATION RECONCILIATION

TOTAL ALLOCATIONS TO OTHER FUNDS	.00
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ZERO PROOF IF ALLOCATIONS BALANCE	.00
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TOWN OF WIGGINS
BALANCE SHEET
FEBRUARY 28, 2023

GENERAL FUND

ASSETS

10-10250	COLOTRUST FUND		.69	
	TOTAL ASSETS			.69

LIABILITIES AND EQUITY

LIABILITIES

10-20200	ACCOUNTS PAYABLE	(9,191.08)	
10-20210	PAYABLE TO SCHOOL DISTRICT		1,088.59	
10-22710	FED/ FICA TAXES PAYABLE	(2,522.01)	
10-22720	STATE W/H TAXES PAYABLE		3,490.00	
10-22740	POLICE PENSION PAYABLE		209.08	
10-22760	DEFERRED COMP CONTRIB PAYABLE	(992.82)	
10-22770	UNEMPLOYMENT PAYABLE		51.90	
10-22820	HEALTH INSURANCE PAYABLE	(461.00)	
	TOTAL LIABILITIES		(8,327.34)

FUND EQUITY

UNAPPROPRIATED FUND BALANCE:
REVENUE OVER EXPENDITURES - YTD

2,827.67

BALANCE - CURRENT DATE

2,827.67

TOTAL FUND EQUITY

2,827.67

TOTAL LIABILITIES AND EQUITY

(5,499.67)

TOWN OF WIGGINS
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
10-31100 CURRENT PROPERTY TAX	14,485.41	14,485.41	524,164.00	509,678.59	2.8
10-31200 SPECIFIC OWNERSHIP	3,033.97	6,290.59	30,000.00	23,709.41	21.0
10-31300 1% TOWN SALES TAX	25,084.63	50,679.17	300,000.00	249,320.83	16.9
10-31301 USE TAX	5,792.38	35,995.95	10,000.00	(25,995.95)	360.0
10-31420 CIGARETTE TAX	144.67	313.89	1,500.00	1,186.11	20.9
10-31810 SEVERENCE TAX	.00	.00	10,000.00	10,000.00	.0
10-31820 FRANCHISE FEE-MORGAN CTY REA	.00	4,881.00	8,000.00	3,119.00	61.0
10-31821 FRANCHISE FEE-XCEL ENERGY	3,007.57	3,007.57	8,000.00	4,992.43	37.6
10-31823 FRANCHISE FEE--BLUE LIGHTNING	.00	994.24	2,750.00	1,755.76	36.2
10-32110 LIQUOR LICENSE (15%)	(52.50)	(52.50)	175.00	227.50	(30.0)
10-32210 BUILDING PERMITS	4,623.28	14,330.36	25,000.00	10,669.64	57.3
10-33412 DOLA EIAF 2021	.00	.00	82,500.00	82,500.00	.0
10-33413 DOLA REDI GRANT (PASS THRU)	.00	.00	150,000.00	150,000.00	.0
10-33530 HIGHWAY USERS TAX	4,414.32	9,418.53	55,000.00	45,581.47	17.1
10-33550 ADDITIONAL MOTOR VEHICLE	660.25	1,308.86	6,000.00	4,691.14	21.8
10-33800 ROAD & BRIDGE	1,652.61	1,652.61	40,000.00	38,347.39	4.1
10-34210 SPECIAL POLICE SERVICES	.00	10.00	.00	(10.00)	.0
10-34215 VIN INSPECTIONS	30.00	45.00	250.00	205.00	18.0
10-34220 BUILDING DEVELOPMENT REVIEW	.00	536.05	5,000.00	4,463.95	10.7
10-34221 BUILDING INSPECTION PLAN REV	2,250.68	8,233.61	1,000.00	(7,233.61)	823.4
10-34282 PARKS & REC FEES	.00	70.00	.00	(70.00)	.0
10-34283 SOFTBALL REG FEES	.00	.00	2,000.00	2,000.00	.0
10-34284 BASEBALL REG FEES	845.00	1,520.00	11,000.00	9,480.00	13.8
10-34286 VOLLEYBALL REG FEES	.00	25.00	1,000.00	975.00	2.5
10-34287 SOCCER REG FEES	460.00	1,245.00	1,500.00	255.00	83.0
10-34289 MISCELLANEOUS ACTIVITY FEES	.00	.00	2,000.00	2,000.00	.0
10-35110 COURT FINES-MUNICIPAL	1,818.00	5,700.65	30,000.00	24,299.35	19.0
10-36000 OTHER MISCELLANEOUS	.00	15.00	.00	(15.00)	.0
10-36010 DOG LICENSES/CLINIC	5.00	15.00	300.00	285.00	5.0
10-36011 BUSINESS LICENSES	10.00	140.00	3,500.00	3,360.00	4.0
10-36012 CONTRACTOR LICENSES	150.00	550.00	1,800.00	1,250.00	30.6
10-36013 GOLF CART LICENSES	.00	.00	150.00	150.00	.0
10-36100 INTEREST ON SAVINGS	.33	.69	10.00	9.31	6.9
10-36310 BUILDING & FARM RENT	500.00	1,050.00	6,000.00	4,950.00	17.5
10-36420 REFUNDS	1.06	1.06	.00	(1.06)	.0
10-36500 CONTRIBUTIONS/DONATIONS	.00	60.00	.00	(60.00)	.0
10-36512 GRANTS--DUI	200.00	400.00	.00	(400.00)	.0
 TOTAL FUND REVENUE	 69,116.66	 162,922.74	 1,318,599.00	 1,155,676.26	 12.4

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>GENERAL GOVERNMENTAL</u>					
10-410-13 FINANCIAL AUDIT	.00	.00	5,000.00	5,000.00	.0
10-410-32 PROFESSIONAL SERVICES	3,100.46	3,402.52	22,500.00	19,097.48	15.1
10-410-34 CODIFICATION	3,920.00	3,920.00	12,000.00	8,080.00	32.7
10-410-35 COPIER LEASE	143.10	182.85	650.00	467.15	28.1
10-410-40 EMPLOYEE TRAINING	.00	.00	5,000.00	5,000.00	.0
10-410-41 TELEPHONE & INTERNET	348.30	779.84	1,400.00	620.16	55.7
10-410-42 UTILITIES--ELECTRIC	179.96	179.96	2,000.00	1,820.04	9.0
10-410-43 OFFICE BLDG REPAIRS & MAINT	.00	1,482.00	5,000.00	3,518.00	29.6
10-410-44 POSTAGE METER LEASE	33.20	33.20	250.00	216.80	13.3
10-410-45 UTILITIES-GAS	153.27	153.27	1,500.00	1,346.73	10.2
10-410-46 CELL PHONE	111.73	223.46	1,260.00	1,036.54	17.7
10-410-48 TRASH	.00	.00	300.00	300.00	.0
10-410-52 INSURANCE & BONDS	.00	.00	32,180.00	32,180.00	.0
10-410-54 ADVERTISING	.00	.00	600.00	600.00	.0
10-410-55 POSTAGE & SHIPPING	164.70	164.70	800.00	635.30	20.6
10-410-58 TRAVEL & MEETINGS	34.05	34.05	5,200.00	5,165.95	.7
10-410-61 OPERATING SUPPLIES	575.15	575.15	5,500.00	4,924.85	10.5
10-410-68 COPIER EXPENSE	567.39	567.39	725.00	157.61	78.3
10-410-70 IT SUPPORT	.00	.00	15,000.00	15,000.00	.0
10-410-71 COMPUTER SOFTWARE	3,317.45	3,334.65	3,000.00	(334.65)	111.2
10-410-90 DUES & SUBSCRIPTIONS	.00	.00	4,000.00	4,000.00	.0
10-410-91 NEWSLETTERS & PUBLICATIONS	.00	300.00	800.00	500.00	37.5
TOTAL GENERAL GOVERNMENTAL	12,648.76	15,333.04	124,665.00	109,331.96	12.3
<u>ADMINISTRATION DEPARTMENT</u>					
10-411-15 ADMINISTRATION DEPT EMPLOYEES	5,868.02	11,704.56	134,102.00	122,397.44	8.7
10-411-20 EMPLOYEE BENEFITS	495.95	991.90	18,115.00	17,123.10	5.5
10-411-22 FICA & MEDICARE	443.42	884.42	10,259.00	9,374.58	8.6
10-411-23 457 RETIREMENT	243.78	484.00	6,500.00	6,016.00	7.5
10-411-25 UNEMPLOYMENT INS	10.12	21.65	402.00	380.35	5.4
10-411-26 WORKERS' COMPENSATION	.00	97.00	200.00	103.00	48.5
10-411-27 EMPLOYEE APPRECIATION	4.99	4.99	1,200.00	1,195.01	.4
10-411-28 TA VEHICLE STIPEND	.00	.00	1,000.00	1,000.00	.0
TOTAL ADMINISTRATION DEPARTMENT	7,066.28	14,188.52	171,778.00	157,589.48	8.3

