



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

October 25, 2023, at 7:00 P.M.

**304 CENTRAL AVENUE
WIGGINS, CO 80654**

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

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

MEETING AGENDA

I. INTRODUCTIONS

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

II. CONSENT AGENDA

1. Approval of Board of Trustees Special Meeting Minutes September 28, 2023
2. Approval of Board of Trustees Meeting Minutes September 28, 2023
3. Approval of Board of Trustees Special Meeting Minutes October 3, 2023
4. Approval of Board of Trustees Special Meeting Minutes October 11, 2023
5. Approval of Bills October 2023

III. REPORTS

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

IV. PUBLIC COMMENTS

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

V. CONSIDERATION OF RESOLUTION NO. 42-2023

A Resolution No. 42-2023 – A Resolution Approving the 2024 Operating Plan and Budget for the Roberts 81 Business Improvement District

1. Resolution No. 42-2023

VI. CONSIDERATION OF ORDINANCE NO. 04-2023

An Ordinance Approving the 2023 Water Agreement Between the Town of Wiggins and WGC Trading Co.

1. Ordinance No. 04-2023

VII. CONSIDERATION OF RESOLUTION NO. 43-2023

A Resolution Providing that Certain Elected and/or Appointed Officials of the Town of Wiggins Shall be Deemed not to be “Employees” within the Meaning of the Workers’ Compensation Laws

1. Resolution No. 43-2023

VIII. CONSIDERATION OF RESOLUTION NO. 44-2023

A Resolution Authorizing Changes to the Authorized Signers for the Town’s Banking Accounts

1. Resolution No. 44-2023

IX. ADJOURNMENT

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



MINUTES OF MEETING

TOWN OF WIGGINS BOARD OF TRUSTEES SPECIAL MEETING

September 28, 2023 at 6:00 p.m.

CALL TO ORDER & ROLL CALL

A Special Meeting of the Town Board of Trustees for the Town of Wiggins, Colorado was held on Wednesday September 28, 2023. Mayor Chris Franzen called the meeting to order at 6:00 p.m. The following Trustees were present or joining as the meeting progressed: Mayor Pro-Tem David Herbstman, Trustees Bryan Flax, Mandy Camilleri, Steven Perrott, Bruce Miller, and Jerry Schwindt. Staff present included Tom Acre, Town Manager.

APPROVAL OF THE AGENDA

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

A motion was made by Mayor Pro-Tem to go into Executive Session for the purpose stated below. Seconded by Trustee Flax. Roll Call: The motion to go into Executive Session was approved unanimously. The Board of Trustees entered the Executive Session at 6:03 p.m.

EXECUTIVE SESSION

Executive Session: An executive session for discussion of a personnel matter under C.R.S. § 24-6-402(4)(f) and for consideration of documents protected by mandatory nondisclosure provisions of the Colorado Open Records Act under C.R.S. Section 24-6-402(4)(g) – Town Clerk interviews
The Board adjourned the Executive Session at 7:03 p.m.

REPORT FROM EXECUTIVE SESSION-

The Board gave general direction to the Town Manager regarding the next steps in the Town Clerk recruitment.

ADJOURNMENT

Mayor Franzen adjourned the meeting at 7:03 pm.

Respectfully submitted by:



Tom Acre, Interim Town Clerk



MINUTES OF MEETING

TOWN OF WIGGINS BOARD OF TRUSTEES MEETING

September 28, 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, September 28, 2023. Mayor Chris Franzen called the meeting to order at 7:06 p.m. The following Trustees answered roll call: Mayor Chris Franzen, Mayor Pro-Tem David Herbstman, and Trustees: Bryan Flax, Steven Perrott, Bruce Miller, and Jerry Schwindt. Trustee Mandy Camilleri was absent. Staff present were The Town Manager Acre, Town Manager; Hope Becker, Planning & Zoning Administrator.

APPROVAL OF THE AGENDA

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

CONSENT AGENDA

Approval of Board of Trustees Meeting Minutes August 23, 2023

Approval of Board of Trustees Special Meeting Minutes August 24, 2023.

Approval of Board of Trustee Special Meeting Minutes September 6, 2023

Approval of Bills September 2023

Trustee Miller asked if the Town was caught up with the Jones Irrigation for bill for \$30,000. The Town Manager stated that he is still waiting for invoices from Beau, but they are getting caught up. He explained the methods for receiving invoices from Jones Irrigation and how the invoices will be received in the future.

Trustee Flax asked about the recent meters from Core & Main. He wanted to know if they were for more switching out of old meters or if they were for new construction. The Town Manager stated that public works continues to switch out old meters with newer, radio fed meters, but they are also to have some on hand. The most recent purchase brought in 18 new meters. He stated that Core & Main is extremely backordered with water meter orders which is why the Town went with the purchase of 18.

Trustee Miller asked about attorney fees are for August. The Town Manager stated that he still has some bills from the engineers for the Knievel project that need to be finalized. He also stated that the decree was filed with the Water Court. The Town will start on Glassy Farms and getting that into water court process next. He confirmed that the recent charges are all Knievel charges.



Trustee Flax asked inquired about what commercial inspections were from Safebuilt. Staff stated that Stagecoach and the Church were the only commercial projects that were in process.

Trustee Miller asked if the Town could switch to Arrowhead trash so that it would be supporting a local business. The Town Manager stated he is going to send out a request for quotes since there are three waste management companies in the area. The different companies and the locations of their offices. Trustee Miller stressed the importance of keeping the business local of the community.

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

TOWN MANAGER REPORT

- He attended the CML district meeting last week. Kevin Bomber stopped by the office and brought staff CML cookies to celebrate the 100th anniversary of CML. One of the topics he touched on was the proposition HH, coming this fall, and how it may affect towns. A lot of communities are passing resolutions opposing it. The Town Manager stated he received Morgan County's estimate today and how the proposition could impact the Town. Morgan County is suggesting that the Town prepare two budgets for next year. One for if the proposition passes and one for if the proposition does not pass. This is because there is a difference in how the Town will see property tax revenue if the proposition passes.
- The Town Manager stated he did attend the recent Morgan County Economic Development Committee (MCEDC) meeting phone. Kris Musgrave is needing to resign from the MCEDC Board but they are looking for ways to keep him involved in one of the committees and as an ex official member, MCEDC will be looking for a Wiggins representative that is an investor.
- The Town Manager updated the Board that he has been working with Staff regarding Roberts 81. The ball is in Roberts 81's court. Staff is waiting for a Grading Permit Application from Neb Excavating. Trustee Miller asked The Town Manager why Roberts 81 had to put up so much money in escrow. The Town Manager informed the Board that all improvement projects are required by the Land Development Code to put up 125% of the construction costs into a letter of credit or bond. The Town holds those funds until the project is completed. Once the project is completed then the Town releases all but 25% of the funds for a warranty period. When the warranty is finished – all funds are returned. The warranty period is typically two years, but in this case the warranty is three years. This was due to the infrastructure materials having been stored above ground with zero cover for over three years.

Mayor Pro Tem Herbstman aske The Town Manager to remind the Board what this Roberts 81 project entails. The Town Manager reminded the Board that this project is only for the construction of water and sewer in the area that is known as tract four. Tract six, next to the Town wastewater lift station, has already been sold and the owner is waiting for infrastructure before they can move forward. In the Spring, Roberts 81 plan on doing some paving. Roberts 81 and The Town Manager have also been discussing a Tapping Plan. Although the manufacturers say the pipe will still be good, there is some



evidence that depending on how you tap in, the pipe could become brittle and crack. The Town is taking preventive measures to avoid potential risks.

- Public Works staff have been working on filling in all pot holes. They have also been working on getting all pedestrian signs completed. The Town Manager has also been speaking with PPG about eh red brick type crosswalk across Main Street and 4th Avenue. That material is in the process of being ordered and he should hear by no later than Monday if it's been shipped and when they think the scheduled project will take place.
- Beau and Craig have been working at the RO. That has been taking quite a bit of their time to get the routine cleaning completed. The Town has also been receiving bids for membrane replacements. It's that time to start maintenance/replacements of aging infrastructure parts.
- Trustee Miller asked The Town Manager what the status was on the line for non-potable water? The Town Manager stated that he discussed with Miller and Associates the details separating out just the ends that Town will be working on. Trustee Miller asked if that was what the recent bill was for. The Town Manager clarified that the recent bill was for the work previously done on Main Street and on supporting work done for the water case.

The Town Manager stated that because the Town is working with the Thomas', the pipe is being moved from the east side to the west side of Main Street and Miller and Associates will help with the new plans. Superior Irrigation was requesting the new plans in order to create their bid. The Town will also provide the plans to the other bidder. The Town will also finalize the order with Core and Main.

Trustee Miller asked The Town Manager when he expects anything to happen on the project. The Town Manager stated he expects best case scenario that something by this fall or at the latest, next spring. Mayor Franzen asked how long they have been working on subtracting just the two valves? The Town Manager indicated that he thought it was more than two valves but staff did talk with Miller and Associates last week on getting going on that.

Trustee Miller voiced concerns about the amount of water the school has had to use to get new sod/grass going for the new school and how much that has cost the Town in water. Beau provided some gallon and dollars data to the Board. The Board had further discussion with Beau.

- Mayor Franzen asked Staff what was the lead time on the pump for the Johnson Street lift station. Staff responded that it would be another couple of weeks. Staff picked up the old pump last week and has taken the motor and windings over to an outfit in Log Lane and think they can repair that portion. The pump will need still new bearings. This should be cost significantly less than the amount that was originally quoted to have the old pump repaired. The Town Manager also stated that staff is looking at options to prevent future sewer blockages from occurring. He mentioned there is a device that could be installed called a Muffin Monster. Staff is researching what it would cost to have one installed.
- The Town Manager reported that he had a meeting with Morgan County and it was decided that it would be a poor use of revenue funds to try to chip seal Main Street from 5th Avenue to County Road



P. Public Works is looking into a method using SX grade asphalt. It will be spread over the areas that are rough and rolled to see if that would help fill it in. The Public Works Department have also been making an increased effort of filling in potholes around town as well. Trustee Flax asked The Town Manager for a better timeline on fixing this part of Main Street. His concerns stem from the increased school traffic as result of parents dropping off and picking up kids to and from school. The Town Manager indicated that the Thomas' Subdivision Agreement states they are responsible for the west side of the road and he believes that they would be responsible for that construction sooner and not when the development is completed. The Town Manager stated he could work on a cost estimate for the completion of the road.

- Mayor Franzen asked The Town Manager if we have the Truck Route signs are done. There are semi-trucks still coming down Main Street. Beau stated they have the signs almost completed and will get them up soon. The Town Manager indicated that they would bump it up to the top of the priority list.
- Trustee Perrott asked The Town Manager where the Town was at with the messed-up survey and the whole process on Main Street with the drone. The Town Manager stated that he was still waiting on Miller and Associates. They were trying to get information from the original person that did the survey. The Trustees had additional discussion pertaining to the work of Miller and Associates. The Town Manager indicated that he would follow up with Miller and Associates.

FINANCIALS - ACTUAL TO BUDGET

No discussion regarding the Financials to Actual. The Board agreed they would be talking at length about the budget soon.

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

PUBLIC COMMENTS

The Public Comments portion of the meeting was opened at 7:34 p.m.

Steve Comer of Out East Contracting spoke to the Board of Trustees regarding concerns of semi-truck traffic entering Main Street. His concerns are for the safety of school kids as well as the wear and tear of the new Main Street. He agrees that we are farming community and trucks are a normality but the Board needs to establish a truck route. Mayor Franzen commented that the Town does have an alternative route. The Town just needs to get the signs posted. It was also confirmed that local deliveries to homes, schools, and businesses are the only allowed trucks.

Taylor Henderson from Taelor Solar addressed the Board. He wanted to follow up with the Board and thanked them for moving the meeting for the open house they planned to help the community understand the Taelor Solar Project. They decide to push out the open house and hearing date to provide more time to get the information to the public. The new open house meeting will be October 24th at 6 pm at the Secondary School Auditorium. He thanked the Board for their support and the opportunity to present to the community.



Steve Comer had further discussion with the Board regarding ideas on how to improve the road between CR P and 11th Avenue, next to the apartments.

The Public Comment portion of the meeting was closed at 7:45 p.m.

CONSIDERATION OF RESOLUTION 40-2023 – A Resolution Approving an Alley Maintenance License Agreement Between the Town of Wiggins and Our Lady of Lourdes Wiggins at 502 Main Street.

Planning and Zoning Administrator, Hope Becker, recapped the summary with the Board. The Our Lady of Lourdes Catholic Church plans to have a one-way entry into their parking lot from Main Street and have parish members exit to the rear of the property, around the church, and exit through the Town's alley on to 5th Avenue. The Town is having them do an Alley Maintenance License Agreement to establish maintenance responsibilities, improvement requirements, and liabilities.