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>JUDICIAL DEPARTMENT</u>					
10-412-00 CONTRACT-JUDGE	312.50	625.00	3,800.00	3,175.00	16.5
10-412-01 CONTRACT-TOWN PROSECUTOR	.00	770.00	3,250.00	2,480.00	23.7
10-412-35 COPIER LEASE	31.80	55.65	400.00	344.35	13.9
10-412-41 TELEPHONE & INTERNET	.00	.00	100.00	100.00	.0
10-412-44 POSTAGE METER LEASE	19.92	19.92	.00	(19.92)	.0
10-412-55 POSTAGE	332.16	332.16	200.00	(132.16)	166.1
10-412-61 OFFICE SUPPLIES	.00	.00	150.00	150.00	.0
10-412-68 COPIER EXPENSE	141.85	141.85	100.00	(41.85)	141.9
10-412-70 IT SUPPORT	.00	.00	100.00	100.00	.0
10-412-71 COMPUTER SOFTWARE	.00	115.50	200.00	84.50	57.8
TOTAL JUDICIAL DEPARTMENT	838.23	2,060.08	8,300.00	6,239.92	24.8
<u>MAYOR & LEGISLATIVE BOARDS</u>					
10-413-10 MAYOR COMPENSATION	.00	200.00	2,400.00	2,200.00	8.3
10-413-11 BOARD OF TRUSTEES COMPENSATION	440.00	640.00	2,880.00	2,240.00	22.2
10-413-12 BOARD OF TRUSTEES APPRECIATION	.00	.00	500.00	500.00	.0
10-413-22 FICA & MEDICARE	33.66	64.26	404.00	339.74	15.9
10-413-26 WORKERS' COMPENSATION	.00	21.00	100.00	79.00	21.0
10-413-40 BOARD OF TRUSTEES TRAINING	.00	.00	3,000.00	3,000.00	.0
10-413-51 E & O INSURANCE	.00	.00	3,200.00	3,200.00	.0
10-413-58 BOARD TRAVEL & MEETINGS	.00	.00	5,000.00	5,000.00	.0
10-413-71 COMPUTER SOFTWARE	.00	.00	200.00	200.00	.0
10-413-90 DUES & SUBSCRIPTIONS	.00	.00	2,500.00	2,500.00	.0
TOTAL MAYOR & LEGISLATIVE BOARDS	473.66	925.26	20,184.00	19,258.74	4.6
<u>ELECTIONS</u>					
10-414-00 ELECTIONS	.00	.00	3,000.00	3,000.00	.0
TOTAL ELECTIONS	.00	.00	3,000.00	3,000.00	.0
<u>TREASURER'S OFFICE</u>					
10-415-15 COLLECTIONS (TREASURERS FEE)	289.71	289.71	10,000.00	9,710.29	2.9
10-415-30 TOWN LEGAL	7,955.00	7,955.00	60,000.00	52,045.00	13.3
10-415-40 REPORTING & PUBLISHING	18.40	18.40	500.00	481.60	3.7
TOTAL TREASURER'S OFFICE	8,263.11	8,263.11	70,500.00	62,236.89	11.7

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2023

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ECONOMIC DEVELOPMENT</u>						
10-416-50	ECONOMIC DEVELOPMENT	.00	.00	160,000.00	160,000.00	.0
10-416-51	MEMBERSHP FEE/DUES	.00	.00	2,800.00	2,800.00	.0
	TOTAL ECONOMIC DEVELOPMENT	.00	.00	162,800.00	162,800.00	.0
<u>COMMUNITY DEVELOPMENT</u>						
10-417-30	COMMUNITY MEETINGS	.00	.00	1,000.00	1,000.00	.0
10-417-35	COPIER LEASE	31.80	31.80	95.00	63.20	33.5
10-417-44	POSTAGE MACHINE LEASE	13.27	13.27	105.00	91.73	12.6
10-417-55	POSTAGE	.00	.00	500.00	500.00	.0
10-417-61	OFFICE SUPPLIES	.00	.00	120.00	120.00	.0
10-417-63	ABATEMENT	.00	.00	1,500.00	1,500.00	.0
10-417-68	COPIER EXPENSE	141.85	141.85	120.00	(21.85)	118.2
10-417-70	IT SUPPORT	.00	.00	200.00	200.00	.0
10-417-71	COMPUTER SOFTWARE	.00	115.50	100.00	(15.50)	115.5
10-417-85	CODE ENFORCEMENT	.00	.00	500.00	500.00	.0
10-417-91	NEWSLETTER	.00	.00	2,100.00	2,100.00	.0
	TOTAL COMMUNITY DEVELOPMENT	186.92	302.42	6,340.00	6,037.58	4.8
<u>PLANNING & ZONING</u>						
10-418-30	LEGAL/ENGINEERING SUPPORT	.00	.00	3,500.00	3,500.00	.0
10-418-35	COPIER LEASE	31.80	31.80	95.00	63.20	33.5
10-418-40	STAFF TRAINING	.00	.00	1,500.00	1,500.00	.0
10-418-41	TELEPHONE & INTERNET	.00	.00	425.00	425.00	.0
10-418-44	POSTAGE MACHINE LEASE	.00	.00	200.00	200.00	.0
10-418-49	COMMISSION TRAINING	.00	.00	500.00	500.00	.0
10-418-51	MEMBERSHIPS/PUBLICATIONS	39.98	39.98	200.00	160.02	20.0
10-418-54	NOTICES/PUBLICATIONS	.00	.00	1,000.00	1,000.00	.0
10-418-55	POSTAGE	232.74	232.74	105.00	(127.74)	221.7
10-418-61	OFFICE SUPPLIES	.00	.00	50.00	50.00	.0
10-418-68	COPIER EXPENSE	141.85	141.85	100.00	(41.85)	141.9
10-418-70	IT SUPPORT	.00	.00	100.00	100.00	.0
10-418-71	COMPUTER SOFTWARE	63.00	294.00	100.00	(194.00)	294.0
10-418-93	COMPREHENSIVE PLAN	.00	.00	165,000.00	165,000.00	.0
10-418-94	ZONING MAP	.00	.00	5,000.00	5,000.00	.0
10-418-98	IMPACT FEE STUDY	.00	.00	15,000.00	15,000.00	.0
	TOTAL PLANNING & ZONING	509.37	740.37	192,875.00	192,134.63	.4

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>COMMUNITY PROGRAMS</u>					
10-419-00 FOURTH OF JULY FESTIVAL	.00	.00	22,500.00	22,500.00	.0
10-419-01 WIGGINS OLD TIME CHRISTMAS	617.41	617.41	5,000.00	4,382.59	12.4
10-419-02 FALL HARVEST FESTIVAL	.00	.00	1,000.00	1,000.00	.0
10-419-05 BUSINESS DIST BEAUTIFICATION	.00	.00	3,000.00	3,000.00	.0
10-419-10 EVENTS COORINATOR	.00	.00	10,800.00	10,800.00	.0
10-419-20 DONATIONS/GRANTS	.00	.00	10,000.00	10,000.00	.0
10-419-58 COMMUNITY MEETINGS	.00	.00	2,000.00	2,000.00	.0
10-419-62 MAIN STREET PROGRAMS	.00	.00	5,000.00	5,000.00	.0
10-419-65 TREES/TREE PLANTING	.00	.00	2,500.00	2,500.00	.0
10-419-66 PLANTERS	.00	.00	250.00	250.00	.0
10-419-91 NEWSLETTER/EVENT POSTCARD	.00	.00	750.00	750.00	.0
10-419-99 OTHER MISCELLANEOUS	30.60	30.60	.00	(30.60)	.0
TOTAL COMMUNITY PROGRAMS	648.01	648.01	62,800.00	62,151.99	1.0

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>POLICE DEPARTMENT</u>					
10-421-02 CONTRACT SERVICES	.00	.00	1,800.00	1,800.00	.0
10-421-04 OFFICER EQUIPMENT	.00	.00	30,000.00	30,000.00	.0
10-421-15 POLICE SALARIES	15,104.88	30,109.76	194,443.00	164,333.24	15.5
10-421-20 EMPLOYEE BENEFITS	1,775.40	3,550.80	28,602.00	25,051.20	12.4
10-421-21 VEHICLE/MOBILE EQUIPMENT	.00	.00	15,000.00	15,000.00	.0
10-421-22 FICA & MEDICARE	229.67	457.89	14,875.00	14,417.11	3.1
10-421-23 PENSION-FPPA	1,528.06	3,056.12	19,444.00	16,387.88	15.7
10-421-24 DEATH & DISABILITY-FPPA	152.50	305.00	3,306.00	3,001.00	9.2
10-421-25 UNEMPLOYMENT INSURANCE	30.80	62.28	583.00	520.72	10.7
10-421-26 WORKERS' COMPENSATION	.00	1,916.50	6,500.00	4,583.50	29.5
10-421-28 FARM HOUSE UTILITIES-GAS/ELECT	434.26	927.79	3,700.00	2,772.21	25.1
10-421-29 UNIFORMS	567.33	567.33	2,500.00	1,932.67	22.7
10-421-30 PROFESSIONAL LEGAL SERVICES	.00	.00	1,000.00	1,000.00	.0
10-421-35 COPIER LEASE	31.80	39.75	150.00	110.25	26.5
10-421-40 TRAINING	900.29	1,641.37	3,000.00	1,358.63	54.7
10-421-41 TELEPHONE & INTERNET	.00	.00	750.00	750.00	.0
10-421-42 MC COM CENTER PHONE LINE	.00	38.21	600.00	561.79	6.4
10-421-43 REPAIRS AND MAINTENANCE (AUTO)	16.37	16.37	7,500.00	7,483.63	.2
10-421-44 UTILITIES-ELECTRIC	179.97	179.97	1,200.00	1,020.03	15.0
10-421-45 UTILITIES-GAS	.00	.00	600.00	600.00	.0
10-421-46 CELL PHONE	228.54	457.08	2,400.00	1,942.92	19.1
10-421-48 TRASH	.00	.00	270.00	270.00	.0
10-421-49 OTHER MISCELLANEOUS	.00	.00	1,200.00	1,200.00	.0
10-421-52 INSURANCE & BONDS	.00	.00	15,000.00	15,000.00	.0
10-421-55 PRINTING	.00	.00	1,000.00	1,000.00	.0
10-421-61 OFFICE/GEN OPERATING SUPPLIES	.00	37.56	1,000.00	962.44	3.8
10-421-62 FUEL	.00	631.53	13,000.00	12,368.47	4.9
10-421-64 CRIME PREVENTION	.00	.00	250.00	250.00	.0
10-421-68 COPIER EXPENSE	141.85	141.85	100.00	(41.85)	141.9
10-421-70 IT SUPPORT	.00	.00	2,500.00	2,500.00	.0
10-421-71 COMPUTER SOFTWARE	.00	.00	4,000.00	4,000.00	.0
10-421-72 AMMUNITION	.00	.00	2,000.00	2,000.00	.0
10-421-73 LEXIPOLE	.00	2,572.89	2,400.00	(172.89)	107.2
10-421-85 ANIMAL CONTROL	.00	.00	500.00	500.00	.0
10-421-90 MEMBERSHIP DUES	50.00	50.00	300.00	250.00	16.7
10-421-91 POLICE VEHICLE SINKING FUND	.00	.00	5,000.00	5,000.00	.0
TOTAL POLICE DEPARTMENT	21,371.72	46,760.05	386,473.00	339,712.95	12.1
<u>BUILDING INSPECTION DEPARTMENT</u>					
10-424-20 BUILDING INSPECTIONS MATERIALS	.00	.00	200.00	200.00	.0
10-424-30 DEVELOPMENT REVIEW MISC EXP	1,181.25	1,181.25	1,000.00	(181.25)	118.1
10-424-31 COMMERCIAL BUILDING REVIEW	.00	9,142.47	5,000.00	(4,142.47)	182.9
10-424-32 RESIDENTIAL BUILDING REVIEW	.00	435.67	5,000.00	4,564.33	8.7
TOTAL BUILDING INSPECTION DEPARTMEN	1,181.25	10,759.39	11,200.00	440.61	96.1

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PUBLIC WORKS ADMINISTRATION</u>					
10-430-11 SALARY - PW MAINTENANCE(1)	7,047.12	14,408.16	5,428.00	(8,980.16)	265.4
10-430-15 SALARY-PW SEASONAL (MOWING)	325.26	325.26	6,000.00	5,674.74	5.4
10-430-16 PW EMPLOYEES-FULL TIME	769.25	2,307.75	40,419.00	38,111.25	5.7
10-430-20 EMPLOYEE BENEFITS - PW	770.30	1,540.60	8,104.00	6,563.40	19.0
10-430-22 FICA & MEDICARE	594.81	1,247.59	3,092.00	1,844.41	40.4
10-430-23 457 RETIREMENT	111.20	222.40	1,213.00	990.60	18.3
10-430-25 UNEMPLOYMENT INSURANCE - PW	15.52	32.55	138.00	105.45	23.6
10-430-26 WORKERS' COMPENSATION - PW	.00	1,029.00	3,000.00	1,971.00	34.3
TOTAL PUBLIC WORKS ADMINISTRATION	9,633.46	21,113.31	67,394.00	46,280.69	31.3
<u>PUBLIC WORKS & STREETS DEPT</u>					
10-431-00 UNIFORMS - PW	469.96	469.96	3,500.00	3,030.04	13.4
10-431-20 REPAIRS-EQUIPMENT & VEHICLES	1,526.69	1,791.69	9,500.00	7,708.31	18.9
10-431-21 STREETS-SIGNS & MATERIAL	585.17	585.17	10,000.00	9,414.83	5.9
10-431-22 SNOW REMOVAL	48.47	2,433.47	.00	(2,433.47)	.0
10-431-23 EQUIPMENT RENTAL	.00	.00	200.00	200.00	.0
10-431-24 REPAIRS & MAINTENANCE-STREETS	4,100.00	4,100.00	.00	(4,100.00)	.0
10-431-25 FARM HOUSE MAINT	.00	.00	3,000.00	3,000.00	.0
10-431-28 FARM HOUSE UTILITIES	.00	.00	2,700.00	2,700.00	.0
10-431-35 COPIER LEASE	15.90	23.85	95.00	71.15	25.1
10-431-39 GIS	.00	.00	250.00	250.00	.0
10-431-40 EMPLOYEE TRAINING	65.62	65.62	2,500.00	2,434.38	2.6
10-431-41 UTILITIES - ELECTRIC	225.69	225.69	1,500.00	1,274.31	15.1
10-431-43 BUIDING MAINT	2,672.39	6,726.37	3,000.00	(3,726.37)	224.2
10-431-45 UTILITIES-GAS	153.27	153.27	1,200.00	1,046.73	12.8
10-431-46 CELL PHONE	76.18	152.36	975.00	822.64	15.6
10-431-47 TELEPHONE & INTERNET	.00	85.04	800.00	714.96	10.6
10-431-48 TRASH	.00	.00	540.00	540.00	.0
10-431-52 INSURANCE - PW	.00	.00	9,611.00	9,611.00	.0
10-431-55 POSTAGE & SHIPPING-PW	.00	.00	50.00	50.00	.0
10-431-60 STREET LIGHTING - PW	1,764.96	1,764.96	11,000.00	9,235.04	16.1
10-431-61 OFFICE SUPPLIES	.00	.00	1,400.00	1,400.00	.0
10-431-62 FUEL - PW	613.22	920.84	8,500.00	7,579.16	10.8
10-431-63 CONTRACT REFUSE REMOVAL - PW	298.00	894.00	2,000.00	1,106.00	44.7
10-431-65 TREE PROGRAM	.00	.00	1,500.00	1,500.00	.0
10-431-66 PEST/WEED CONTROL - PW	.00	.00	1,600.00	1,600.00	.0
10-431-68 COPIER EXPENSE	141.85	141.85	78.00	(63.85)	181.9
10-431-70 IT SUPPORT	.00	.00	2,500.00	2,500.00	.0
10-431-71 COMPUTER SOFTWARE	252.00	309.75	424.00	114.25	73.1
10-431-74 EQUIPMENT- CAPITAL OUTLAY	.00	.00	2,250.00	2,250.00	.0
10-431-75 RESERVE CAPITAL OUTLAY	.00	7,395.00	.00	(7,395.00)	.0
10-431-76 PW VEHICLES SINKING FUND	.00	.00	5,000.00	5,000.00	.0
10-431-77 PW HEAVY EQUIP SINKING FUND	.00	.00	5,000.00	5,000.00	.0
10-431-99 OTHER MISCELLANEOUS - PW	698.18	698.18	.00	(698.18)	.0
TOTAL PUBLIC WORKS & STREETS DEPT	13,707.55	28,937.07	90,673.00	61,735.93	31.9

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>STORMWATER</u>					
10-432-59 STORMWATER ENGINEERING/DESIGN	3,725.00	3,725.00	5,000.00	1,275.00	74.5
10-432-61 RETENTION/DETENTION POND MAINT	.00	.00	750.00	750.00	.0
10-432-62 CULVERT/DITCH MAINT	.00	.00	1,000.00	1,000.00	.0
10-432-63 3RD AVE STORM LIFT STATION	.00	.00	500.00	500.00	.0
10-432-64 STREET SWEEPING	.00	.00	500.00	500.00	.0
10-432-65 LEVEE REPAIR & MAINT	.00	.00	500.00	500.00	.0
TOTAL STORMWATER	3,725.00	3,725.00	8,250.00	4,525.00	45.2
<u>PARK & RECREATION</u>					
10-451-11 SALARIES - P&R DIRECTOR (SEAS)	1,613.47	2,953.75	16,200.00	13,246.25	18.2
10-451-12 SALARIES - SUMMER HELP (SEAS)	.00	.00	8,108.00	8,108.00	.0
10-451-16 SALARIES-PW FULL-TIME	153.85	461.55	5,337.00	4,875.45	8.7
10-451-20 EMPLOYEE BENEFITS	79.18	158.36	.00	(158.36)	.0
10-451-22 FICA P&R	135.19	261.26	2,268.00	2,006.74	11.5
10-451-23 RENTS	9.24	18.48	.00	(18.48)	.0
10-451-25 UNEMPLOYMENT INSURANCE	3.54	6.84	23.00	16.16	29.7
10-451-26 WORKERS' COMPENSATION	.00	514.25	1,500.00	985.75	34.3
10-451-30 SPECIAL EVENTS - P&R	.00	.00	1,000.00	1,000.00	.0
10-451-38 CELL PHONE	38.09	76.18	490.00	413.82	15.6
10-451-39 TELEPHONE & INTERNET	.00	85.04	1,200.00	1,114.96	7.1
10-451-40 TRAINING	.00	15.71	1,000.00	984.29	1.6
10-451-41 UTILITIES - ELECTRIC	1,936.49	976.37	12,000.00	11,023.63	8.1
10-451-48 TRASH	.00	.00	800.00	800.00	.0
10-451-55 NEWSLETTERS/POSTCARDS/POSTAGE	.00	.00	1,200.00	1,200.00	.0
10-451-60 BACKGROUND CHECKS	.00	.00	735.00	735.00	.0
10-451-61 OPERATING SUPPLIES - P&R	.00	.00	4,500.00	4,500.00	.0
10-451-62 PARKS & RECREATION PROGRAMS	.00	.00	3,000.00	3,000.00	.0
10-451-70 IT SUPPORT	.00	.00	100.00	100.00	.0
10-451-71 COMPUTER SOFTWARE	413.00	586.25	2,100.00	1,513.75	27.9
10-451-83 SOFTBALL	.00	.00	2,750.00	2,750.00	.0
10-451-84 BASEBALL	.00	.00	8,000.00	8,000.00	.0
10-451-86 VOLLEYBALL	.00	.00	750.00	750.00	.0
10-451-87 SOCCER	173.00	173.00	1,200.00	1,027.00	14.4
10-451-88 SUMMER ACTIVITY	.00	.00	2,000.00	2,000.00	.0
10-451-90 UNIFORMS & EQUIPMENT P&R	.00	.00	2,100.00	2,100.00	.0
10-451-91 MISC FEES	.00	52.40	.00	(52.40)	.0
10-451-92 PARK CONCESSION EXPENSE	.00	.00	100.00	100.00	.0
10-451-93 MEMBERSHIP/PUBLICATIONS	.00	.00	200.00	200.00	.0
TOTAL PARK & RECREATION	4,555.05	6,339.44	78,661.00	72,321.56	8.1
TOTAL FUND EXPENDITURES	84,808.37	160,095.07	1,465,893.00	1,305,797.93	10.9
NET REVENUE OVER EXPENDITURES	(15,691.71)	2,827.67	(147,294.00)	(150,121.67)	1.9

TOWN OF WIGGINS
BALANCE SHEET
FEBRUARY 28, 2023

WATER ENTERPRISE

ASSETS

20-10250	COLOTRUST-WATER FUND	.69	
20-10270	COLOTRUST-WATER BOND ACCOUNT	.09	
20-10271	63.23% BOTW DEBT SERVICE	(28,940.08)	
20-10280	COLOTRUST-WATER BOND RESERVE	.69	
20-10290	OPERATION & MAINTENANCE FUND	.69	
20-11500	ACCOUNTS RECEIVABLE	5,739.08	
	TOTAL ASSETS		(23,198.84)

LIABILITIES AND EQUITY

LIABILITIES

20-20200	ACCOUNTS PAYABLE	13,599.75	
20-22900	CUSTOMER DEPOSIT LIABILITY	2,831.00	
	TOTAL LIABILITIES		16,430.75

FUND EQUITY

UNAPPROPRIATED FUND BALANCE:			
REVENUE OVER EXPENDITURES - YTD	(11,124.07)		
BALANCE - CURRENT DATE		(11,124.07)	
TOTAL FUND EQUITY			(11,124.07)
TOTAL LIABILITIES AND EQUITY			5,306.68