Motion was made by Trustee Perrott to approve Resolution 40-2023 Seconded by Trustee Schwindt. Roll Call: Motion was unanimously approved.

CONSIDERATION OF RESOLUTION 41-2023 – A resolution Authorizing the Town to Contract for Crack Sealing Streets in the Town of Wiggins.

The Town Manager stated that the Board has discussed about doing crack sealing on various roads in Town for pavement preservation and pavement management. The Mayor assisted with this project by reaching out to several different firms for quotes. The quotes were for crack sealing on Kiowa Park streets and Suzann Street and Sally Street. The Mayor received two quotes. The Town Manager did look into what it would cost to have Public Works do the project themselves, but it has been determined that it would be more cost effective to have a third-party company do the project. The project could be completed in mid-October, weather permitting.

Motion was made by Trustee Flax to approve Resolution 41-2023 Seconded by Trustee Perrott. Roll Call: Motion was unanimously approved.

EXECUTIVE SESSION

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

Motion was made by Mayor Pro Tem Herbstman to move into the Executive Session for the purpose stated above. Seconded by Trustee Miller. Roll Call: The motion to go into Executive Session was approved unanimously. The Board of Trustees entered the Executive Session at 8:03 p.m.



The Board adjourned from the Executive Session at 8:39 p.m.

REPORT FROM EXECUTIVE SESSION-

The Board gave general direction to the Town Manager regarding adding a new public position and the salary being considered. No formal action was taken during the Executive Session.

ADJOURNMENT

The Mayor invited closing remarks.

Mayor Franzen adjourned the meeting at 8:43 pm.

Respectfully submitted by:

A handwritten signature in blue ink, which appears to read "Tom Acre". The signature is written in a cursive, flowing style.

The Town Manager Acre, Interim Town Clerk



MINUTES OF MEETING

TOWN OF WIGGINS BOARD OF TRUSTEES SPECIAL MEETING

October 3, 2023 at 6:00 p.m.

CALL TO ORDER & ROLL CALL

A Special Meeting of the Town Board of Trustees for the Town of Wiggins, Colorado was held on Wednesday October 3, 2023. Mayor Chris Franzen called the meeting to order at 6:05 p.m. The following Trustees were present: Mayor Pro-Tem David Herbstman, Trustees Bryan Flax, Bruce Miller, and Steven Perrott. Staff present included Tom Acre, Town Manager.

APPROVAL OF THE AGENDA

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

A motion was made by Mayor Pro-Tem Herbstman to go into Executive Session for the purpose stated below. Seconded by Trustee Miller. Roll Call: The motion to go into Executive Session was approved unanimously. The Board of Trustees entered the Executive Session at 6:07 p.m.

EXECUTIVE SESSION

Executive Session: An executive session for discussion of a personnel matter under C.R.S. § 24-6-402(4)(f) and for consideration of documents protected by mandatory nondisclosure provisions of the Colorado Open Records Act under C.R.S. Section 24-6-402(4)(g) – Town Clerk candidate discussion and recommendation.

The Board adjourned the Executive Session at 6:25 p.m.

REPORT FROM EXECUTIVE SESSION

The Board gave general direction to the Town Manager regarding the next steps in the Town Clerk hiring process. No formal action was taken in the Executive Session.

POTENTIAL ACTION ON TOWN CLERK

Trustee Perrott made the motion to appoint Nichole Seiber Town Clerk/Treasurer. Motion was seconded by Trustee Miller. The motion to go into Executive Session was approved unanimously.

ADJOURNMENT

Mayor Franzen adjourned the meeting at 6:27 pm.

Respectfully submitted by:



Tom Acre, Interim Town Clerk



MINUTES OF MEETING

TOWN OF WIGGINS BOARD OF TRUSTEES SPECIAL MEETING

October 11, 2023 at 7:00 p.m.

CALL TO ORDER & ROLL CALL

A Special Meeting of the Town Board of Trustees for the Town of Wiggins, Colorado was held on Wednesday October 11, 2023. Mayor Chris Franzen called the meeting to order at 7:00 p.m. The following Trustees were present: Trustees Bruce Miller, Jerry Schwindt, and Mandy Camilleri. Staff present included Tom Acre, Town Manager and Hope Becker, Planning and Zoning Administrator.

APPROVAL OF THE AGENDA

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

APPOINTMENT OF TOWN CLERK

A motion was made by Trustee Perrott to appoint Nichole Seiber as Town Clerk/Treasurer. The motion seconded by Trustee Schwindt. Roll Call: The motion to appoint Nichole Seiber Town Clerk/Treasurer was approved unanimously.

Nichole Seiber was sworn in as Town Clerk/Treasurer in by Mayor Franzen.

ADJOURNMENT

Mayor Franzen adjourned the meeting at 7:03 pm.

Respectfully submitted by:

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

Tom Acre, Interim Town Clerk

TOWN OF WIGGINS - BILLS PAID

October 2023

Vendor Name	Description	Amount Paid
AMBIENTE H2O INC.	Johnson Lift Station Sub Pump Replace	\$8,737.97
BECKER, HOPE	SIPA Conf Park & Mileage Reimbursement	\$86.70
BLUE LIGHTENING	Internet	\$456.32
BMO Harris	Interest Payment	\$57,438.72
BMO Harris	Sinking Fund Payment	\$72,265.50
BMO HARRIS N.A. - PAYMENT (3116)	Credit Card Payments	\$1,502.59
CASELLE, INC	Financial Software Support	\$974.00
CITY OF FORT MORGAN UTILITIES	GLASSEY PUMP #89 (E)	\$8.17
COGENT	Johnson Lift Stat Pump Insp	\$1,080.00
COLORADO ANALYTICAL LABORATORY	Water Analysis	\$3,811.80
COUNTRY HARDWARE	PW Supplies	\$4,810.53
GERTGE TECHNOLOGY, LLC	Phone	\$219.31
GLH CONSTRUCTION INC.	Wiggins Main Street Improvements	\$61,904.73
GovPro Consuting	Clerk Assessment	\$1,350.00
HIGH COUNTRY PIPE & UTILITY	Emergency Sew Lne Jetting/Debris Remov KP	\$7,628.60
KAMMERER, WILLIAM M.	Water Shares Lease/Purch Paymt	\$3,510.42
KELLY, PC	Town Attorney	\$7,417.50
LEAF	Copier Lease	\$159.00
MILLER, CRAIG	Reimbursement	\$88.62
MORGAN COUNTY QUALITY WATER	3261 CR U	\$57.29
MORGAN COUNTY REA	Utilities-Electric	\$9,851.44
PROFESSIONAL MANAGEMENT SOLUTIONS S	Contract Accountant	\$2,486.25
RICK ENGINEERING COMPANY-COLORADO	Wiggins Comp Plan Update	\$11,312.59
RIVAL SERVICES, LLC	Port-o-let KP Playground	\$150.00
RUDY'S G.T.O.	Kubota Zereturn Tire Pepair	\$22.00
SAFEbuilt Lochbox #88135, LLC	Residential Building Insp & Review	\$900.93
TEST GAUGE INC	Backflow Prevention Test/Equip Repar	\$282.87
Walker Repair Services	Water Pump Replace WPD Chief	\$391.25
WEX	Fuel PW & WPD	\$3,945.54
WIGGINS FARM AND AUTO SUPPLY	Choke Control	\$346.03
WOLF WASTE, LLC	Trash Removal	\$116.00
XCEL ENERGY	Utilities-Gas	\$148.09

Approved:



Date: 10/25/2023

Total:

\$263,460.76

INCIDENT ANALYSIS - DAY

Date 10/04/2023

Time 12:44:51

Report CFS03

Agency Wiggins Police Dept.

Dates 09/01/2023 Thru 09/30/2023

Activity	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Total
<div> <div>Agency: WPD Wiggins Police Dept.</div> </div>								
00400 Assault	0	0	1	0	0	0	0	1
00600 Theft	0	0	0	0	2	0	0	2
01100 Fraud	0	0	0	0	0	1	0	1
01400 Vandalism/crim Mischf	0	0	0	1	0	0	0	1
01510 Shots Fired	0	0	0	0	0	0	1	1
01720 Assault-sexual	0	0	0	1	0	0	0	1
02415 Domestic Violence	1	2	0	0	0	0	1	4
02430 Loud Noise	0	0	0	0	1	0	0	1
02660 Harass/threat	1	0	0	0	0	2	0	3
02670 Local Ordinance Violation	0	0	4	0	0	0	0	4
02671 Dog At Large	0	1	0	2	0	0	0	3
02678 Watering Violation	2	0	2	0	1	0	0	5
02679 Weed Violation	0	0	9	0	0	0	0	9
02700 Susp Pers/veh/inc	0	0	0	1	1	2	1	5
03000 Community Policing	0	1	2	2	3	1	2	11
03010 Assist Other Agency	2	2	2	1	0	0	2	9
03040 Civil Service	0	0	0	0	0	1	0	1
03050 Escort	0	0	0	0	1	0	0	1
03055 Remove A Party	0	0	0	0	0	1	0	1
03080 Medical Assist	0	1	1	0	1	1	0	4
03100 Welfare Check	1	0	1	0	2	0	1	5
03120 Extra Patrol	15	15	23	17	15	13	21	119
03121 Vacation House Check	0	0	1	4	2	0	0	7
03540 Traffic Accident	1	0	0	0	0	0	0	1
03600 Driving Complaint	0	0	0	1	0	1	1	3
03620 Traffic Hazard	0	0	0	0	1	0	0	1
03644 Vicious Dog	0	0	0	0	1	1	0	2
03690 Neighborhood Dispute	0	0	0	0	0	1	0	1
03750 Meet Party	0	0	0	1	0	0	0	1
03760 Information	0	0	2	0	1	2	1	6
04000 Alarm	0	1	1	0	0	0	1	3
05000 Misc	0	0	2	2	2	1	0	7
07410 Disturbance	0	0	1	0	0	0	0	1
07520 Motorist Assist	0	1	0	0	0	0	0	1
07530 Traffic Contact	2	9	4	10	13	11	6	55
07580 Vehicle Inspection	0	0	2	3	2	0	0	7
09000 Fire Investigation LE	0	0	0	0	1	0	0	1
09001 911-Welfare Check	2	1	1	0	2	0	2	8
09900 Follow Up/Investigation	7	2	0	1	5	5	1	21
09901 Summons Service	0	0	0	0	1	0	0	1
09902 Civil Issues	0	0	0	0	0	1	0	1
09911 Victim Notification	0	0	0	1	0	0	0	1
09917 Special Events	0	0	0	1	0	0	0	1
REPO Repossession	0	0	1	0	0	0	0	1
S2T Safe2Tell	0	0	0	0	0	1	0	1
SEO Select Enforce Off Init	4	8	12	8	18	13	4	67
Wiggins Police Dept. Agency Total	38	44	72	57	76	59	45	391
Total	38	44	72	57	76	59	45	391

TOWN OF WIGGINS
COMBINED CASH INVESTMENT
SEPTEMBER 30, 2023

COMBINED CASH ACCOUNTS

01-10210	HIGH PLAINS-MAIN CHECKING	1,477,039.72
01-10220	HIGH PLAINS-SWEEP ACCOUNT	3,098,268.98
01-10700	RETURNED CHECK CLEARING ACCT	(100.30)
01-10750	UTILITY CASH CLEARING ACCOUNT	2,850.49
TOTAL COMBINED CASH		4,578,058.89
01-20200	ACCOUNTS PAYABLE	(751.66)
01-10100	CASH ALLOCATED TO OTHER FUNDS	(4,580,309.49)
TOTAL UNALLOCATED CASH		(3,002.26)

CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO GENERAL FUND	2,008,706.76
20	ALLOCATION TO WATER ENTERPRISE	1,144,105.89
30	ALLOCATION TO SEWER ENTERPRISE	1,440,458.50
40	ALLOCATION TO SALES TAX CAPITAL IMPROVEMENT	684,161.97
45	ALLOCATION TO SALES TAX STREETS	(731,639.98)
50	ALLOCATION TO CONSERVATION TRUST	35,641.35
TOTAL ALLOCATIONS TO OTHER FUNDS		4,581,434.49
ALLOCATION FROM COMBINED CASH FUND - 01-10100		(4,580,309.49)
ZERO PROOF IF ALLOCATIONS BALANCE		1,125.00

TOWN OF WIGGINS
BALANCE SHEET
SEPTEMBER 30, 2023

GENERAL FUND

ASSETS

10-10100	CASH IN COMBINED CASH FUND	2,008,706.76	
10-10110	PETTY CASH (T. MANAGER)	44.30	
10-10120	PETTY CASH (T. CLERK)	805.39	
10-10240	CASH IN BANK COMM HALL FUND SA	18,872.12	
10-10250	COLOTRUST FUND	113.23	
10-10260	CASH IN USE TAX FUND	267,277.31	
10-10310	CASH W/ COUNTY TREASURER	3,905.23	
10-10500	PROPERTY TAXES RECEIVABLE	524,163.97	
10-11500	ACCOUNTS RECEIVABLE	69,483.13	
10-14100	PREPAID EXPENSES	302.06	
	TOTAL ASSETS		2,893,673.50

LIABILITIES AND EQUITY

LIABILITIES

10-20200	ACCOUNTS PAYABLE	3,024.18	
10-20210	PAYABLE TO SCHOOL DISTRICT	25,037.57	
10-22210	DEFERRED PROPERTY TAX	524,163.97	
10-22410	UNEARNED REVENUE	292,319.77	
10-22710	FED/ FICA TAXES PAYABLE	(1,401.49)	
10-22720	STATE W/H TAXES PAYABLE	13,695.58	
10-22740	POLICE PENSION PAYABLE	4,474.17	
10-22760	DEFERRED COMP CONTRIB PAYABLE	1,113.14	
10-22770	UNEMPLOYMENT PAYABLE	(2,658.93)	
10-22790	GARNISHMENT PAYABLE	(647.50)	
10-22820	HEALTH INSURANCE PAYABLE	(10,284.75)	
10-22825	AFLAC PAYABLE	(1.42)	
10-22830	LIFE INSURANCE PAYABLE	50.40	
10-22840	VISION INSURANCE PAYABLE	126.27	
10-25320	FUND BALANCE	1,630,064.23	
	TOTAL LIABILITIES		2,479,075.19

FUND EQUITY

UNAPPROPRIATED FUND BALANCE:			
REVENUE OVER EXPENDITURES - YTD	422,022.58		
BALANCE - CURRENT DATE		422,022.58	
TOTAL FUND EQUITY			422,022.58
TOTAL LIABILITIES AND EQUITY			2,901,097.77

TOWN OF WIGGINS
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

		GENERAL FUND				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
REVENUES						
10-30004	GENERAL MISCELLANEOUS	.00	3,573.81	.00	(3,573.81)	.0
10-31100	CURRENT PROPERTY TAX	2,785.21	516,563.99	524,164.00	7,600.01	98.6
10-31200	SPECIFIC OWNERSHIP	3,853.37	33,105.19	30,000.00	(3,105.19)	110.4
10-31300	1% TOWN SALES TAX	25,427.82	233,643.95	300,000.00	66,356.05	77.9
10-31301	USE TAX	1,108.39	63,047.27	10,000.00	(53,047.27)	630.5
10-31420	CIGARETTE TAX	476.93	1,532.89	1,500.00	(32.89)	102.2
10-31810	SEVERENCE TAX	.00	71,431.42	10,000.00	(61,431.42)	714.3
10-31820	FRANCHISE FEE-MORGAN CTY REA	.00	9,742.00	8,000.00	(1,742.00)	121.8
10-31821	FRANCHISE FEE-XCEL ENERGY	.00	15,859.94	8,000.00	(7,859.94)	198.3
10-31823	FRANCHISE FEE--BLUE LIGHTNING	.00	3,030.71	2,750.00	(280.71)	110.2
10-31900	PENALTIES & INTEREST	99.62	634.43	.00	(634.43)	.0
10-32110	LIQUOR LICENSE (15%)	.00	97.50	175.00	77.50	55.7
10-32210	BUILDING PERMITS	1,119.12	38,851.04	25,000.00	(13,851.04)	155.4
10-33412	DOLA EIAF 2021	.00	149,554.68	82,500.00	(67,054.68)	181.3
10-33413	DOLA REDI GRANT (PASS THRU)	.00	7,750.00	150,000.00	142,250.00	5.2
10-33430	MISCELLANEOUS FEES	.00	187.11	.00	(187.11)	.0
10-33530	HIGHWAY USERS TAX	6,553.64	45,085.69	55,000.00	9,914.31	82.0
10-33550	ADDITIONAL MOTOR VEHICLE	703.81	6,378.00	6,000.00	(378.00)	106.3
10-33800	ROAD & BRIDGE	1,638.95	59,003.01	40,000.00	(19,003.01)	147.5
10-34210	SPECIAL POLICE SERVICES	.00	120.10	.00	(120.10)	.0
10-34215	VIN INSPECTIONS	105.00	515.00	250.00	(265.00)	206.0
10-34220	BUILDING DEVELOPMENT REVIEW	249.98	3,786.03	5,000.00	1,213.97	75.7
10-34221	BUILDING INSPECTION PLAN REV	280.80	20,409.46	1,000.00	(19,409.46)	2041.0
10-34282	PARKS & REC FEES	.00	2,910.00	.00	(2,910.00)	.0
10-34283	SOFTBALL REG FEES	.00	.00	2,000.00	2,000.00	.0
10-34284	BASEBALL REG FEES	.00	9,030.00	11,000.00	1,970.00	82.1
10-34286	VOLLEYBALL REG FEES	.00	25.00	1,000.00	975.00	2.5
10-34287	SOCCER REG FEES	.00	1,851.00	1,500.00	(351.00)	123.4
10-34289	MISCELLANEOUS ACTIVITY FEES	.00	.00	2,000.00	2,000.00	.0
10-35110	COURT FINES-MUNICIPAL	4,895.00	39,898.27	30,000.00	(9,898.27)	133.0
10-36000	OTHER MISCELLANEOUS REVENUE	262.00	12,398.33	.00	(12,398.33)	.0
10-36010	DOG LICENSES/CLINIC	10.00	355.00	300.00	(55.00)	118.3
10-36011	BUSINESS LICENSES	10.00	210.00	3,500.00	3,290.00	6.0
10-36012	CONTRACTOR LICENSES	150.00	1,600.00	1,800.00	200.00	88.9
10-36013	GOLF CART LICENSES	100.00	500.00	150.00	(350.00)	333.3
10-36014	MISCELLANEOUS FEES	.00	25.00	.00	(25.00)	.0
10-36040	INSURANCE PROCEEDS	68.62	32,461.19	.00	(32,461.19)	.0
10-36050	CAPITAL CREDITS RECEIVED	.00	2,200.98	.00	(2,200.98)	.0
10-36100	INTEREST ON SAVINGS	6,426.68	41,179.31	10.00	(41,169.31)	41179
10-36310	BUILDING & FARM RENT	.00	3,800.00	6,000.00	2,200.00	63.3
10-36420	REFUNDS	.00	(8.94)	.00	8.94	.0
10-36500	CONTRIBUTIONS/DONATIONS	.00	165.00	.00	(165.00)	.0
10-36501	SPONSORSHIPS	.00	1,345.00	.00	(1,345.00)	.0
10-36510	OTHER GRANTS	.00	400.00	.00	(400.00)	.0
10-36512	GRANTS--DUI	.00	500.00	.00	(500.00)	.0
10-36513	GRANTS--TRAINING	.00	625.00	.00	(625.00)	.0
10-39210	SALE OF FIXED ASSETS	.00	1,207.60	.00	(1,207.60)	.0
TOTAL FUND REVENUE		56,324.94	1,436,580.96	1,318,599.00	(117,981.96)	109.0

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>GENERAL GOVERNMENTAL</u>					
10-410-13 FINANCIAL AUDIT	.00	5,466.67	5,000.00	(466.67)	109.3
10-410-32 PROFESSIONAL SERVICES	878.28	11,233.33	22,500.00	11,266.67	49.9
10-410-34 CODIFICATION	.00	7,930.00	12,000.00	4,070.00	66.1
10-410-35 COPIER LEASE	71.55	626.47	650.00	23.53	96.4
10-410-40 EMPLOYEE TRAINING	.00	2,860.62	5,000.00	2,139.38	57.2
10-410-41 TELEPHONE & INTERNET	455.77	2,376.16	1,400.00	(976.16)	169.7
10-410-42 UTILITIES--ELECTRIC	.00	315.73	2,000.00	1,684.27	15.8
10-410-43 OFFICE BLDG REPAIRS & MAINT	.00	1,482.00	5,000.00	3,518.00	29.6
10-410-44 POSTAGE METER LEASE	.00	392.83	250.00	(142.83)	157.1
10-410-45 UTILITIES-GAS	148.09	1,065.59	1,500.00	434.41	71.0
10-410-46 CELL PHONE	223.20	1,086.42	1,260.00	173.58	86.2
10-410-48 TRASH	42.40	144.40	300.00	155.60	48.1
10-410-52 INSURANCE & BONDS	.00	22,029.14	32,180.00	10,150.86	68.5
10-410-54 ADVERTISING	.00	.00	600.00	600.00	.0
10-410-55 POSTAGE & SHIPPING	.00	275.43	800.00	524.57	34.4
10-410-58 TRAVEL & MEETINGS	13.87	1,745.08	5,200.00	3,454.92	33.6
10-410-61 OPERATING SUPPLIES	262.36	3,476.01	5,500.00	2,023.99	63.2
10-410-68 COPIER EXPENSE	.00	1,240.92	725.00	(515.92)	171.2
10-410-70 IT SUPPORT	.00	.00	15,000.00	15,000.00	.0
10-410-71 COMPUTER SOFTWARE	23.97	4,513.22	3,000.00	(1,513.22)	150.4
10-410-87 EQUIPMENT	.00	4,960.00	.00	(4,960.00)	.0
10-410-90 DUES & SUBSCRIPTIONS	.00	190.00	4,000.00	3,810.00	4.8
10-410-91 NEWSLETTERS & PUBLICATIONS	.00	382.16	800.00	417.84	47.8
TOTAL GENERAL GOVERNMENTAL	2,119.49	73,792.18	124,665.00	50,872.82	59.2

ADMINISTRATION DEPARTMENT

10-411-11 SALARY-TOWN CLERK	1,473.32	6,554.67	.00	(6,554.67)	.0
10-411-15 ADMINISTRATION DEPT EMPLOYEES	5,613.94	54,377.70	134,102.00	79,724.30	40.6
10-411-20 EMPLOYEE BENEFITS	493.18	4,449.67	18,115.00	13,665.33	24.6
10-411-22 FICA & MEDICARE	536.68	4,555.59	10,259.00	5,703.41	44.4
10-411-23 457 RETIREMENT	287.42	2,291.28	6,500.00	4,208.72	35.3
10-411-25 UNEMPLOYMENT INS	2.94	62.56	402.00	339.44	15.6
10-411-26 WORKERS' COMPENSATION	.00	4,084.54	200.00	(3,884.54)	2042.3
10-411-27 EMPLOYEE APPRECIATION	.00	422.68	1,200.00	777.32	35.2
10-411-28 TA VEHICLE STIPEND	.00	.00	1,000.00	1,000.00	.0
TOTAL ADMINISTRATION DEPARTMENT	8,407.48	76,798.69	171,778.00	94,979.31	44.7

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>JUDICIAL DEPARTMENT</u>					
10-412-00 CONTRACT-JUDGE	.00	1,875.00	3,800.00	1,925.00	49.3
10-412-01 CONTRACT-TOWN PROSECUTOR	.00	4,480.00	3,250.00	(1,230.00)	137.9
10-412-11 COURT SPANISH INTERPRETOR	100.00	100.00	.00	(100.00)	.0
10-412-35 COPIER LEASE	15.90	154.23	400.00	245.77	38.6
10-412-41 TELEPHONE & INTERNET	.00	.00	100.00	100.00	.0
10-412-44 POSTAGE METER LEASE	.00	63.08	.00	(63.08)	.0
10-412-55 POSTAGE	.00	515.23	200.00	(315.23)	257.6
10-412-61 OFFICE SUPPLIES	.00	46.42	150.00	103.58	31.0
10-412-68 COPIER EXPENSE	.00	310.23	100.00	(210.23)	310.2
10-412-70 IT SUPPORT	.00	.00	100.00	100.00	.0
10-412-71 COMPUTER SOFTWARE	.00	115.50	200.00	84.50	57.8
TOTAL JUDICIAL DEPARTMENT	115.90	7,659.69	8,300.00	640.31	92.3
<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	3,720.00	2,880.00	(840.00)	129.2
10-413-12 BOARD OF TRUSTEES APPRECIATION	.00	196.37	500.00	303.63	39.3
10-413-22 FICA & MEDICARE	33.66	299.88	404.00	104.12	74.2
10-413-26 WORKERS' COMPENSATION	.00	224.81	100.00	(124.81)	224.8
10-413-40 BOARD OF TRUSTEES TRAINING	.00	.00	3,000.00	3,000.00	.0
10-413-51 E & O INSURANCE	.00	.00	3,200.00	3,200.00	.0
10-413-58 BOARD TRAVEL & MEETINGS	.00	.00	5,000.00	5,000.00	.0
10-413-71 COMPUTER SOFTWARE	.00	.00	200.00	200.00	.0
10-413-90 DUES & SUBSCRIPTIONS	.00	.00	2,500.00	2,500.00	.0
TOTAL MAYOR & LEGISLATIVE BOARDS	473.66	4,641.06	20,184.00	15,542.94	23.0
<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)	57.70	10,329.58	10,000.00	(329.58)	103.3
10-415-30 TOWN LEGAL	.00	26,724.50	60,000.00	33,275.50	44.5
10-415-40 REPORTING & PUBLISHING	.00	18.40	500.00	481.60	3.7
TOTAL TREASURER'S OFFICE	57.70	37,072.48	70,500.00	33,427.52	52.6