TOWN OF WIGGINS
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2023

WATER ENTERPRISE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
20-34000 WATER SALES	61,526.37	124,175.79	900,000.00	775,824.21	13.8
20-34001 CUSTOMER DEPOSITS	.00	.00	500.00	500.00	.0
20-34002 BULK WATER SALES	89.00	89.00	5,000.00	4,911.00	1.8
20-34440 TAP FEES & ACQUISITION FEES	278.00	23,278.00	.00	(23,278.00)	.0
20-34442 WATER METER SALES	.00	278.00	7,800.00	7,522.00	3.6
20-34450 MISCELLANEOUS WATER INCOME	1,265.81	2,925.00	15,000.00	12,075.00	19.5
20-36000 WATER DEVELOPMENT CONTRIBUTION	75.00	75.00	.00	(75.00)	.0
20-36001 RENTAL INCOME	.00	452.00	10,000.00	9,548.00	4.5
20-36100 INTEREST EARNED	1.03	2.16	.00	(2.16)	.0
 TOTAL FUND REVENUE	 63,235.21	 151,274.95	 938,300.00	 787,025.05	 16.1

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2023

WATER ENTERPRISE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PROFESSIONAL SERVICES</u>					
20-410-13 FINANCIAL AUDIT	.00	.00	5,000.00	5,000.00	.0
20-410-30 LEGAL SERVICE	.00	.00	5,000.00	5,000.00	.0
20-410-31 WATER RIGHTS EXPENSES (LEGAL)	2,607.00	2,607.00	80,000.00	77,393.00	3.3
20-410-32 PROFESSIONAL SERVICES WATER	15,767.18	16,085.06	90,000.00	73,914.94	17.9
20-410-33 POSTAGE	335.20	335.20	1,200.00	864.80	27.9
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	33.20	33.20	105.00	71.80	31.6
20-410-59 DESIGN/SYSTEM ENGINEERING	10,776.00	10,776.00	50,000.00	39,224.00	21.6
20-410-68 COPIER EXPENSE	70.92	70.92	.00	(70.92)	.0
TOTAL PROFESSIONAL SERVICES	29,589.50	29,907.38	246,305.00	216,397.62	12.1
<u>WATER ADMINISTRATION</u>					
20-411-12 EMPLOYEE SALARY-ADMINISTRATION	.00	.00	67,195.00	67,195.00	.0
20-411-15 ADMINISTRATION DEPT EMPLOYEES	5,548.03	11,152.34	.00	(11,152.34)	.0
20-411-20 EMPLOYEE BENEFITS	327.67	655.34	10,011.00	9,355.66	6.6
20-411-22 FICA & MEDICARE	418.00	840.29	5,141.00	4,300.71	16.3
20-411-23 457 RETIREMENT	227.89	451.63	3,500.00	3,048.37	12.9
20-411-25 UNEMPLOYMENT INSURANCE	9.20	20.23	202.00	181.77	10.0
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	6,530.79	13,119.83	89,144.00	76,024.17	14.7
<u>PUBLIC WORKS ADMINISTRATION</u>					
20-430-11 SALARY-PW MAINTENANCE	1,699.22	3,398.44	24,017.00	20,618.56	14.2
20-430-15 EMPL SALARY-PW P/T SEASONAL	.00	.00	7,332.00	7,332.00	.0
20-430-20 EMPLOYEE BENEFITS	345.56	691.12	4,767.00	4,075.88	14.5
20-430-22 FICA & MEDICARE	115.96	231.92	2,398.00	2,166.08	9.7
20-430-23 457 RETIREMENT	50.98	101.96	720.00	618.04	14.2
20-430-25 UNEMPLOYMENT INSURANCE	3.02	6.05	72.00	65.95	8.4
20-430-26 WORKERS' COMPENSATION	.00	354.75	750.00	395.25	47.3
TOTAL PUBLIC WORKS ADMINISTRATION	2,214.74	4,784.24	40,056.00	35,271.76	11.9
<u>SUPPLIES</u>					
20-431-22 EQUIPMENT REPAIRS AND MAINT	.00	.00	5,000.00	5,000.00	.0
20-431-62 FUEL	.00	307.61	750.00	442.39	41.0
20-431-75 VEHICLE REPAIR	.00	.00	1,500.00	1,500.00	.0
TOTAL SUPPLIES	.00	307.61	7,250.00	6,942.39	4.2

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2023

WATER ENTERPRISE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OPERATIONS</u>					
20-432-00 LINE MAINTENANCE	.00	.00	5,000.00	5,000.00	.0
20-432-05 UTILITY LOCATE EXPENSE	.00	.00	400.00	400.00	.0
20-432-30 CONTRACT OPERATOR	160.00	160.00	6,000.00	5,840.00	2.7
20-432-35 COPIER LEASE	15.90	55.65	600.00	544.35	9.3
20-432-37 ANALYTICAL/SAMPLING EXPENSE	500.70	521.40	13,500.00	12,978.60	3.9
20-432-39 GIS	.00	57.75	1,125.00	1,067.25	5.1
20-432-40 TELEPHONE & INTERNET	102.95	222.03	2,000.00	1,777.97	11.1
20-432-41 UTILITIES-ELECTRIC	10,683.63	10,734.27	80,000.00	69,265.73	13.4
20-432-45 UTILITIES-GAS	153.27	153.27	2,500.00	2,346.73	6.1
20-432-46 CELL PHONE	.00	.00	764.00	764.00	.0
20-432-48 TRASH	.00	.00	100.00	100.00	.0
20-432-49 UTILITIES-PROPANE	102.68	102.68	7,000.00	6,897.32	1.5
20-432-50 PERMIT FEES	.00	.00	1,500.00	1,500.00	.0
20-432-52 INSURANCE AND BONDS	.00	.00	8,000.00	8,000.00	.0
20-432-53 BOOSTER STATION MAINTENANCE	.00	.00	5,000.00	5,000.00	.0
20-432-54 WATER MAIN INSTALLATION EXP	1,831.86	1,756.50	2,500.00	743.50	70.3
20-432-55 METER INSTALL EXPENSE	1,007.87	1,007.87	7,800.00	6,792.13	12.9
20-432-56 MAINTENANCE (PLANT) RO	31.43	31.43	10,000.00	9,968.57	.3
20-432-57 TREATMENT/OPERATING SUPPLIES	.00	605.20	8,000.00	7,394.80	7.6
20-432-59 WATER WELL MAINTENANCE	337.09	337.09	1,000.00	662.91	33.7
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	2,500.00	2,500.00	500.00	(2,000.00)	500.0
20-432-75 SYSTEM REPAIR & MAINTENANCE	.00	.00	2,000.00	2,000.00	.0
20-432-85 WATER LEASES	99.50	2,949.50	70,000.00	67,050.50	4.2
20-432-87 EQUIPMENT	.00	.00	5,000.00	5,000.00	.0
20-432-99 OTHER MISCELLANEOUS EXPENSE	.00	30.00	1,000.00	970.00	3.0
TOTAL OPERATIONS	17,526.88	21,224.64	243,589.00	222,364.36	8.7
<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	20,446.00	20,446.00	147,000.00	126,554.00	13.9
20-471-12 LEASE/PURCHASE PMT-KAMMERER	.00	7,020.84	42,125.00	35,104.16	16.7
20-471-13 BOTW SINKING FUND PAYMENT	.00	.00	40,000.00	40,000.00	.0
20-471-14 BOTW INTEREST PAYMENT	.00	65,588.48	95,000.00	29,411.52	69.0
20-471-50 LOAN ISSUANCE COSTS	.00	.00	18,969.00	18,969.00	.0
TOTAL DEBT SERVICE	20,446.00	93,055.32	388,094.00	295,038.68	24.0
TOTAL FUND EXPENDITURES	76,307.91	162,399.02	1,014,438.00	852,038.98	16.0
NET REVENUE OVER EXPENDITURES	(13,072.70)	(11,124.07)	(76,138.00)	(65,013.93)	(14.6)

TOWN OF WIGGINS
BALANCE SHEET
FEBRUARY 28, 2023

SEWER ENTERPRISE

ASSETS

30-10250	COLOTRUST FUND	.69	
30-10260	COLOTRUST SEWER PROJECT	.69	
30-10271	36.77% BOTW DEBT SERVICE	(16,829.29)	
30-11500	ACCOUNTS RECEIVABLE	3,868.13	
	TOTAL ASSETS		(12,959.78)

LIABILITIES AND EQUITY

LIABILITIES

30-20200	ACCOUNTS PAYABLE	33,406.29	
30-22900	CUSTOMER DEPOSIT LIABILITY	(26.00)	
	TOTAL LIABILITIES		33,380.29

FUND EQUITY

	UNAPPROPRIATED FUND BALANCE:		
	REVENUE OVER EXPENDITURES - YTD	(15,116.58)	
	BALANCE - CURRENT DATE	(15,116.58)	
	TOTAL FUND EQUITY		(15,116.58)
	TOTAL LIABILITIES AND EQUITY		18,263.71

TOWN OF WIGGINS
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2023

SEWER ENTERPRISE

		<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEARNED</u>	<u>PCNT</u>
	<u>REVENUES</u>					
30-34000	SEWER SALES	36,350.71	72,550.20	420,000.00	347,449.80	17.3
30-34001	CUSTOMER DEPOSITS	.00	.00	150.00	150.00	.0
30-36100	INTEREST EARNED	.66	1.38	.00	(1.38)	.0
	TOTAL FUND REVENUE	<u>36,351.37</u>	<u>72,551.58</u>	<u>420,150.00</u>	<u>347,598.42</u>	<u>17.3</u>