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ECONOMIC DEVELOPMENT</u>						
10-416-50	ECONOMIC DEVELOPMENT	.00	150,000.00	160,000.00	10,000.00	93.8
10-416-51	MEMBERSHP FEE/DUES	.00	.00	2,800.00	2,800.00	.0
	TOTAL ECONOMIC DEVELOPMENT	.00	150,000.00	162,800.00	12,800.00	92.1
<u>COMMUNITY DEVELOPMENT</u>						
10-417-30	COMMUNITY MEETINGS	.00	.00	1,000.00	1,000.00	.0
10-417-35	COPIER LEASE	15.90	130.38	95.00	(35.38)	137.2
10-417-44	POSTAGE MACHINE LEASE	.00	42.04	105.00	62.96	40.0
10-417-55	POSTAGE	.00	.00	500.00	500.00	.0
10-417-61	OFFICE SUPPLIES	.00	7.98	120.00	112.02	6.7
10-417-63	ABATEMENT	.00	.00	1,500.00	1,500.00	.0
10-417-68	COPIER EXPENSE	.00	310.23	120.00	(190.23)	258.5
10-417-70	IT SUPPORT	.00	.00	200.00	200.00	.0
10-417-71	COMPUTER SOFTWARE	.00	115.50	100.00	(15.50)	115.5
10-417-85	CODE ENFORCEMENT	.00	240.00	500.00	260.00	48.0
10-417-91	NEWSLETTER	.00	.00	2,100.00	2,100.00	.0
	TOTAL COMMUNITY DEVELOPMENT	15.90	846.13	6,340.00	5,493.87	13.4
<u>PLANNING & ZONING</u>						
10-418-30	LEGAL/ENGINEERING SUPPORT	1,437.50	4,741.25	3,500.00	(1,241.25)	135.5
10-418-35	COPIER LEASE	15.90	130.34	95.00	(35.34)	137.2
10-418-40	STAFF TRAINING	.00	.00	1,500.00	1,500.00	.0
10-418-41	TELEPHONE & INTERNET	.00	35.23	425.00	389.77	8.3
10-418-44	POSTAGE MACHINE LEASE	.00	43.16	200.00	156.84	21.6
10-418-49	COMMISSION TRAINING	.00	.00	500.00	500.00	.0
10-418-51	MEMBERSHIPS/PUBLICATIONS	.00	39.98	200.00	160.02	20.0
10-418-54	NOTICES/PUBLICATIONS	14.06	354.73	1,000.00	645.27	35.5
10-418-55	POSTAGE	.00	116.37	105.00	(11.37)	110.8
10-418-61	OFFICE SUPPLIES	.00	79.44	50.00	(29.44)	158.9
10-418-68	COPIER EXPENSE	.00	310.24	100.00	(210.24)	310.2
10-418-70	IT SUPPORT	.00	.00	100.00	100.00	.0
10-418-71	COMPUTER SOFTWARE	.00	352.20	100.00	(252.20)	352.2
10-418-93	COMPREHENSIVE PLAN	.00	28,331.19	165,000.00	136,668.81	17.2
10-418-94	ZONING MAP	.00	.00	5,000.00	5,000.00	.0
10-418-98	IMPACT FEE STUDY	.00	.00	15,000.00	15,000.00	.0
	TOTAL PLANNING & ZONING	1,467.46	34,534.13	192,875.00	158,340.87	17.9

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>COMMUNITY PROGRAMS</u>					
10-419-00 FOURTH OF JULY FESTIVAL	.00	23,773.11	22,500.00	(1,273.11)	105.7
10-419-01 WIGGINS OLD TIME CHRISTMAS	.00	879.91	5,000.00	4,120.09	17.6
10-419-02 FALL HARVEST FESTIVAL	.00	.00	1,000.00	1,000.00	.0
10-419-05 BUSINESS DIST BEAUTIFICATION	244.80	296.77	3,000.00	2,703.23	9.9
10-419-10 EVENTS COORINATOR	.00	.00	10,800.00	10,800.00	.0
10-419-20 DONATIONS/GRANTS	.00	1,950.00	10,000.00	8,050.00	19.5
10-419-58 COMMUNITY MEETINGS	.00	.00	2,000.00	2,000.00	.0
10-419-62 MAIN STREET PROGRAMS	.00	.00	5,000.00	5,000.00	.0
10-419-65 TREES/TREE PLANTING	.00	2,647.51	2,500.00	(147.51)	105.9
10-419-66 PLANTERS	.00	.00	250.00	250.00	.0
10-419-91 NEWSLETTER/EVENT POSTCARD	.00	815.40	750.00	(65.40)	108.7
10-419-99 OTHER MISCELLANEOUS	.00	30.60	.00	(30.60)	.0
TOTAL COMMUNITY PROGRAMS	244.80	30,393.30	62,800.00	32,406.70	48.4

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>POLICE DEPARTMENT</u>					
10-421-02 CONTRACT SERVICES	.00	331.60	1,800.00	1,468.40	18.4
10-421-04 OFFICER EQUIPMENT	.00	8,455.48	30,000.00	21,544.52	28.2
10-421-15 POLICE SALARIES	15,872.86	149,236.91	194,443.00	45,206.09	76.8
10-421-20 EMPLOYEE BENEFITS	1,775.40	15,978.60	28,602.00	12,623.40	55.9
10-421-21 VEHICLE/MOBILE EQUIPMENT	.00	86.47	15,000.00	14,913.53	.6
10-421-22 FICA & MEDICARE	240.80	2,259.71	14,875.00	12,615.29	15.2
10-421-23 PENSION-FPPA	1,613.60	14,309.89	19,444.00	5,134.11	73.6
10-421-24 DEATH & DISABILITY-FPPA	164.16	1,501.03	3,306.00	1,804.97	45.4
10-421-25 UNEMPLOYMENT INSURANCE	.00	114.77	583.00	468.23	19.7
10-421-26 WORKERS' COMPENSATION	.00	3,669.52	6,500.00	2,830.48	56.5
10-421-28 FARM HOUSE UTILITIES-GAS/ELECT	45.18	1,537.15	3,700.00	2,162.85	41.5
10-421-29 UNIFORMS	.00	851.06	2,500.00	1,648.94	34.0
10-421-30 PROFESSIONAL LEGAL SERVICES	.00	.00	1,000.00	1,000.00	.0
10-421-35 COPIER LEASE	15.90	138.33	150.00	11.67	92.2
10-421-40 TRAINING	431.57	4,183.42	3,000.00	(1,183.42)	139.5
10-421-41 TELEPHONE & INTERNET	.00	255.28	750.00	494.72	34.0
10-421-42 MC COM CENTER PHONE LINE	.00	162.62	600.00	437.38	27.1
10-421-43 REPAIRS AND MAINTENANCE (AUTO)	17.99	1,269.34	7,500.00	6,230.66	16.9
10-421-44 UTILITIES-ELECTRIC	.00	315.74	1,200.00	884.26	26.3
10-421-45 UTILITIES-GAS	.00	.00	600.00	600.00	.0
10-421-46 CELL PHONE	455.40	2,094.45	2,400.00	305.55	87.3
10-421-48 TRASH	42.40	144.40	270.00	125.60	53.5
10-421-49 OTHER MISCELLANEOUS	.00	1.27	1,200.00	1,198.73	.1
10-421-52 INSURANCE & BONDS	.00	14,764.57	15,000.00	235.43	98.4
10-421-55 PRINTING	.00	550.94	1,000.00	449.06	55.1
10-421-61 OFFICE/GEN OPERATING SUPPLIES	.00	457.18	1,000.00	542.82	45.7
10-421-62 FUEL	99.53	7,128.47	13,000.00	5,871.53	54.8
10-421-64 CRIME PREVENTION	.00	32.70	250.00	217.30	13.1
10-421-68 COPIER EXPENSE	.00	310.23	100.00	(210.23)	310.2
10-421-70 IT SUPPORT	.00	.00	2,500.00	2,500.00	.0
10-421-71 COMPUTER SOFTWARE	225.00	474.99	4,000.00	3,525.01	11.9
10-421-72 AMMUNITION	.00	.00	2,000.00	2,000.00	.0
10-421-73 LEXIPOLE	.00	2,572.89	2,400.00	(172.89)	107.2
10-421-85 ANIMAL CONTROL	.00	52.74	500.00	447.26	10.6
10-421-90 MEMBERSHIP DUES	.00	75.72	300.00	224.28	25.2
10-421-91 POLICE VEHICLE SINKING FUND	.00	.00	5,000.00	5,000.00	.0
TOTAL POLICE DEPARTMENT	20,999.79	233,317.47	386,473.00	153,155.53	60.4
<u>BUILDING INSPECTION DEPARTMENT</u>					
10-424-20 BUILDING INSPECTIONS MATERIALS	.00	.00	200.00	200.00	.0
10-424-30 DEVELOPMENT REVIEW MISC EXP	.00	2,840.00	1,000.00	(1,840.00)	284.0
10-424-31 COMMERCIAL BUILDING REVIEW	.00	14,273.46	5,000.00	(9,273.46)	285.5
10-424-32 RESIDENTIAL BUILDING REVIEW	.00	19,585.35	5,000.00	(14,585.35)	391.7
TOTAL BUILDING INSPECTION DEPARTMEN	.00	36,698.81	11,200.00	(25,498.81)	327.7

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PUBLIC WORKS ADMINISTRATION</u>					
10-430-11 SALARY - PW MAINTENANCE(1)	8,583.67	74,359.18	5,428.00	(68,931.18)	1369.9
10-430-15 SALARY-PW SEASONAL (MOWING)	.00	325.26	6,000.00	5,674.74	5.4
10-430-16 PW EMPLOYEES-FULL TIME	.00	2,307.75	40,419.00	38,111.25	5.7
10-430-20 EMPLOYEE BENEFITS - PW	770.30	6,932.70	8,104.00	1,171.30	85.6
10-430-22 FICA & MEDICARE	628.53	5,637.20	3,092.00	(2,545.20)	182.3
10-430-23 457 RETIREMENT	118.22	1,037.19	1,213.00	175.81	85.5
10-430-25 UNEMPLOYMENT INSURANCE - PW	4.29	119.62	138.00	18.38	86.7
10-430-26 WORKERS' COMPENSATION - PW	.00	3,379.01	3,000.00	(379.01)	112.6
TOTAL PUBLIC WORKS ADMINISTRATION	10,105.01	94,097.91	67,394.00	(26,703.91)	139.6
<u>PUBLIC WORKS & STREETS DEPT</u>					
10-431-00 UNIFORMS - PW	.00	507.93	3,500.00	2,992.07	14.5
10-431-20 REPAIRS-EQUIPMENT & VEHICLES	620.49	12,560.44	9,500.00	(3,060.44)	132.2
10-431-21 STREETS-SIGNS & MATERIAL	.00	686.91	10,000.00	9,313.09	6.9
10-431-22 SNOW REMOVAL	13.59	4,608.96	.00	(4,608.96)	.0
10-431-23 EQUIPMENT RENTAL	.00	.00	200.00	200.00	.0
10-431-24 REPAIRS & MAINTENANCE-STREETS	177.66	25,429.41	.00	(25,429.41)	.0
10-431-25 FARM HOUSE MAINT	.36	5,377.75	3,000.00	(2,377.75)	179.3
10-431-28 FARM HOUSE UTILITIES	.00	139.84	2,700.00	2,560.16	5.2
10-431-35 COPIER LEASE	7.95	73.15	95.00	21.85	77.0
10-431-39 GIS	.00	.00	250.00	250.00	.0
10-431-40 EMPLOYEE TRAINING	.00	65.62	2,500.00	2,434.38	2.6
10-431-41 UTILITIES - ELECTRIC	.00	430.04	1,500.00	1,069.96	28.7
10-431-43 BUIDING MAINT	274.83	15,162.25	3,000.00	(12,162.25)	505.4
10-431-45 UTILITIES-GAS	.00	751.22	1,200.00	448.78	62.6
10-431-46 CELL PHONE	227.70	1,196.88	975.00	(221.88)	122.8
10-431-47 TELEPHONE & INTERNET	.00	207.27	800.00	592.73	25.9
10-431-48 TRASH	127.20	433.20	540.00	106.80	80.2
10-431-52 INSURANCE - PW	.00	12,909.50	9,611.00	(3,298.50)	134.3
10-431-55 POSTAGE & SHIPPING-PW	.00	35.16	50.00	14.84	70.3
10-431-60 STREET LIGHTING - PW	.00	4,412.40	11,000.00	6,587.60	40.1
10-431-61 OFFICE SUPPLIES	10.47	27.05	1,400.00	1,372.95	1.9
10-431-62 FUEL - PW	159.73	6,221.32	8,500.00	2,278.68	73.2
10-431-63 CONTRACT REFUSE REMOVAL - PW	.00	1,788.00	2,000.00	212.00	89.4
10-431-65 TREE PROGRAM	.00	2,253.02	1,500.00	(753.02)	150.2
10-431-66 PEST/WEED CONTROL - PW	290.12	446.46	1,600.00	1,153.54	27.9
10-431-68 COPIER EXPENSE	.00	310.23	78.00	(232.23)	397.7
10-431-70 IT SUPPORT	.00	.00	2,500.00	2,500.00	.0
10-431-71 COMPUTER SOFTWARE	.00	612.25	424.00	(188.25)	144.4
10-431-74 EQUIPMENT- CAPITAL OUTLAY	.00	14.99	2,250.00	2,235.01	.7
10-431-75 RESERVE CAPITAL OUTLAY	.00	7,395.00	.00	(7,395.00)	.0
10-431-76 PW VEHICLES SINKING FUND	.00	.00	5,000.00	5,000.00	.0
10-431-77 PW HEAVY EQUIP SINKING FUND	.00	.00	5,000.00	5,000.00	.0
10-431-99 OTHER MISCELLANEOUS - PW	392.14	1,447.33	.00	(1,447.33)	.0
TOTAL PUBLIC WORKS & STREETS DEPT	2,302.24	105,503.58	90,673.00	(14,830.58)	116.4