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2023

SEWER ENTERPRISE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PROFESSIONAL SERVICES</u>					
30-410-13 FINANCIAL AUDIT	.00	.00	5,000.00	5,000.00	.0
30-410-30 LEGAL SERVICE	.00	.00	2,000.00	2,000.00	.0
30-410-32 PROFESSIONAL SERVICES	3,100.36	3,411.42	20,000.00	16,588.58	17.1
30-410-33 POSTAGE	335.20	335.20	1,000.00	664.80	33.5
30-410-34 SEWER DEPOSIT REFUND	.00	.00	500.00	500.00	.0
30-410-35 COPIER LEASE	15.90	55.65	600.00	544.35	9.3
30-410-40 TRAINING	.00	.00	1,000.00	1,000.00	.0
30-410-44 POSTAGE MACHINE LEASE	33.20	33.20	105.00	71.80	31.6
30-410-67 OFFICE SUPPLIES	.00	.00	200.00	200.00	.0
30-410-68 COPIER EXPENSE	70.92	70.92	600.00	529.08	11.8
TOTAL PROFESSIONAL SERVICES	3,555.58	3,906.39	31,005.00	27,098.61	12.6
<u>SEWER ADMINISTRATION</u>					
30-411-14 EMPLOYEE SALARIES-ADMIN	.00	.00	67,195.00	67,195.00	.0
30-411-15 ADMINISTRATION DEPT EMPLOYEES	5,548.01	11,152.30	.00 (11,152.30)	.0
30-411-20 EMPLOYEE BENEFITS	327.66	655.32	10,011.00	9,355.68	6.6
30-411-22 FICA & MEDICARE	417.99	840.31	5,141.00	4,300.69	16.4
30-411-23 457 RETIREMENT	227.89	451.61	3,500.00	3,048.39	12.9
30-411-25 UNEMPLOYMENT INSURANCE	9.23	20.29	202.00	181.71	10.0
30-411-26 WORKERS' COMPENSATION	.00	.00	175.00	175.00	.0
30-411-70 IT SUPPORT	.00	.00	250.00	250.00	.0
30-411-72 UTILITY SOFTWARE EXPENSE	.00	.00	2,920.00	2,920.00	.0
TOTAL SEWER ADMINISTRATION	6,530.78	13,119.83	89,394.00	76,274.17	14.7
<u>PUBLIC WORKS ADMINISTRATION</u>					
30-430-11 SALARY-PW MAINTENANCE	1,391.52	2,475.34	.00 (2,475.34)	.0
30-430-12 SALARY-PW MAINTENANCE	307.70	923.10	24,017.00	23,093.90	3.8
30-430-13 EMPL SALARY-PW P/T SEASONAL	.00	.00	7,332.00	7,332.00	.0
30-430-20 EMPLOYEE BENEFITS	345.56	691.12	4,767.00	4,075.88	14.5
30-430-22 FICA & MEDICARE	115.92	231.84	2,398.00	2,166.16	9.7
30-430-23 457 RETIREMENT	50.96	101.92	720.00	618.08	14.2
30-430-25 UNEMPLOYMENT	3.00	5.99	72.00	66.01	8.3
30-430-26 WORKERS' COMPENSATION	.00	215.50	750.00	534.50	28.7
TOTAL PUBLIC WORKS ADMINISTRATION	2,214.66	4,644.81	40,056.00	35,411.19	11.6

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2023

SEWER ENTERPRISE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>WWTP</u>					
30-431-22 EQUIPMENT MAINTENANCE/REPAIRS	.00	.00	1,500.00	1,500.00	.0
30-431-45 UTILITIES-GAS	.00	.00	400.00	400.00	.0
30-431-48 TRASH	.00	.00	876.00	876.00	.0
30-431-51 WWTP ENGINEERING & CONTINGENCY	.00	.00	7,500.00	7,500.00	.0
30-431-59 ENGINEERING DESIGN	.00	.00	15,000.00	15,000.00	.0
30-431-62 FUEL	.00	307.61	800.00	492.39	38.5
30-431-74 CAPITAL OUTLAY WWTP	.00	.00	25,000.00	25,000.00	.0
30-431-75 VEHICLE REPAIRS	.00	.00	5,000.00	5,000.00	.0
TOTAL WWTP	.00	307.61	56,076.00	55,768.39	.6
<u>OPERATIONS</u>					
30-432-00 LINE MAINTENANCE	.00	.00	5,000.00	5,000.00	.0
30-432-05 UTILITY LOCATE EXPENSE	.00	.00	300.00	300.00	.0
30-432-30 CONTRACT OPERATOR	160.00	160.00	6,000.00	5,840.00	2.7
30-432-39 COMPUTER SOFTWARE-GIS	.00	57.75	1,125.00	1,067.25	5.1
30-432-41 UTILITIES-ELECTRIC	3,618.89	3,669.52	28,000.00	24,330.48	13.1
30-432-42 TELEPHONE/INTERNET	80.16	199.25	500.00	300.75	39.9
30-432-45 UTILITIES --GAS	153.26	153.26	1,200.00	1,046.74	12.8
30-432-46 CELL PHONE	.00	.00	300.00	300.00	.0
30-432-48 TRASH	.00	.00	1,200.00	1,200.00	.0
30-432-50 PERMIT FEES	1,708.00	1,708.00	3,500.00	1,792.00	48.8
30-432-51 ANALYTICAL/SAMPLING EXPENSE	999.20	2,137.40	3,000.00	862.60	71.3
30-432-52 INSURANCE AND BONDS	.00	.00	9,000.00	9,000.00	.0
30-432-53 SEWER CLEANING/VIDEO	.00	.00	5,000.00	5,000.00	.0
30-432-54 INSTALLATION OF LINE EXPENSE	.00	.00	500.00	500.00	.0
30-432-55 GENERAL MAINT CENT LIFT ST	.00	.00	500.00	500.00	.0
30-432-56 GENERAL MAINTENANCE OF PLANT	1,699.03	1,699.03	2,000.00	300.97	85.0
30-432-57 GENERAL MAINT JOHNSON LT ST	.00	.00	500.00	500.00	.0
30-432-59 ENGINEERING DESIGN	.00	.00	5,000.00	5,000.00	.0
30-432-60 TREATMENT OPERATIONS	.00	2,420.80	7,500.00	5,079.20	32.3
30-432-61 OFFICE SUPPLIES	.00	.00	800.00	800.00	.0
30-432-99 OTHER MISCELLANEOUS EXPENSE	.00	.00	1,000.00	1,000.00	.0
TOTAL OPERATIONS	8,418.54	12,205.01	81,925.00	69,719.99	14.9
<u>DEBT SERVICE</u>					
30-471-13 BOTW SINKING FUND PAYMENT	.00	52,952.95	106,288.00	53,335.05	49.8
30-471-14 BOTW INTEREST PAYMENT	.00	531.56	44,124.00	43,592.44	1.2
30-471-50 LOAN ISSUANCE COSTS	.00	.00	11,031.00	11,031.00	.0
TOTAL DEBT SERVICE	.00	53,484.51	161,443.00	107,958.49	33.1
TOTAL FUND EXPENDITURES	20,719.56	87,668.16	459,899.00	372,230.84	19.1

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2023

SEWER ENTERPRISE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
NET REVENUE OVER EXPENDITURES	15,631.81	(15,116.58)	(39,749.00)	(24,632.42)	(38.0)

TOWN OF WIGGINS
BALANCE SHEET
FEBRUARY 28, 2023

SALES TAX CAPITAL IMPROVEMENT

ASSETS

40-10250	COLOTRUST FUND	.69	
40-10251	HIGH PLAINS 1% TAX FUND	9.74	
		<hr/>	
	TOTAL ASSETS		10.43
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LIABILITIES AND EQUITY

LIABILITIES

40-20200	ACCOUNTS PAYABLE	4,368.75	
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	TOTAL LIABILITIES		4,368.75

FUND EQUITY

	UNAPPROPRIATED FUND BALANCE:		
	REVENUE OVER EXPENDITURES - YTD	46,320.83	
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	BALANCE - CURRENT DATE	46,320.83	
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	TOTAL FUND EQUITY		46,320.83
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	TOTAL LIABILITIES AND EQUITY		50,689.58
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TOWN OF WIGGINS
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2023

SALES TAX CAPITAL IMPROVEMENT

		<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEARNED</u>	<u>PCNT</u>
	<u>REVENUES</u>					
40-31300	1% TOWN SALES TAX	25,084.62	50,679.15	300,000.00	249,320.85	16.9
40-36100	INTEREST EARNED	4.99	10.43	5.00	(5.43)	208.6
	TOTAL FUND REVENUE	25,089.61	50,689.58	300,005.00	249,315.42	16.9

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2023

SALES TAX CAPITAL IMPROVEMENT

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CAPITAL PROJECTS</u>					
40-430-00 CIP - SEWER REPLACE BNSF	.00	4,368.75	.00	(4,368.75)	.0
40-430-05 CIP-NORTH STORM DETENTION	.00	.00	75,000.00	75,000.00	.0
40-430-16 CIP-TOWN HALL DIGITAL SIGN	.00	.00	50,000.00	50,000.00	.0
40-430-17 CIP-TH/PW EXT IMP	.00	.00	10,000.00	10,000.00	.0
40-430-18 CIP-NON POT WATER MAIN	.00	.00	100,000.00	100,000.00	.0
40-430-19 CIP-CR P CROSSING SIGNAL	.00	.00	10,000.00	10,000.00	.0
TOTAL CAPITAL PROJECTS	.00	4,368.75	245,000.00	240,631.25	1.8
TOTAL FUND EXPENDITURES	.00	4,368.75	245,000.00	240,631.25	1.8
NET REVENUE OVER EXPENDITURES	25,089.61	46,320.83	55,005.00	8,684.17	84.2

TOWN OF WIGGINS
BALANCE SHEET
FEBRUARY 28, 2023

FUND 45

LIABILITIES AND EQUITY

FUND EQUITY

UNAPPROPRIATED FUND BALANCE:

REVENUE OVER EXPENDITURES - YTD (1,300.00)

BALANCE - CURRENT DATE (1,300.00)

TOTAL FUND EQUITY (1,300.00)

TOTAL LIABILITIES AND EQUITY (1,300.00)

TOWN OF WIGGINS
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2023

FUND 45

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

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2023

FUND 45

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
45-430-10 CIP-MAIN STREET C&G 3RD TO 5TH	.00	.00	100,000.00	100,000.00	.0
TOTAL DEPARTMENT 430	.00	.00	100,000.00	100,000.00	.0
 <u>DEPARTMENT 431</u>					
45-431-22 REPAIRS & MAINTENANCE-STREETS	1,300.00	1,300.00	25,000.00	23,700.00	5.2
TOTAL DEPARTMENT 431	1,300.00	1,300.00	25,000.00	23,700.00	5.2
 TOTAL FUND EXPENDITURES	 1,300.00	 1,300.00	 125,000.00	 123,700.00	 1.0
 NET REVENUE OVER EXPENDITURES	 (1,300.00)	 (1,300.00)	 175,005.00	 176,305.00	 (.7)