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>STORMWATER</u>					
10-432-59 STORMWATER ENGINEERING/DESIGN	.00	11,391.25	5,000.00	(6,391.25)	227.8
10-432-60 STORMWATER CONSTRUCTION	.00	9,490.76	.00	(9,490.76)	.0
10-432-61 RETENTION/DETENTION POND MAINT	.00	262.60	750.00	487.40	35.0
10-432-62 CULVERT/DITCH MAINT	368.75	5,326.25	1,000.00	(4,326.25)	532.6
10-432-63 3RD AVE STORM LIFT STATION	.00	.00	500.00	500.00	.0
10-432-64 STREET SWEEPING	.00	.00	500.00	500.00	.0
10-432-65 LEVEE REPAIR & MAINT	.00	401.17	500.00	98.83	80.2
TOTAL STORMWATER	368.75	26,872.03	8,250.00	(18,622.03)	325.7
<u>PARK & RECREATION</u>					
10-451-11 SALARIES - P&R DIRECTOR (SEAS)	2,951.35	23,145.12	16,200.00	(6,945.12)	142.9
10-451-12 SALARIES - SUMMER HELP (SEAS)	.00	.00	8,108.00	8,108.00	.0
10-451-16 SALARIES-PW FULL-TIME	.00	461.55	5,337.00	4,875.45	8.7
10-451-20 EMPLOYEE BENEFITS	79.18	712.62	.00	(712.62)	.0
10-451-22 FICA P&R	225.78	1,805.93	2,268.00	462.07	79.6
10-451-23 RENTS	10.24	87.82	.00	(87.82)	.0
10-451-25 UNEMPLOYMENT INSURANCE	5.00	45.26	23.00	(22.26)	196.8
10-451-26 WORKERS' COMPENSATION	.00	971.87	1,500.00	528.13	64.8
10-451-30 SPECIAL EVENTS - P&R	.00	.00	1,000.00	1,000.00	.0
10-451-38 CELL PHONE	75.90	341.41	490.00	148.59	69.7
10-451-39 TELEPHONE & INTERNET	.00	190.28	1,200.00	1,009.72	15.9
10-451-40 TRAINING	.00	15.71	1,000.00	984.29	1.6
10-451-41 UTILITIES - ELECTRIC	.00	35,690.87	12,000.00	(23,690.87)	297.4
10-451-42 PARK BUILDING MAINTENANCE	.00	7,199.58	.00	(7,199.58)	.0
10-451-43 PARK REPAIR AND MAINTENANCE	1,559.09	18,461.27	.00	(18,461.27)	.0
10-451-48 TRASH	169.60	577.60	800.00	222.40	72.2
10-451-55 NEWSLETTERS/POSTCARDS/POSTAGE	.00	73.14	1,200.00	1,126.86	6.1
10-451-60 BACKGROUND CHECKS	.00	647.60	735.00	87.40	88.1
10-451-61 OPERATING SUPPLIES - P&R	.00	867.86	4,500.00	3,632.14	19.3
10-451-62 PARKS & RECREATION PROGRAMS	117.21	1,466.34	3,000.00	1,533.66	48.9
10-451-70 IT SUPPORT	.00	.00	100.00	100.00	.0
10-451-71 COMPUTER SOFTWARE	175.00	1,494.12	2,100.00	605.88	71.2
10-451-83 SOFTBALL	.00	.00	2,750.00	2,750.00	.0
10-451-84 BASEBALL	100.00	6,160.01	8,000.00	1,839.99	77.0
10-451-85 BASKETBALL	.00	125.00	.00	(125.00)	.0
10-451-86 VOLLEYBALL	.00	.00	750.00	750.00	.0
10-451-87 SOCCER	.00	1,415.67	1,200.00	(215.67)	118.0
10-451-88 SUMMER ACTIVITY	.00	.00	2,000.00	2,000.00	.0
10-451-90 UNIFORMS & EQUIPMENT P&R	.00	138.75	2,100.00	1,961.25	6.6
10-451-91 MISC FEES	.00	235.54	.00	(235.54)	.0
10-451-92 PARK CONCESSION EXPENSE	.00	.00	100.00	100.00	.0
10-451-93 MEMBERSHIP/PUBLICATIONS	.00	.00	200.00	200.00	.0
TOTAL PARK & RECREATION	5,468.35	102,330.92	78,661.00	(23,669.92)	130.1

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

	GENERAL FUND				
	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
TOTAL FUND EXPENDITURES	52,146.53	1,014,558.38	1,465,893.00	451,334.62	69.2
NET REVENUE OVER EXPENDITURES	4,178.41	422,022.58	(147,294.00)	(569,316.58)	286.5

TOWN OF WIGGINS
BALANCE SHEET
SEPTEMBER 30, 2023

WATER ENTERPRISE

ASSETS

20-10100	CASH IN COMBINED CASH FUND	1,144,105.89	
20-10120	CASH ON HAND	50.00	
20-10210	WATER ENTERPRISE CLEARING ACCT	7,603.69	
20-10250	COLOTRUST-WATER FUND	113.23	
20-10251	HIGH PLAINS WATER ENTPR FUND	183,337.41	
20-10260	COLOTRUST - DEVELOPMENT FEES	110.58	
20-10261	2011 USDA DEBT SERV RESERVE	101,576.27	
20-10262	2013 USDA DEBT SERV RESERVE	155,056.68	
20-10270	COLOTRUST-WATER BOND ACCOUNT	23.13	
20-10271	63.23% BOTW DEBT SERVICE	1,323.33	
20-10273	2020 BOTW LOAN--SINKING FUND	593,964.65	
20-10280	COLOTRUST-WATER BOND RESERVE	114.31	
20-10281	BANK OF THE WEST WTR RESRVS	21,295.09	
20-10282	2020 BOTW LOAN--D.S. RESERVE	255,883.59	
20-10290	OPERATION & MAINTENANCE FUND	113.30	
20-11500	ACCOUNTS RECEIVABLE	110,748.96	
20-14000	CWCB LOAN PROCEEDS ESCROW	1,133,775.50	
20-14100	PREPAID EXPENSE	(35,830.78)	
20-16100	LAND	661,549.57	
20-16200	WATER RIGHTS	5,022,202.92	
20-16300	CONSTRUCTION IN PROGRESS	126,211.75	
20-16400	PLANT EQUIPMENT	7,382,696.17	
20-16401	OTHER EQUIPMENT	28,834.06	
20-16410	ACCUMULATED DEPRECIATION	(1,951,573.65)	
	TOTAL ASSETS		14,943,285.65

LIABILITIES AND EQUITY

LIABILITIES

20-20200	ACCOUNTS PAYABLE	(36,255.75)	
20-20300	ACCRUED COMPENSATED ABSENCES	7,854.14	
20-20301	ACCR'D COMP ABS--CURR. PORTION	1,963.54	
20-20400	ACCRUED INTEREST PAYABLE	193,135.55	
20-22530	2013 USDA	460,570.66	
20-22540	REVENUE BOND PAYABLE-REA	2,655,099.89	
20-22550	BOTW LOAN--63.23% WATER	1,827,739.03	
20-22600	CAPITAL LEASES PAYABLE	210,843.50	
20-22650	2017 CWCB NOTE PAYABLE	2,408,850.00	
20-22900	CUSTOMER DEPOSIT LIABILITY	60,601.85	
	TOTAL LIABILITIES		7,790,402.41

FUND EQUITY

20-27900	RETAINED EARNINGS	7,073,503.05	
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TOWN OF WIGGINS
BALANCE SHEET
SEPTEMBER 30, 2023

WATER ENTERPRISE

UNAPPROPRIATED FUND BALANCE:			
20-29001	SUSPENSE	91,386.96	
	REVENUE OVER EXPENDITURES - YTD	(22,433.30)	
	BALANCE - CURRENT DATE	68,953.66	
	TOTAL FUND EQUITY		7,142,456.71
	TOTAL LIABILITIES AND EQUITY		14,932,859.12

TOWN OF WIGGINS
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

WATER ENTERPRISE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
20-34000 WATER SALES	113,037.41	719,711.24	900,000.00	180,288.76	80.0
20-34001 CUSTOMER DEPOSITS	.00	.00	500.00	500.00	.0
20-34002 BULK WATER SALES	.00	178.00	5,000.00	4,822.00	3.6
20-34440 TAP FEES & ACQUISITION FEES	.00	23,278.00	.00	(23,278.00)	.0
20-34442 WATER METER SALES	.00	1,166.00	7,800.00	6,634.00	15.0
20-34450 MISCELLANEOUS WATER INCOME	2,225.00	13,280.00	15,000.00	1,720.00	88.5
20-36000 WATER DEVELOPMENT CONTRIBUTION	.00	375.00	.00	(375.00)	.0
20-36001 RENTAL INCOME	471.50	1,999.82	10,000.00	8,000.18	20.0
20-36100 INTEREST EARNED	386.00	974.11	.00	(974.11)	.0
TOTAL FUND REVENUE	116,119.91	760,962.17	938,300.00	177,337.83	81.1

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

WATER ENTERPRISE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PROFESSIONAL SERVICES</u>					
20-410-13 FINANCIAL AUDIT	.00	5,466.67	5,000.00	(466.67)	109.3
20-410-30 LEGAL SERVICE	.00	864.00	5,000.00	4,136.00	17.3
20-410-31 WATER RIGHTS EXPENSES (LEGAL)	38,950.00	96,407.10	80,000.00	(16,407.10)	120.5
20-410-32 PROFESSIONAL SERVICES WATER	3,493.38	55,509.24	90,000.00	34,490.76	61.7
20-410-33 POSTAGE	.00	536.81	1,200.00	663.19	44.7
20-410-34 WATER DEPOSIT REFUND	.00	.00	1,000.00	1,000.00	.0
20-410-38 PROFESSIONAL SERVICES ACCT	.00	.00	10,000.00	10,000.00	.0
20-410-40 TRAVEL, MEETINGS & TRAINING	.00	54.30	4,000.00	3,945.70	1.4
20-410-44 POSTAGE MACHINE LEASE	.00	61.97	105.00	43.03	59.0
20-410-59 DESIGN/SYSTEM ENGINEERING	.00	81,929.25	50,000.00	(31,929.25)	163.9
20-410-68 COPIER EXPENSE	.00	155.11	.00	(155.11)	.0
TOTAL PROFESSIONAL SERVICES	42,443.38	240,984.45	246,305.00	5,320.55	97.8

WATER ADMINISTRATION

20-411-11 SALARY-TOWN CLERK	884.00	5,014.75	.00	(5,014.75)	.0
20-411-12 EMPLOYEE SALARY-ADMINISTRATION	.00	.00	67,195.00	67,195.00	.0
20-411-15 ADMINISTRATION DEPT EMPLOYEES	3,299.40	42,066.61	.00	(42,066.61)	.0
20-411-20 EMPLOYEE BENEFITS	309.75	2,875.67	10,011.00	7,135.33	28.7
20-411-22 FICA & MEDICARE	313.64	3,510.28	5,141.00	1,630.72	68.3
20-411-23 457 RETIREMENT	212.78	1,950.69	3,500.00	1,549.31	55.7
20-411-25 UNEMPLOYMENT INSURANCE	1.78	48.33	202.00	153.67	23.9
20-411-26 WORKERS' COMPENSATION	.00	141.81	175.00	33.19	81.0
20-411-72 UTILITY BILLING SOFTWARE EXP	.00	649.34	2,920.00	2,270.66	22.2
TOTAL WATER ADMINISTRATION	5,021.35	56,257.48	89,144.00	32,886.52	63.1