TOWN OF WIGGINS
BALANCE SHEET
FEBRUARY 28, 2023

CONSERVATION TRUST

ASSETS

50-10250	COLOTRUST FUND	1.38	
TOTAL ASSETS			1.38

LIABILITIES AND EQUITY

FUND EQUITY

UNAPPROPRIATED FUND BALANCE:			
REVENUE OVER EXPENDITURES - YTD	(5,403.62)		
BALANCE - CURRENT DATE	(5,403.62)		
TOTAL FUND EQUITY		(5,403.62)	
TOTAL LIABILITIES AND EQUITY		(5,403.62)	

TOWN OF WIGGINS
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2023

CONSERVATION TRUST

		<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEARNED</u>	<u>PCNT</u>
	<u>REVENUES</u>					
50-33501	CT - ST PROCEEDS (LOTTERY)	.00	.00	13,000.00	13,000.00	.0
50-36100	INTEREST EARNED	.66	1.38	10.00	8.62	13.8
	TOTAL FUND REVENUE	.66	1.38	13,010.00	13,008.62	.0

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2023

CONSERVATION TRUST

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>DEPARTMENT 430</u>					
50-430-15	CAPITAL OUTLAY--K PARK ELEC	5,405.00	5,405.00	10,000.00	4,595.00	54.1
	TOTAL DEPARTMENT 430	5,405.00	5,405.00	10,000.00	4,595.00	54.1
	<u>PARK OPERATIONS</u>					
50-452-60	REPAIRS AND MAINTENANCE	.00	.00	2,500.00	2,500.00	.0
	TOTAL PARK OPERATIONS	.00	.00	2,500.00	2,500.00	.0
	TOTAL FUND EXPENDITURES	5,405.00	5,405.00	12,500.00	7,095.00	43.2
	NET REVENUE OVER EXPENDITURES	(5,404.34)	(5,403.62)	510.00	5,913.62	(1059.



STAFF SUMMARY

Board of Trustees Meeting March 22, 2023

DATE: March 15, 2023

AGEND ITEM NUMBER: 5

TOPIC: Consideration of Ordinance No.01-2023 An Ordinance Amending Ordinance No. 01-2022 and Adopting by Reference the 2018 International Plumbing Code and the 2020 National Electric Code

STAFF MEMBER RESPONSIBLE: Hope Becker, Planning & Zoning Administrator

BACKGROUND:

On February 23, 2022, the Board of Trustees adopted the 2018 International Code Council Building Codes through Ordinance No. 01-2022. The ordinance also adopted the editions of the State of Colorado Plumbing Code and the National Electric Codes as “currently adopted by the State.”

As the Town’s Ordinance is currently written, staff is concerned that if the State adopts updated electric and plumbing codes after July 1, 2023, which it likely will, the Town could be required to adopt the 2021 Energy Conservation Code at that time based on the passage of a recent House Bill. HB 22-1362 that states if a municipality updates one or more of its Building Codes after July 1, 2023 and before July 1, 2026, then it must adopt and enforce an energy code that achieves equivalent or better energy performance than the 2021 Energy Conservation Code. After July 1, 2026, a municipality that updates one or more building codes must adopt and enforce an energy code that achieves equivalent or better energy and carbon emissions performance than the model low energy and carbon code created by the State Energy Code Board, which has yet to be created.

The 2018 Energy Conservation Code was recommended, at the time of adoption by staff because it is less restrictive and less expensive for contractors and builders, while increasing energy efficiency. This was also a major concern staff received as feedback from the builders. Concerns were raised that the newer energy codes may be too restrictive and may cause health issues despite its best intentions to conserve energy.

SUMMARY:

Staff presented to the Board of Trustees, in the January 11, 2023 work session, that there were some upcoming changes that were passed in a recent House Bill (HB 22-1362) that may affect the Town's adopted Building Codes. Staff researched the House Bill and discussed options with the Town Attorney, ProCode and the Mozingo Code Group. It was determined that there was not enough information to confidently determine what may happen if the Town does not amend the building codes to delete references to the State's "currently adopted" plumbing and electrical codes. The Bill is also unclear if the Town would be forced to adopt the 2021 Energy Conservation Code in its entirety or if contractors will only have to comply with the 2021 Energy Conservation Code requirements related to electrification, electric vehicles, and solar ready provisions specifically named in the State's adopted electrical code.

Staff has prepared the attached ordinance to protect the Town from being required to adopt a more stringent Energy Conservation Code when the State adopts its new plumbing and electrical codes. This draft ordinance amends Ordinance No. 01-2022 to incorporate the 2018 International Plumbing Code and the 2020 National Electric Code by reference.

Staff presented the draft ordinance to the Board of Trustees at the March 8, 2023 work session. The Board of Trustees were in agreement that staff should place the draft ordinance on the March 22, 2023 meeting for consideration.

FISCAL IMPACT:

The Town of Wiggins' adopted budget will not be negatively impacted by amending the Town's building code ordinance.

APPLICABILITY TO TOWN OBJECTIVES AND GOALS TO PROVIDE SERVICES:

The Town of Wiggins strives to provide current codes to provide its residents and businesses adequate public health and safety protections. Updating the codes such as the building codes is a part of this effort.

OPTIONS AVAILABLE TO THE BOARD OF TRUSTEES:

- The Board of Trustees may approve the first reading of the Ordinance as presented by staff for their consideration.
- The Board of Trustees may approve the first reading of the Ordinance with conditions.
- The Board of Trustees may disapprove the Ordinance and direct staff what steps should be taken next.

MOTION FOR APPROVAL:

I make the motion to approve the first reading of Ordinance No. 01-2023 – An Ordinance Amending Ordinance No. 01-2022 and Adopting by Reference the 2018 International Plumbing Code and the 2020 National Electric Code and to Set a Public Hearing for the Second Reading to be Held on April 26, 2023 at 7pm.

ACTION REQUIRED:

Motion, Second, Roll-Call, Vote.

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

**TOWN OF WIGGINS, COLORADO
ORDINANCE NO. 01-2023**

**AN ORDINANCE AMENDING ORDINANCE NO. 01-2022 AND ADOPTING BY
REFERENCE THE 2018 INTERNATIONAL PLUMBING CODE AND THE 2020
NATIONAL ELECTRIC CODE**

WHEREAS, the Board of Trustees previously approved Ordinance No. 1-2022, which adopted by reference building and construction codes, including the editions of the Colorado Plumbing Code and the National Electric Code as currently adopted by the State of Colorado; and

WHEREAS, the Board of Trustees has determined that it should amend Ordinance No. 1-2022 to adopt the 2018 International Plumbing Code and the 2020 National Electric Code.

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

Section 1. Section 9 of Ordinance No. 01-2022 is hereby amended by repealing Section 9 in its entirety and replacing with the following:

Sec. 9 – International Plumbing Code

(a) Adoption. The *International Plumbing Code*, 2018 Edition, as published by the International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478, Chapters 1 through 15 inclusive, including all appendices (“IPC”) is hereby adopted as the Town of Wiggins Plumbing Code. The purpose and subject matter of the which includes comprehensive provisions regulating plumbing installations in or in connection with new and existing structures and providing uniform plumbing standards for the purpose of protecting the public health, safety and general welfare.

(b) Compliance Required. It shall be unlawful for any person, firm or corporation to erect, construct, alter, repair, remove, demolish or utilize any plumbing installations covered by the IPC, or cause the same to be done, in conflict with or in violation of any provision of the IPC.

(c) Purpose. The purpose and subject matter of the IPC is to regulate plumbing installations in or in connection with new and existing structures and providing uniform plumbing standards for the purpose of protecting the public health, safety and general welfare.

(d) Amendments. Additions, deletions, amendments and changes to the IPC, as adopted by reference pursuant to Section (a), are hereby adopted as follows:

(1) IPC Section 101.1 (Title) is amended by the addition of the term “Town of Wiggins” where indicated.

(2) IPC Section 305.4.1 (Sewer depth) is amended by filling in both areas where indicated to read “12 inches (305 mm).”

(3) IPC Section 903.1 (Roof extension) is amended by inserting “12 inches (305 mm)” where indicated.

(e) Penalties for Violation. It shall be unlawful for a person, firm or corporation to be in conflict with or in violation of any of the provisions of the IPC. In addition to other sanctions set forth in the IPC, a person or entity that violates the IPC may be fined in an amount not to exceed the maximum fine amount permitted to be imposed by the municipal court or, as more fully set forth in Section 12 of this Ordinance. Each day that a violation continues after due notice has been served shall be deemed a separate offense.

Section 2. Section 10 of Ordinance No. 01-2022 is hereby amended by repealing Section 10 in its entirety and replacing with the following:

Sec. 10 - National Electrical Code

(a) Adoption. The National Electrical Code NFPA 70, 2020 Edition (“NEC”), as promulgated by the National Fire Protection Association, Inc., 1 Batterymarch Park Quincy, Massachusetts, 02169-7471, and as adopted by the State of Colorado is hereby adopted by reference as the Town of Wiggins Electrical Code as if fully set out in this ordinance without additions, deletions, insertions or changes, except as referenced by the State Electrical Board of the Colorado Department of Regulatory Agencies, Division of Professions and Occupations.

(b) Compliance Required. It shall be unlawful for any person, firm or corporation to erect, construct, alter, repair, remove, demolish or utilize any electrical systems covered by the NEC, or cause the same to be done, in conflict with or in violation of any provision of the NEC.

(c) Purpose. The purpose and subject matter of the NEC includes minimum regulations for the practical safeguarding of persons and property from the hazards arising from the use of electricity and minimum standards relating to the installation of electrical conductors and equipment within or on public and private buildings and other structures, including mobile homes, recreational vehicles and floating dwelling units, and other premises such as yards, carnivals, parking and other lots, and industrial substations. The NEC provides for the issuance of permits, inspections and the collection of fees therefor.

(d) Amendments. None

(e) Penalties for Violation. It shall be unlawful for a person, firm or corporation to be in conflict with or in violation of any of the provisions of the

NEC. In addition to other sanctions set forth in the NEC, a person or entity that violates the NEC may be fined in an amount not to exceed the maximum fine amount permitted to be imposed by the municipal court or, as more fully set forth in Section 12 of this Ordinance. Each day that a violation continues after due notice has been served shall be deemed a separate offense.

Section 3. Should any one or more sections or provisions of this Ordinance or of any of the primary or secondary codes adopted by reference be judicially determined invalid or unenforceable, such judgment shall not affect, impair or invalidate the remaining provisions of this Ordinance or the codes adopted by reference hereby, the intention being that the various sections and provisions are severable.