PUBLIC WORKS ADMINISTRATION

20-430-11 SALARY-PW MAINTENANCE	1,799.68	15,822.26	24,017.00	8,194.74	65.9
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	3,110.04	4,767.00	1,656.96	65.2
20-430-22 FICA & MEDICARE	123.62	1,084.05	2,398.00	1,313.95	45.2
20-430-23 457 RETIREMENT	54.00	474.75	720.00	245.25	65.9
20-430-25 UNEMPLOYMENT INSURANCE	.00	18.40	72.00	53.60	25.6
20-430-26 WORKERS' COMPENSATION	.00	415.03	750.00	334.97	55.3
TOTAL PUBLIC WORKS ADMINISTRATION	2,322.86	20,924.53	40,056.00	19,131.47	52.2

SUPPLIES

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

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 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	359.65	484.14	400.00	(84.14)	121.0
20-432-30 CONTRACT OPERATOR	400.00	2,720.00	6,000.00	3,280.00	45.3
20-432-35 COPIER LEASE	7.95	104.95	600.00	495.05	17.5
20-432-37 ANALYTICAL/SAMPLING EXPENSE	1,072.50	8,146.70	13,500.00	5,353.30	60.4
20-432-39 GIS	.00	57.75	1,125.00	1,067.25	5.1
20-432-40 TELEPHONE & INTERNET	.00	936.51	2,000.00	1,063.49	46.8
20-432-41 UTILITIES-ELECTRIC	10,459.86	30,669.55	80,000.00	49,330.45	38.3
20-432-45 UTILITIES-GAS	.00	1,383.76	2,500.00	1,116.24	55.4
20-432-46 CELL PHONE	.00	.00	764.00	764.00	.0
20-432-48 TRASH	21.20	72.20	100.00	27.80	72.2
20-432-49 UTILITIES-PROPANE	.00	2,292.27	7,000.00	4,707.73	32.8
20-432-50 PERMIT FEES	.00	.00	1,500.00	1,500.00	.0
20-432-52 INSURANCE AND BONDS	.00	6,512.34	8,000.00	1,487.66	81.4
20-432-53 BOOSTER STATION MAINTENANCE	.00	.00	5,000.00	5,000.00	.0
20-432-54 WATER MAIN INSTALLATION EXP	.00	1,756.50	2,500.00	743.50	70.3
20-432-55 METER INSTALL EXPENSE	4,159.40	14,594.14	7,800.00	(6,794.14)	187.1
20-432-56 MAINTENANCE (PLANT) RO	842.33	3,099.03	10,000.00	6,900.97	31.0
20-432-57 TREATMENT/OPERATING SUPPLIES	189.79	3,485.99	8,000.00	4,514.01	43.6
20-432-59 WATER WELL MAINTENANCE	310.00	2,013.36	1,000.00	(1,013.36)	201.3
20-432-61 OFFICE SUPPLIES	.00	153.29	1,500.00	1,346.71	10.2
20-432-68 COPIER EXPENSE	.00	.00	800.00	800.00	.0
20-432-70 IT SUPPORT	.00	2,500.00	500.00	(2,000.00)	500.0
20-432-75 SYSTEM REPAIR & MAINTENANCE	.00	1,556.02	2,000.00	443.98	77.8
20-432-85 WATER LEASES	.00	78,447.00	70,000.00	(8,447.00)	112.1
20-432-87 EQUIPMENT	.00	.00	5,000.00	5,000.00	.0
20-432-99 OTHER MISCELLANEOUS EXPENSE	.00	48.48	1,000.00	951.52	4.9
TOTAL OPERATIONS	17,822.68	161,033.98	243,589.00	82,555.02	66.1
<u>DEBT SERVICE</u>					
20-471-09 LOAN PMT-CWCB	.00	.00	45,000.00	45,000.00	.0
20-471-11 LOAN PAYMENT-USDA	.00	83,759.00	147,000.00	63,241.00	57.0
20-471-12 LEASE/PURCHASE PMT-KAMMERER	.00	31,593.78	42,125.00	10,531.22	75.0
20-471-13 BOTW SINKING FUND PAYMENT	.00	81,826.23	40,000.00	(41,826.23)	204.6
20-471-14 BOTW INTEREST PAYMENT	.00	105,938.04	95,000.00	(10,938.04)	111.5
20-471-50 LOAN ISSUANCE COSTS	.00	.00	18,969.00	18,969.00	.0
TOTAL DEBT SERVICE	.00	303,117.05	388,094.00	84,976.95	78.1
TOTAL FUND EXPENDITURES	67,610.27	783,395.47	1,014,438.00	231,042.53	77.2
NET REVENUE OVER EXPENDITURES	48,509.64	(22,433.30)	(76,138.00)	(53,704.70)	(29.5)

TOWN OF WIGGINS
BALANCE SHEET
SEPTEMBER 30, 2023

SEWER ENTERPRISE

ASSETS

30-10100	CASH IN COMBINED CASH FUND	1,440,458.50	
30-10250	COLOTRUST FUND	114.89	
30-10251	HIGH PLAINS SEWER ENTPR FUND	63,837.30	
30-10260	COLOTRUST SEWER PROJECT	113.23	
30-10271	36.77% BOTW DEBT SERVICE	770.37	
30-10273	2020 BOTW LOAN--SINKING FUND	345,406.85	
30-10282	2020 BOTW LOAN--D.S. RESERVE	148,803.41	
30-10290	CD 1726--STORM SEWER WGNS SCH	12,344.09	
30-11500	ACCOUNTS RECEIVABLE	42,696.40	
30-14100	PREPAID EXPENSE	(35,830.78)	
30-16100	LAND	821,659.00	
30-16200	BUILDINGS	130,310.00	
30-16300	CONSTRUCTION IN PROGRESS	63,081.99	
30-16400	EQUIPMENT	2,118,488.31	
30-16401	OTHER EQUIPMENT	25,098.72	
30-16410	ACCUMULATED DEPRECIATION-EQ	(819,302.04)	
TOTAL ASSETS			<u><u>4,358,050.24</u></u>

LIABILITIES AND EQUITY

LIABILITIES

30-20200	ACCOUNTS PAYABLE	(36,297.66)	
30-20300	ACCRUED COMPENSATED ABSENCES	7,854.14	
30-20301	ACCR'D COMP ABS--CURR. PORTION	1,963.54	
30-20400	ACCRUED INTEREST PAYABLE	9,208.09	
30-22550	BOTH 36.77% SEWER LOAN	1,062,880.97	
30-22900	CUSTOMER DEPOSIT LIABILITY	8,552.90	
30-22905	DEVELOPER PERFORMANCE DEPOSIT	11,750.00	
TOTAL LIABILITIES			1,065,911.98

FUND EQUITY

30-27900	RETAINED EARNINGS	3,035,619.63	
UNAPPROPRIATED FUND BALANCE:			
30-29001	SUSPENSE	53,144.04	
	REVENUE OVER EXPENDITURES - YTD	<u>203,374.59</u>	
BALANCE - CURRENT DATE		<u>256,518.63</u>	
TOTAL FUND EQUITY			<u><u>3,292,138.26</u></u>
TOTAL LIABILITIES AND EQUITY			<u><u>4,358,050.24</u></u>

TOWN OF WIGGINS
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

SEWER ENTERPRISE

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>REVENUES</u>					
30-33420	DOLA GRANT	.00	147,250.00	.00	(147,250.00)	.0
30-34000	SEWER SALES	36,365.08	326,861.48	420,000.00	93,138.52	77.8
30-34001	CUSTOMER DEPOSITS	.00	.00	150.00	150.00	.0
30-36100	INTEREST EARNED	57.33	149.48	.00	(149.48)	.0
	TOTAL FUND REVENUE	36,422.41	474,260.96	420,150.00	(54,110.96)	112.9

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

SEWER ENTERPRISE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PROFESSIONAL SERVICES</u>					
30-410-13 FINANCIAL AUDIT	.00	5,466.66	5,000.00	(466.66)	109.3
30-410-30 LEGAL SERVICE	.00	.00	2,000.00	2,000.00	.0
30-410-32 PROFESSIONAL SERVICES	324.64	8,855.28	20,000.00	11,144.72	44.3
30-410-33 POSTAGE	.00	536.81	1,000.00	463.19	53.7
30-410-34 SEWER DEPOSIT REFUND	.00	.00	500.00	500.00	.0
30-410-35 COPIER LEASE	7.95	104.95	600.00	495.05	17.5
30-410-40 TRAINING	.00	.00	1,000.00	1,000.00	.0
30-410-44 POSTAGE MACHINE LEASE	.00	61.97	105.00	43.03	59.0
30-410-67 OFFICE SUPPLIES	.00	.00	200.00	200.00	.0
30-410-68 COPIER EXPENSE	.00	155.11	600.00	444.89	25.9
TOTAL PROFESSIONAL SERVICES	332.59	15,180.78	31,005.00	15,824.22	49.0

<u>SEWER ADMINISTRATION</u>					
30-411-11 SALARY-TOWN CLERK	589.34	3,759.28	.00	(3,759.28)	.0
30-411-14 EMPLOYEE SALARIES-ADMIN	.00	.00	67,195.00	67,195.00	.0
30-411-15 ADMINISTRATION DEPT EMPLOYEES	3,299.38	42,066.39	.00	(42,066.39)	.0
30-411-20 EMPLOYEE BENEFITS	309.47	2,875.06	10,011.00	7,135.94	28.7
30-411-22 FICA & MEDICARE	291.04	3,425.08	5,141.00	1,715.92	66.6
30-411-23 457 RETIREMENT	203.96	1,933.13	3,500.00	1,566.87	55.2
30-411-25 UNEMPLOYMENT INSURANCE	1.18	46.18	202.00	155.82	22.9
30-411-26 WORKERS' COMPENSATION	.00	.00	175.00	175.00	.0
30-411-70 IT SUPPORT	.00	.00	250.00	250.00	.0
30-411-72 UTILITY SOFTWARE EXPENSE	.00	649.32	2,920.00	2,270.68	22.2
TOTAL SEWER ADMINISTRATION	4,694.37	54,754.44	89,394.00	34,639.56	61.3

<u>PUBLIC WORKS ADMINISTRATION</u>					
30-430-11 SALARY-PW MAINTENANCE	1,799.68	14,899.16	.00	(14,899.16)	.0
30-430-12 SALARY-PW MAINTENANCE	.00	923.10	24,017.00	23,093.90	3.8
30-430-13 EMPL SALARY-PW P/T SEASONAL	.00	.00	7,332.00	7,332.00	.0
30-430-20 EMPLOYEE BENEFITS	345.56	3,110.04	4,767.00	1,656.96	65.2
30-430-22 FICA & MEDICARE	123.68	1,084.07	2,398.00	1,313.93	45.2
30-430-23 457 RETIREMENT	54.00	474.63	720.00	245.37	65.9
30-430-25 UNEMPLOYMENT	.00	18.27	72.00	53.73	25.4
30-430-26 WORKERS' COMPENSATION	.00	556.84	750.00	193.16	74.3
TOTAL PUBLIC WORKS ADMINISTRATION	2,322.92	21,066.11	40,056.00	18,989.89	52.6

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 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	5,841.25	13,966.25	15,000.00	1,033.75	93.1
30-431-62 FUEL	.00	675.34	800.00	124.66	84.4
30-431-74 CAPITAL OUTLAY WWTP	.00	.00	25,000.00	25,000.00	.0
30-431-75 VEHICLE REPAIRS	.00	64.12	5,000.00	4,935.88	1.3
TOTAL WWTP	5,841.25	14,705.71	56,076.00	41,370.29	26.2
<u>OPERATIONS</u>					
30-432-00 LINE MAINTENANCE	.00	.00	5,000.00	5,000.00	.0
30-432-05 UTILITY LOCATE EXPENSE	359.64	359.64	300.00	(59.64)	119.9
30-432-30 CONTRACT OPERATOR	400.00	2,720.00	6,000.00	3,280.00	45.3
30-432-39 COMPUTER SOFTWARE-GIS	.00	57.75	1,125.00	1,067.25	5.1
30-432-41 UTILITIES-ELECTRIC	25.15	8,297.26	28,000.00	19,702.74	29.6
30-432-42 TELEPHONE/INTERNET	.00	541.38	500.00	(41.38)	108.3
30-432-45 UTILITIES --GAS	.00	751.22	1,200.00	448.78	62.6
30-432-46 CELL PHONE	.00	.00	300.00	300.00	.0
30-432-48 TRASH	21.20	472.20	1,200.00	727.80	39.4
30-432-50 PERMIT FEES	.00	1,708.00	3,500.00	1,792.00	48.8
30-432-51 ANALYTICAL/SAMPLING EXPENSE	.00	5,233.40	3,000.00	(2,233.40)	174.5
30-432-52 INSURANCE AND BONDS	.00	6,512.34	9,000.00	2,487.66	72.4
30-432-53 SEWER CLEANING/VIDEO	.00	.00	5,000.00	5,000.00	.0
30-432-54 INSTALLATION OF LINE EXPENSE	.00	.00	500.00	500.00	.0
30-432-55 GENERAL MAINT CENT LIFT ST	.00	.00	500.00	500.00	.0
30-432-56 GENERAL MAINTENANCE OF PLANT	.00	12,741.64	2,000.00	(10,741.64)	637.1
30-432-57 GENERAL MAINT JOHNSON LT ST	.00	9,466.14	500.00	(8,966.14)	1893.2
30-432-59 ENGINEERING DESIGN	.00	.00	5,000.00	5,000.00	.0
30-432-60 TREATMENT OPERATIONS	.00	6,905.80	7,500.00	594.20	92.1
30-432-61 OFFICE SUPPLIES	.00	.00	800.00	800.00	.0
30-432-99 OTHER MISCELLANEOUS EXPENSE	.00	.00	1,000.00	1,000.00	.0
TOTAL OPERATIONS	805.99	55,766.77	81,925.00	26,158.23	68.1
<u>DEBT SERVICE</u>					
30-471-13 BOTW SINKING FUND PAYMENT	.00	69,964.24	106,288.00	36,323.76	65.8
30-471-14 BOTW INTEREST PAYMENT	.00	39,448.32	44,124.00	4,675.68	89.4
30-471-50 LOAN ISSUANCE COSTS	.00	.00	11,031.00	11,031.00	.0
TOTAL DEBT SERVICE	.00	109,412.56	161,443.00	52,030.44	67.8
TOTAL FUND EXPENDITURES	13,997.12	270,886.37	459,899.00	189,012.63	58.9

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

	SEWER ENTERPRISE				
	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
NET REVENUE OVER EXPENDITURES	22,425.29	203,374.59	(39,749.00)	(243,123.59)	511.7

TOWN OF WIGGINS
BALANCE SHEET
SEPTEMBER 30, 2023

SALES TAX CAPITAL IMPROVEMENT

ASSETS

40-10100	CASH IN COMBINED CASH FUND	684,161.97	
40-10250	COLOTRUST FUND	113.23	
40-10251	HIGH PLAINS 1% TAX FUND	15,241.84	
40-11500	ACCOUNTS RECEIVABLE	50,679.16	
	TOTAL ASSETS		750,196.20

LIABILITIES AND EQUITY

LIABILITIES

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

FUND EQUITY

UNAPPROPRIATED FUND BALANCE:			
REVENUE OVER EXPENDITURES - YTD	(145,861.77)		
BALANCE - CURRENT DATE	(145,861.77)		
TOTAL FUND EQUITY		(145,861.77)	
TOTAL LIABILITIES AND EQUITY			750,196.20

TOWN OF WIGGINS
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 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	25,427.82	233,643.93	300,000.00	66,356.07	77.9
40-36100	INTEREST EARNED	7.02	58.30	5.00	(53.30)	1166.0
	TOTAL FUND REVENUE	<u>25,434.84</u>	<u>233,702.23</u>	<u>300,005.00</u>	<u>66,302.77</u>	<u>77.9</u>

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

SALES TAX CAPITAL IMPROVEMENT

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CAPITAL PROJECTS</u>					
40-430-00 CIP - SEWER REPLACE BNSF	.00	324,205.79	.00	(324,205.79)	.0
40-430-05 CIP-NORTH STORM DETENTION	.00	.00	75,000.00	75,000.00	.0
40-430-10 CIP-MAIN STREET C&G 3RD TO 5TH	.00	702.50	.00	(702.50)	.0
40-430-16 CIP-TOWN HALL DIGITAL SIGN	.00	33,292.28	50,000.00	16,707.72	66.6
40-430-17 CIP-TH/PW EXT IMP	.00	8,042.43	10,000.00	1,957.57	80.4
40-430-18 CIP-NON POT WATER MAIN	.00	.00	100,000.00	100,000.00	.0
40-430-19 CIP-CR P CROSSING SIGNAL	381.00	13,321.00	10,000.00	(3,321.00)	133.2
TOTAL CAPITAL PROJECTS	381.00	379,564.00	245,000.00	(134,564.00)	154.9
TOTAL FUND EXPENDITURES	381.00	379,564.00	245,000.00	(134,564.00)	154.9
NET REVENUE OVER EXPENDITURES	25,053.84	(145,861.77)	55,005.00	200,866.77	(265.2)

TOWN OF WIGGINS
BALANCE SHEET
SEPTEMBER 30, 2023

SALES TAX STREETS

ASSETS

45-10100	CASH IN COMBINED CASH FUND	(731,639.98)	
	TOTAL ASSETS			(731,639.98)

LIABILITIES AND EQUITY

FUND EQUITY

UNAPPROPRIATED FUND BALANCE:				
REVENUE OVER EXPENDITURES - YTD	(731,639.98)		
BALANCE - CURRENT DATE	(731,639.98)		
TOTAL FUND EQUITY			(731,639.98)
TOTAL LIABILITIES AND EQUITY			(731,639.98)

TOWN OF WIGGINS
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

		SALES TAX STREETS				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>						
45-31300	1% TOWN SALES TAX (2022)	25,427.82	122,316.12	300,000.00	177,683.88	40.8
45-36100	INTEREST EARNED	.00	.00	5.00	5.00	.0
TOTAL FUND REVENUE		25,427.82	122,316.12	300,005.00	177,688.88	40.8

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

SALES TAX STREETS

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>CAPITAL PROJECTS</u>					
45-430-10	CIP-MAIN STREET C&G 3RD TO 5TH	.00	819,540.76	100,000.00	(719,540.76)	819.5
45-430-59	CIP ENGINEERING SERVICES	6,980.00	6,980.00	.00	(6,980.00)	.0
	TOTAL CAPITAL PROJECTS	6,980.00	826,520.76	100,000.00	(726,520.76)	826.5
	<u>DEPARTMENT 431</u>					
45-431-22	REPAIRS & MAINTENANCE-STREETS	4,345.41	19,410.34	25,000.00	5,589.66	77.6
45-431-24	SNOW REMOVAL	.00	8,025.00	.00	(8,025.00)	.0
	TOTAL DEPARTMENT 431	4,345.41	27,435.34	25,000.00	(2,435.34)	109.7
	TOTAL FUND EXPENDITURES	11,325.41	853,956.10	125,000.00	(728,956.10)	683.2
	NET REVENUE OVER EXPENDITURES	14,102.41	(731,639.98)	175,005.00	906,644.98	(418.1)

TOWN OF WIGGINS
BALANCE SHEET
SEPTEMBER 30, 2023

CONSERVATION TRUST

ASSETS

50-10100	CASH IN COMBINED CASH FUND	35,641.35	
50-10250	COLOTRUST FUND	112.83	
50-10251	HIGH PLAINS CNSRVTN TRST FUND	14,268.03	
		<hr/>	
	TOTAL ASSETS		50,022.21
			<hr/> <hr/>

LIABILITIES AND EQUITY

LIABILITIES

50-25320	FUND BALANCE	39,734.35	
		<hr/>	
	TOTAL LIABILITIES		39,734.35

FUND EQUITY

UNAPPROPRIATED FUND BALANCE:			
REVENUE OVER EXPENDITURES - YTD	10,287.86		
	<hr/>		
BALANCE - CURRENT DATE		10,287.86	
		<hr/>	
TOTAL FUND EQUITY			10,287.86
			<hr/>
TOTAL LIABILITIES AND EQUITY			50,022.21
			<hr/> <hr/>

TOWN OF WIGGINS
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 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)	4,080.42	15,657.77	13,000.00	(2,657.77)	120.4
50-36100	INTEREST EARNED	12.45	35.09	10.00	(25.09)	350.9
	TOTAL FUND REVENUE	4,092.87	15,692.86	13,010.00	(2,682.86)	120.6

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

CONSERVATION TRUST

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DEPARTMENT 430</u>					
50-430-15 CAPITAL OUTLAY--K PARK ELEC	.00	5,405.00	10,000.00	4,595.00	54.1
TOTAL DEPARTMENT 430	.00	5,405.00	10,000.00	4,595.00	54.1
<u>PARK OPERATIONS</u>					
50-452-60 REPAIRS AND MAINTENANCE	.00	.00	2,500.00	2,500.00	.0
TOTAL PARK OPERATIONS	.00	.00	2,500.00	2,500.00	.0
TOTAL FUND EXPENDITURES	.00	5,405.00	12,500.00	7,095.00	43.2
NET REVENUE OVER EXPENDITURES	4,092.87	10,287.86	510.00	(9,777.86)	2017.2



STAFF SUMMARY

Board of Trustees Meeting October 25, 2023

DATE: October 20, 2023

AGENDA ITEM NUMBER: 5

TOPIC: Consideration of Resolution No. 42-2023 – A Resolution Approving the 2024 Operating Plan and Budget for the Roberts 81 Business Improvement District

STAFF MEMBER RESPONSIBLE: Tom Acre, Town Manager

BACKGROUND:

The Roberts 81 BID operates under the authorities and powers allowed under the Business Improvement District Act, Section 31-25-1201, *et seq.*, C.R.S., as amended, and as further described and limited by this Operating Plan. Section 31-25-1211, C.R.S requires the Roberts 81 BID to file an operating plan budget to the Town Clerk no later September 30th each year. Under the statute, the Town is to approve the operating plan and budget within 30 days of the submittal of all required information.

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

As may be further articulated in prior years' Operating Plans, the ongoing and/or contemplated purposes of this District for 2023 include financing, acquisition, construction, completion, installation, replacement and/or operation and maintenance of all of the services and public improvements allowed under Colorado law for business improvement districts. The District will own public improvements as constructed if such improvements are not otherwise dedicated to other public entities for operation and maintenance. It is anticipated that the District will enter into various agreements as required to facilitate the funding, construction, operation and maintenance of public improvements. The District is not currently a party to any significant active contracts or agreements. The District may also enter into agreements with other districts encompassing adjacent developments in order to cooperate on infrastructure projects.

SUMMARY:

The Roberts 81 BID was originally approved by the Board of Trustees in 2018 with Ordinance No. 09-2018. Under the State statute, the Town is to approve the operating plan and budget within 30 days of the submittal of all required information. The submittal was provided to the Town Clerk on September 29, 2023. This Operating Plan and Operating Plans previously approved by the Town are incorporated herein by reference, and shall remain in full force and effect except as specifically or necessarily modified hereby.

FISCAL IMPACT:

Approving the Roberts 81 BID has no impact on the Town's adopted budget.

APPLICABILITY TO TOWN OBJECTIVES AND GOALS TO PROVIDE SERVICES:

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

OPTIONS AVAILABLE TO THE BOARD OF TRUSTEES:

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

MOTION FOR APPROVAL:

I make the motion to adopt Resolution No. 42-2023 – A Resolution Approving the 2023 Operating Plan and Budget for the Roberts 81 Business Improvement District

ACTION REQUESTED:

Motion, Second, Roll-Call Vote.

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

**TOWN OF WIGGINS, COLORADO
RESOLUTION NO. 42-2023**

**A RESOLUTION APPROVING THE 2024 OPERATING PLAN AND BUDGET FOR
THE ROBERTS 81 BUSINESS IMPROVEMENT DISTRICT**

WHEREAS, the Board of Trustees of the Town of Wiggins previously approved Ordinance No. 90-2018 organizing the Roberts 81 Business Improvement District (the “District”), approving its operating plan and appointing an initial Board of Directors; and

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

WHEREAS, the District has filed with the Town its operating plan and budget for fiscal year 2024; and

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

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

Section 1. The 2024 Operating Plan and Budget for the Roberts 81 Business filed with the Town Clerk pursuant to C.R.S. § 31-25-1211 is hereby approved.

INTRODUCED, READ AND ADOPTED THIS 25TH DAY OF OCTOBER 2023.

TOWN OF WIGGINS, COLORADO

Christopher Franzen, Mayor

ATTEST:

Nichole Seiber, Town Clerk

2024
OPERATING PLAN AND BUDGET

ROBERTS 81
BUSINESS
IMPROVEMENT
DISTRICT

Town of Wiggins, Morgan County, Colorado

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2024
OPERATING PLAN FOR THE
ROBERTS 81 BUSINESS IMPROVEMENT DISTRICT

1. PURPOSE AND SCOPE OF THIS DISTRICT

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

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

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

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

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

C. Purposes. As may be further articulated in prior years’ Operating Plans, the ongoing and/or contemplated purposes of this District for 2024 include financing, acquisition, construction, completion, installation, replacement and/or operation and maintenance of all of the services and public improvements allowed under Colorado law for business improvement districts.