Section 4. Any and all ordinances or codes or parts thereof in conflict or inconsistent herewith are, to the extent of such conflict or inconsistency, hereby repealed; provided, however, that the repeal of any such ordinance or code or part thereof shall not revive any other section or part of any ordinance or code heretofore repealed or superseded and this repeal shall not affect or prevent the prosecution or punishment of any person for any act done or committed in violation of any ordinance hereby repealed prior to the effective date of this Ordinance.

INTRODUCED, READ, ADOPTED ON FIRST READING THIS 22ND DAY OF MARCH, 2023.

THE PUBLIC HEARING AND SECOND READING WILL BE HELD THE 26TH DAY OF APRIL, 2023, AT 7:00 P.M.

READ, ADOPTED ON SECOND READING, APPROVED, SIGNED, AND ORDERED PUBLISHED BY TITLE ONLY THIS ____ DAY OF ____, 2023.

TOWN OF WIGGINS

Chris Franzen, Mayor

ATTEST:

Tom Acre, Interim Town Clerk

I, Tom Acre, Interim Town Clerk of the Town of Wiggins, Colorado, hereby certify and attest that the foregoing Ordinance No. 01-2023 was introduced, read, adopted and ordered published by title only, at a regular meeting of the Board of Trustees of the Town of Wiggins, Colorado on the 26th day of April, 2023. This Ordinance was published in The Fort Morgan Times on _____, 2023.

Dated _____



STAFF SUMMARY

Board of Trustees Meeting March 22, 2023

DATE: March 15, 2023

AGEND ITEM NUMBER: 6

TOPIC: Consideration of Ordinance 02-2023 – An Emergency Ordinance Imposing a Temporary Moratorium on the Issuance of a Building Permit, Special Review Use, Business License to, or Receipt of any Land Use Application from any Property Owner or Applicant the Purpose of which Includes Development, Construction, or Operation of a RV Park or Campground

STAFF MEMBER RESPONSIBLE: Hope Becker, Planning & Zoning Administrator

BACKGROUND:

The Planning and Zoning Commission has met in their last three work session meetings to discuss and create RV Park Zone District guidelines that may be implemented into the Town's Land Development Code once the Comprehensive Plan and Three Mile Plan are updated.

The development of the RV Park Zone District guidelines is to create the guidelines in advance and preparation for potential approval about the same time the new Comprehensive Plan is approved. The Planning and Zoning Commission recognizes that the Town does not currently have an area that could be considered designation as the RV Park Zone District and desires to wait for the completion of the Comprehensive Plan update to make this determination.

SUMMARY

At the February 14, 2023 work session, the Planning and Zoning Commission agreed that placing a temporary moratorium on Land Development Code applications and special review uses related to RV Parks would be in the best interest of the Town. The Comprehensive Plan update may influence the potential determination of a RV Park Zone District.

A moratorium is a temporary suspension of the consideration of land use applications related to RV Parks until it has been determined the moratorium warrants lifting. This ordinance has been drafted as an emergency ordinance, which means it becomes effective immediately if approved by three-fourths of the Board of Trustee members present at the meeting considering the moratorium. If the Board of Trustees does not adopt this as an emergency ordinance, then

it will not become effective for until 30 days after publication. This would mean that an individual could try to submit an application during this 30-day period and have the right to a hearing with the Planning and Zoning Commission and the Board of Trustees.

FISCAL IMPACT:

The Town of Wiggins' adopted budget will not be negatively impacted by imposing the temporary moratorium on the RV Park and Campground concepts.

APPLICABILITY TO TOWN OBJECTIVES AND GOALS TO PROVIDE SERVICES:

The approval of the emergency ordinance allows staff and Planning and Zoning Commission the time to develop a process for potential future Land Use Applications.

OPTIONS AVAILABLE TO THE BOARD OF TRUSTEES:

- The Board of Trustees may approve the Emergency Ordinance as presented by staff for their consideration.
- The Board of Trustees may approve the Emergency Ordinance with conditions.
- The Board of Trustees may amend the Emergency Ordinance and approve as a regular Ordinance.
- The Board of Trustees may disapprove the Ordinance and direct staff what steps should be taken next.

MOTION FOR APPROVAL:

I make the motion to approve Ordinance 02-2023 - An Emergency Ordinance Imposing a Temporary Moratorium on the Issuance of a Building Permit, Special Review Use, Business License to, or Receipt of any Land Use Application from any Property Owner or Applicant the Purpose of which Includes Development, Construction, or Operation of a RV Park or Campground.

ACTION REQUIRED:

Motion, Second, Roll-Call, Vote.

(Emergency Ordinances require affirmative votes from three-fourths of the Trustees present.)

TOWN OF WIGGINS, COLORADO
ORDINANCE NO. 02-2023

AN EMERGENCY ORDINANCE IMPOSING A TEMPORARY MORATORIUM ON THE ISSUANCE OF A BUILDING PERMIT, SPECIAL REVIEW USE, BUSINESS LICENSE TO, OR RECEIPT OF ANY LAND USE APPLICATION FROM ANY PROPERTY OWNER OR APPLICANT THE PURPOSE OF WHICH INCLUDES DEVELOPMENT, CONSTRUCTION, OR OPERATION OF A RV PARK OR CAMPGROUND

WHEREAS, the Town regulates the construction of buildings and other structures located within the Town pursuant to Ordinance No. 01-2022; and

WHEREAS, the Town regulates trades, professions, businesses and occupations conducted within the Town pursuant to Ordinance 05-2015; and

WHEREAS, the Town regulates the use and subdivision of land pursuant to the Wiggins Land Development Code; and

WHEREAS, the Wiggins Land Development Code currently lists campgrounds and RV parks as a special review use in the Commercial zone district, but otherwise provides very few regulations applicable to campgrounds and RV parks; and

WHEREAS, RV ownership has reached record levels in the past ten years due to a number of factors, including the COVID-19 pandemic, high housing costs, and increasing opportunities for remote work that allow some workers to perform their jobs from anywhere; and

WHEREAS, the use of RVs as temporary housing for workers in the oil and gas fields and the railroad industry has also increased; and

WHEREAS, the Board of Trustees finds and determines it is of critical importance to the Town and its residents that the Board of Trustees examine the important policy considerations presented by the location of RV parks and campgrounds within the Town; and

WHEREAS, the Town of Wiggins has retained the services of RICK Engineering Company to prepare an updated Comprehensive Plan and Three Mile Plan and to provide recommendations for future land use and development in the Town, which work is estimated to be completed and approved by the Planning Commission and Board of Trustees in early 2024; and

WHEREAS, the Board of Trustees finds the work to be completed by Rick Engineering Company will be beneficial in making decisions about the location of RV parks and campgrounds within the Town of Wiggins; and

WHEREAS, in order to protect the public health, safety and general welfare of the inhabitants of the Town, the Board of Trustees hereby finds and determines that it is necessary and appropriate to impose a temporary moratorium on the issuance of building permits, special review

use permits or new business licenses to, or the receipt of land uses application from, any applicant the purpose of which includes development, construction or operation of a RV park or campground, during this time the Town shall consider amendments to the Town of Wiggins Land Development Code concerning the same and any regulations that may permit new or additional RV parks or campgrounds without negatively impacting the Town and its residents; and

WHEREAS, the Board of Trustees finds and declares it has the power and authority to adopt this ordinance pursuant to C.R.S. § 29-20-101, *et seq.* (the Local Government Land Use Control Enabling Act), C.R.S. § 31-23-301, *et seq.* (concerning municipal zoning powers), C.R.S. § 31-15-103 (concerning municipal police powers), C.R.S. § 31-15-401 (concerning municipal police powers), C.R.S. § 31-15-501 (concerning municipal authority to regulate businesses), and C.R.S. § 31-15-601 (concerning municipal building regulations); and

WHEREAS, an emergency exists because the Board of Trustees finds and determines it is of critical importance to the Town and its residents that such ordinance, resolutions, rules and regulations be applied to all applications to develop, construct or operate new or additional RV parks and/or campgrounds within the Town.

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

Section 1. The foregoing recitals are hereby affirmed and incorporated herein by this reference as findings of the Board of Trustees.

Section 2. Upon the effective date of this ordinance, and until **March 31, 2024**, no application for approval of a building permit, new business license, or land use approval, including but not limited to any special review use permit, zoning, subdivision, or site plan application, filed by or on behalf of any business or landowner whose purpose includes development, construction or operation of a RV park or campground shall be received, reviewed, approved or otherwise acted upon, unless otherwise provided in this ordinance. For purposes of this moratorium, the terms “campground,” “camping unit” and “recreational vehicle (RV)” shall have the same definitions as provided in the Wiggins Land Development Code and shall be considered synonymous with camp site, encampments, tent sites or tent grounds, and similar terms used to describe this use.

Section 3. The restrictions contained in this ordinance shall not be construed to affect any applications for a building permit, business license, or any land use approval for which complete applications were filed prior to the effective date of the moratorium.

Section 4. Any person who submitted a complete application for a building permit, business license, or land use approval to construct, develop or operate a RV Park or campground prior to the effective date of the moratorium, and who believes that application of the temporary moratorium to such application would be legally invalid, may file with the Board of Trustees a request for an exemption from the moratorium. The request shall be in writing and fully set forth the reasons why the exemption should be granted. The Board of Trustees may grant the exemption if it finds that application of the moratorium would be legally invalid under the facts presented.

Section 5. The provisions of this ordinance are temporary in nature and may be repealed by subsequent legislative enactment. The temporary moratorium established by this ordinance shall terminate as of **March 31, 2024** unless sooner repealed.

Section 6. If any article, 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 7. The repeal or modification of any provision of any prior ordinance by this ordinance shall not release, extinguish, alter, modify, or change in whole or in part any penalty, forfeiture or liability, either civil or criminal, which shall have been incurred under such provision, and each provision shall be treated and held as still remaining in force for the purpose of sustaining any judgment, decree, or order which can or may be rendered, entered, or made in such actions, suits, proceedings, or prosecutions.

Section 8. 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 9. The Board of Trustees herewith finds, determines and declares that this emergency ordinance is genuinely and urgently necessary for the immediate preservation of the public health, safety and welfare and is a matter on which immediate action is genuinely and urgently necessary because the Land Development Code does not adequately regulate RV parks and campgrounds. Therefore, the Board of Trustees herewith further finds, determines and declares that it is necessary for this emergency ordinance to take effect immediately 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 BY AT LEAST SIX AFFIRMATIVE VOTES, AND ORDERED PUBLISHED AND POSTED IN FULL THIS 22ND DAY OF MARCH, 2023.

TOWN OF WIGGINS

Chris Franzen, Mayor

ATTEST:

Tom Acre, Interim Town Clerk

I, Tom Acre, Interim Town Clerk of the Town of Wiggins, Colorado, hereby certify and attest that the foregoing Ordinance No. 02-2023 was introduced, read, adopted and ordered published by title only, at a regular meeting of the Board of Trustees of the Town of Wiggins, Colorado on the 22nd day of March, 2023. This Ordinance was published in The Fort Morgan Times on ____ day of _____, 2023.

Dated _____



STAFF SUMMARY
Board of Trustees Meeting

March 22, 2023

DATE: March 16, 2023

AGENDA ITEM NUMBER: 7

TOPIC: Consideration of Resolution No. 15-2023 Authorizing the Town Manager the Town Manager to Issue the Notice of Award to GLH Construction Inc. for the Main Street Improvements Project

STAFF MEMBER RESPONSIBLE: Tom Acre, Town Manager

BACKGROUND

As previously communicated to the Board of Trustees, bids were solicited from contractors for Main Street Improvements Project south of the BNSF Railroad tracks between 3rd and 5th Avenues. Several area contractors were contacted alerting them of the request for bids, the bid notice was listed in the Dodge Plan Room and on the Town's web site.

SUMMARY

Qualified bids were received from three contractors; Adolfson & Peterson Construction, Mountain Constructors, Inc. and GLH Construction, Inc. The lowest qualified bid for this work was from GLH Construction, Inc. The bid summary and recommendation regarding award of the work from miller & Associates is attached to this Staff Summary.

FISCAL IMPACT

Approval of this Resolution authorizing the Town Manager to sign the required documents awarding the contract and initiating preparation will not negatively impact the 2023 budget. A future budget amendment is needed to allocate funds from undesignated fund balances in various funds will be required as the contract is executed.

APPLICABILITY TO TOWN OBJECTIVES AND GOALS TO PROVIDE SERVICES

Making street improvements in Town is one of the goals of the Town Board of Trustees and Staff. Improving this section of Main Street is a priority of the Board and a desire of the citizens. Issuing the Notice of Award for the Main Street Improvements Project supports this goal and meets the priority.

OPTIONS AVAILABLE TO THE BOARD OF TRUSTEES

The Board of Trustees could adopt Resolution No. 15-2023 as presented by staff, modify the resolution or not adopt the resolution.

MOTION FOR APPROVAL

I make a motion to adopt Resolution No. 15-2023 – A Resolution Authorizing the Town Manager the Town Manager to Issue the Notice of Award to GLH Construction Inc. for the Main Street Improvements Project.

ACTION REQUESTED

MOTION, SECOND, ROLL-CALL VOTE

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

**TOWN OF WIGGINS, COLORADO
RESOLUTION NO. 15-2023**

A RESOLUTION AUTHORIZING THE TOWN MANAGER TO ISSUE THE NOTICE OF AWARD TO GLH CONSTRUCTION, INC. FOR THE MAIN STREET IMPROVEMENTS PROJECT

WHEREAS, the Town of Wiggins Board of Trustees desires to have a section of Main Street south of the BNSF Railroad tracks between 3rd and 5th Avenues improved by installing curb, gutter and sidewalk along the east side; installing storm drainage conveyance; installing non-potable water line; and reconstructing/paving this portion of Main Street; and

WHEREAS, the Town of Wiggins through staff and the Town Engineer solicited sealed bids from several contractors for performing this work; and

WHEREAS, the Town of Wiggins received acceptable bids from three well qualified contractors who routinely perform this type of work satisfactorily; and

WHEREAS, the Town of Wiggins has identified that the funds are available from the General Fund, Water Enterprise Fund, 1% Sales Tax CIP Fund and the 2022 1% Sales Tax Dedicated Street Fund that can be allocated to this project.

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

Section 1. The Board of Trustees hereby authorizes the Town Manager to issue the Notice of Award to GLH Construction Inc. for the Main Street Improvements Project; and

Section 2. The Town Manager is hereby authorized to execute and deliver all documents in accordance with this Resolution.

INTRODUCED, ADOPTED AND RESOLVED THIS 22ND DAY OF MARCH, 2023.

TOWN OF WIGGINS, COLORADO

Christopher Franzen, Mayor

ATTEST:

Tom Acre, Interim Town Clerk

March 13, 2023



Mr. Tom Acre
Town Manager – Town of Wiggins, CO
304 Central Ave
Wiggins, CO 80654

Re: Main Street Improvement Project – Recommendation of Award

Dear Mr. Acre,

The purpose of this letter is to provide the Town of Wiggins with a Recommendation of Award for the Main Street Improvement Project. The Main Street Improvement Project received bids from three contractors on March 6, 2023. The Main Street Improvement project consists of storm sewer, irrigation water line, paving, drainage, and traffic calming devices. Three proposals were received, as presented below:

**Table 1: Bids for Main Street Improvement Project
Town of Wiggins, CO**

Adolfson & Peterson Construction	\$1,375,275.00
Mountain Constructors, Inc.	\$1,031,571.65
GLH Construction, Inc.	\$879,512.79

Miller & Associates staff checked the references contained in each bid package and compared the bidders based on proposed costs and the quality of references. GLH Construction, Inc. was the low bidder, and their references all recommended them for the project. Based on a review of references, and cost analysis of the bids, Miller & Associates recommends that the award of the Main Street Improvement Project be made to GLH Construction, Inc.

Please feel free to contact me with any questions or concerns.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mike Trbovich'.

Mike Trbovich E.I.
Miller & Associates Consulting Engineers, P.C.



STAFF SUMMARY

**Board of Trustees Meeting
Liquor License Authority
March 22, 2023**

DATE: March 8, 2023

AGENDA ITEM NUMBER: 8

TOPIC: Liquor License Renewal – Mariana’s Mexican Restaurant

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

BACKGROUND:

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

SUMMARY:

The Town is in receipt of a renewal for a Liquor License from Mariana’s Mexican Restaurant. Their current license expires on June 7, 2023. Mariana’s Mexican Restaurant has paid the appropriate fees for the State of Colorado and has been billed by the Town of Wiggins for the processing fee. The Police Department has no cases or issues with this applicant related to the liquor license.

FISCAL IMPACT:

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

APPLICABILITY TO TOWN OBJECTIVES AND GOALS TO PROVIDE SERVICES:

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

OPTIONS AVAILABLE TO THE BOARD OF TRUSTEES:

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

MOTION FOR APPROVAL:

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

ACTION REQUESTED:

Motion, Second, Roll-Call Vote.

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

Submit to Local Licensing Authority

MARIANA'S MEXICAN RESTAURANT
PO BOX 417
Wiggins CO 80654

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

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

Retail Liquor or Fermented Malt Beverage License Renewal Application

Please verify & update all information below

Return to city or county licensing authority by due date

Licensee Name MARIANA'S MEXICAN RESTAURANT		Doing Business As Name (DBA) MARIANA'S MEXICAN RESTAURANT	
Liquor License # 03-16194	License Type Hotel & Restaurant (city)		
Sales Tax License Number 95009215	Expiration Date 06/07/2023	Due Date 04/23/2023	
Business Address 612 CENTRAL AVENUE Wiggins CO 80654			Phone Number 9704837278
Mailing Address PO BOX 417 Wiggins CO 80654		Email	
Operating Manager Mariane Parro Marquez	Date of Birth 03/02/80	Home Address 419 E 3rd Wiggins CO 80654	Phone Number 970-370-4156
1. Do you have legal possession of the premises at the street address above? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Are the premises owned or rented? <input type="checkbox"/> Owned <input checked="" type="checkbox"/> Rented* *If rented, expiration date of lease _____			
2. Are you renewing a storage permit, additional optional premises, sidewalk service area, or related facility? If yes, please see the table in upper right hand corner and include all fees due. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
3a. Are you renewing a takeout and/or delivery permit? (Note: must hold a qualifying license type and be authorized for takeout and/or delivery license privileges) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
3b. If so, which are you renewing? <input type="checkbox"/> Delivery <input type="checkbox"/> Takeout <input type="checkbox"/> Both Takeout and Delivery			
4a. Since the date of filing of the last application, has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant, been found in final order of a tax agency to be delinquent in the payment of any state or local taxes, penalties, or interest related to a business? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
4b. Since the date of filing of the last application, has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant failed to pay any fees or surcharges imposed pursuant to section 44-3-503, C.R.S.? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
5. Since the date of filing of the last application, has there been any change in financial interest (new notes, loans, owners, etc.) or organizational structure (addition or deletion of officers, directors, managing members or general partners)? If yes, explain in detail and attach a listing of all liquor businesses in which these new lenders, owners (other than licensed financial institutions), officers, directors, managing members, or general partners are materially interested. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
6. Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been convicted of a crime? If yes, attach a detailed explanation. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			

Tax Check Authorization, Waiver, and Request to Release Information

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

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

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

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

Name (Individual/Business) <u>Mariana's Mexican Restaurant LLC</u>		Social Security Number/Tax Identification Number <u>30-1283452</u>	
Address <u>612 Central Avenue</u>			
City <u>Wiggins</u>		State <u>CO</u>	Zip <u>80654</u>
Home Phone Number <u>970-370-4156</u>		Business/Work Phone Number <u>970-483-7278</u>	
Printed name of person signing on behalf of the Applicant/Licensee <u>Mariana Parra Marquez</u>			
Applicant/Licensee's Signature (Signature authorizing the disclosure of confidential tax information) <u>Mariana Marquez</u>			Date signed <u>3/7/21</u>

Privacy Act Statement

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

7. Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been denied an alcohol beverage license, had an alcohol beverage license suspended or revoked, or had interest in any entity that had an alcohol beverage license denied, suspended or revoked? If yes, attach a detailed explanation. ☐ Yes ☒ No
8. Does the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) have a direct or indirect interest in any other Colorado liquor license, including loans to or from any licensee or interest in a loan to any licensee? If yes, attach a detailed explanation. ☐ Yes ☒ No

Affirmation & Consent

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

Type or Print Name of Applicant/Authorized Agent of Business	Title
Mariana Parra Marquez	owner
Signature	Date
Mariana Marquez	3/7/21

Report & Approval of City or County Licensing Authority

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

Therefore this application is approved.

Local Licensing Authority For		Date
Signature	Title	Attest