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

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

2. ORGANIZATION AND COMPOSITION OF THE BOARD OF DIRECTORS

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

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

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

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

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

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

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

3. BOUNDARIES, INCLUSIONS AND EXCLUSIONS

The District is proposed to include approximately 81.895 acres with boundaries as depicted in **EXHIBIT D**. A legal description of the initial District boundaries and a corresponding map are attached hereto as **EXHIBIT C-1**. In 2024 and subsequent years, the District anticipates inclusion requests for additional property as boundaries are established and additional property owners participate in the District. The District may include additional property pursuant to statute. A legal description of the future inclusion area boundaries is attached hereto as **EXHIBIT C-2**.

4. PUBLIC IMPROVEMENTS

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

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

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

5. ADMINISTRATION, OPERATIONS, SERVICES AND MAINTENANCE

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

6. FINANCIAL PLAN AND BUDGET

A. *2024 Budget.* The proposed 2024 Budget for the District is attached as **EXHIBIT B.**

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

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

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

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

F. Future Debt Obligations. The District may issue debt in 2024 to finance the construction of the Public Improvements.

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

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

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

7. 2024 ACTIVITIES, PROJECTS AND CHANGES

A. Activities

It is anticipated that the District will primarily be engaged in the early stages of development in 2024.

B. Projects and Public Improvements

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

8. DISSOLUTION

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

9. CONCLUSION

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

EXHIBIT A
Director and Other Contact Information

BOARD OF DIRECTORS:

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

DISTRICT CONTACT:

Russell W. Dykstra
Spencer Fane LLP
1700 Lincoln Street, Suite 2000
Denver, Colorado 80203

303-839-3845
rdykstra@spencerfane.com

EXHIBIT B

2024 BID Budget General Fund

Roberts 81 Business Improvement District 2024 Budget

General Fund

<u>Expense</u>	<u>Adopted</u> <u>2023</u>	<u>Actual</u> <u>2023</u>	<u>Proposed</u> <u>2024</u>
Beginning Funds Balance	\$ -	\$ -	\$ -
Revenue			
Property Taxes	\$ -	\$ -	\$ -
Specific Ownership Taxes	\$ -	\$ -	\$ -
Developer Advances	\$ 50,000	\$ -	\$ 50,000
Interest Income	-	-	-
Miscellaneous Income	\$ -	\$ -	\$ -
Total Revenue	\$ 50,000	\$ -	\$ 50,000
Expenditures			
Accounting / Audit	\$ 20,000	\$ -	\$ 20,000
Election Expense	\$ 5,000	\$ -	\$ 5,000
Engineering	\$ 2,000	\$ -	\$ 2,000
Insurance/SDA Dues	\$ 500	\$ -	\$ 500
Legal	\$ 10,000	\$ -	\$ 10,000
Formation Costs	\$ 0	\$ -	\$ 0
Miscellaneous	\$ 2,500		\$ 2,500
Contingency	\$ 10,000	\$ -	\$ 10,000
Total Expenditures	\$ 50,000	\$ -	\$ 50,000
Ending Funds Balance	\$ 0	\$ -	\$ 0
Mill Levy	25.000	25.000	25.000

EXHIBIT C-1

Legal Description of Initial Boundary and Map

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

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

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

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

EXHIBIT C-2

Legal Description of Future Inclusion Area

PROPERTY DESCRIPTION

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Boundary Map





STAFF SUMMARY

Board of Trustee Meeting October 25, 2023

DATE: October 20, 2023

AGENDA ITEM NUMBER.: 6

TOPOIC: Ordinance No. 04-2023 – 2023 Water Agreement with WGC Trading Company

STAFF MEMBER RESPONSIBLE: Tom Acre, Town Manager

BACKGROUND:

Staff was approached by WGC Trading Company/Bullseye Holdings (WGC) inquiring about leasing excess recharge credits in the South Platte River to offset a portion of their well pumping. The Town of Wiggins has previously entered into agreements with Bullseye Holdings to lease water credits.

The Town of Wiggins currently has recharge credits in excess of our need to offset our well pumping in alluvial aquifer of the South Platte River. These recharge credits are available for lease by the Town until required to offset depletions in the South Platte River as a result of our well pumping in the future.

SUMMARY:

WGC desires to purchase raw water from Wiggins for augmentation of out of priority stream depletions resulting from diversion of water from the Bullseye 3T Well. During the term of this Agreement, The Town will make available for delivery to WGC a minimum of two (2) acre-feet of water per month. WGC may take delivery up to maximum of five (5) acre-feet per month if requested by WGC and if the Town determines in its sole discretion that more than two (2) acre-feet is available for lease to WGC in those months (the "Water"). The Town may use any water requested but not used by WGC.

WGC shall pay Wiggins at the time of signing this Lease Two-Thousand Five Hundred Dollars (\$2,500) as a Lease Development Fee to cover staff time and will reimburse the Town for legal costs expended to develop this lease. The Lease Development Fee is non-refundable and does not apply to the annual lease payments. WGC agrees to pay the Town Two Hundred and Fifty Dollars (\$450) per acre-foot of Water requested during each month. The Lease Price shall be

reduced to One Hundred and Fifty Dollars (\$250) per acre-foot for any water that is requested but cannot be used by WGC because of free river conditions at its point of replacement obligation. The lease price will be increased annually two percent (2%) per year, beginning in year two of the lease and in every contract year thereafter.

WGC shall pay the Town Two-Thousand Five Hundred Dollars (\$2,500) as a deposit at the time of signing this Agreement, which shall be used by Wiggins to draw upon for payment to Town if WGC fails to make any payment when due under this Agreement.

The agreement includes specifics such as the location where the water is delivered to WGC downstream of the Town's Kammerer recharge ponds and upstream of the location of their well depletions. WGC assumes responsibility for any evaporative and transportation losses. The agreement also specifies the rate of delivery of water, details on the administration, diversion and measurement of the water. Details on the limitations of the use of the water and WGC wells is outlined in the agreement.

FISCAL IMPACT:

Adoption of this Ordinance will have a positive impact on the budget for the Town's Water Enterprise Fund.

APPLICABILITY TO TOWN OBJECTS AND GOALS TO PROVIDE SERVICES:

This Ordinance and agreement support the Board's desire be good stewards of the Town's assets and financial resources.

OPTIONS AVAILABLE TO THE BOARD OF TRUSTEES:

The Board of Trustees could adopt this Ordinance as presented, request a modification, or not adopt the Resolution.

MOTION FOR APPROVAL: I make a motion to adopt Ordinance No. 04-2023 – An Ordinance Approving the 2023 Water Agreement Between the Town of Wiggins and WGC Trading Co.

ACTION REQUESTED:

MOTION, SECOND, ROLL-CALL VOTE

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

**TOWN OF WIGGINS, COLORADO
ORDINANCE NO. 04-2023**

AN ORDINANCE APPROVING THE 2023 WATER AGREEMENT BETWEEN THE TOWN OF WIGGINS AND WGC TRADING CO.

WHEREAS, a Water Agreement has been proposed between the Town of Wiggins by and through the Wiggins Water Enterprise and WGC Trading Co. pursuant to which the Town will lease raw water to WGC Trading Co. for augmentation purposes, subject to the terms set forth in the agreement; and

WHEREAS, the Board of Trustees finds that the agreement is in the best interest of the Town and its citizens.

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

Section 1. The proposed Water Agreement between the Town of Wiggins and WGC Trading Co. (the “Agreement”) is hereby approved in essentially the same form as the copy of such Agreement accompanying this Ordinance.

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

Section 3. The Mayor, Town Manager and Town staff are further authorized to do all things necessary on behalf of the Town to perform the obligations of the Town under the Agreement.

**INTRODUCED, READ, ADOPTED, APPROVED, AND ORDERED PUBLISHED,
BY TITLE ONLY, BY THE BOARD OF TRUSTEES OF THE TOWN OF WIGGINS,
COLORADO THIS 25TH DAY OF OCTOBER, 2023.**

TOWN OF WIGGINS, COLORADO

Christopher Franzen, Mayor

ATTEST:

Nichole Seiber, Town Clerk

I, Nichole Seiber, Town Clerk of the Town of Wiggins, Colorado, hereby certify and attest that the foregoing Ordinance No. 04-2023 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 _____ day of _____, 2023. This Ordinance was published by title only in The Fort Morgan Times on _____, 2023.

Dated _____.

WATER AGREEMENT – 2023
TOWN OF WIGGINS AND WGC TRADING CO

This AGREEMENT is made and entered into on _____, 2023, (“Effective Date”) by and between the Town of Wiggins, a Colorado municipal corporation, acting by and through the Town of Wiggins Water Enterprise, 304 Central Avenue, Wiggins, CO 80654 (“Wiggins” or “Town”) and WGC Trading Co., a Texas Corporation, P.O. Box 460, Ft. Morgan, CO 80701 and Bullseye Holdings, LLC, P.O. Box 609, Queen Creek, AZ 85142 (referred to together as “WGC”).

RECITALS

WHEREAS, WGC desires to purchase raw water from Wiggins for augmentation of out of priority stream depletions resulting from diversion of water from the Bullseye 3T Well (Permit No. 80348-F) and Bullseye Backup Well (Permit No. 23040-F), and any other new or replacement wells for the same intended purpose, in Morgan County, Colorado (the “Wells”), for a commercial feedlot and Truck Wash (the “intended purpose”). The feedlot and Truck Wash are located at 16098 Morgan County Rd. O, in Fort Morgan (“the Property”). The Wells are or will be located generally in Section 23, Township 3 North, Range 58 West, of the 6th P.M. in Morgan County, Colorado;

WHEREAS, Wiggins is the owner of certain water rights that may be used for augmentation purposes. From time to time, a certain amount of this water is surplus to the needs and obligations of Wiggins, and Wiggins is willing to provide raw water to WGC for augmentation of depletions from use of the Wells for the intended purpose on the Property, under the terms of this Agreement.

NOW, THEREFORE, the parties agree as follows:

AGREEMENT

1. **Term of Agreement.** Unless earlier terminated as provided in this Agreement, the initial term of this Agreement is from the Effective Date until October 31, 2040. Thereafter, this Agreement may be renewed for successive Ten (10) year periods upon notice of renewal by WGC to Wiggins no less than thirty (30) days prior to the expiration of the current term if accepted by Wiggins prior to expiration. Each year commencing November 1, 2030, and extending until October 31, 2031, is referred to as a “Contract Delivery Year”. This Agreement can be terminated earlier by WGC if WGC sends written notice of termination to the Wiggins no less than 90 days prior to the end of the Contract Delivery Year. This Agreement can be terminated earlier by Wiggins if Wiggins sends written notice of termination to the WGC no less than 90 days prior to the end of the Contract Delivery Year, stating that Wiggins no longer has any excess Water available for delivery pursuant to this Agreement because of demand by Wiggins and its customers. Such termination shall not affect Wiggins’ obligation to deliver the leased water or WGC’s obligation to pay for the leased water delivered prior to termination of the Agreement.

2. **Quantity of Water.** In each Contract Delivery Year during the term of this Agreement, Wiggins will make available for delivery to WGC a minimum of Two (2) acre-feet of water per month provided the water is in excess of Wiggins’ augmentation needs that year as determined by Wiggins in its sole discretion. Total annual water delivery shall not exceed 24 acre-feet. WGC may take delivery up to maximum of Five (5) acre-feet in any month if requested by WGC and if

the Town determines in its sole discretion that more than Two (2) acre-feet is available for lease to WGC in those months (the “Water”). Wiggins may use any water requested but not used by WGC.

3. **Lease Price.** WGC shall pay Wiggins at the time of signing this Lease Two-Thousand Five Hundred Dollars (\$2,500) as a Lease Development Fee to cover staff time and costs to develop this lease. The Lease Development Fee is non-refundable and does not apply to the annual lease payments. WGC shall pay Wiggins an annual Lease Payment of Four Hundred and Fifty Dollars (\$450) per acre-foot of Water requested during each month in the first Contract Year. The Lease Payment shall be reduced to Two Hundred and Fifty Dollars (\$250) per acre-foot for any water that is requested but cannot be used or is not used by WGC because of free river conditions at its point of replacement obligation in the first Contract Delivery Year. In each succeeding Contract Delivery Year, the Lease Payment shall be adjusted as described in paragraph 4. The parties agree the Lease Payment is a reasonable amount to cover the value of the Water provided, plus all administrative, accounting and operational expenses of Wiggins for delivery of the Water under this Agreement.

4. **Lease Payment Adjustments.** The Lease Payment will be increased annually two percent (2%) per year, beginning in Contract Delivery Year 2 and in every Contract Delivery Year thereafter.

5. **Payments.** WGC shall pay Wiggins Two-Thousand Five Hundred Dollars (\$2,500) as a deposit at the time of signing this Agreement, which shall be used by Wiggins to draw upon for payment to Wiggins if WGC fails to make any payment when due under this Agreement (“Payment Deposit”). WGC shall notify Wiggins within 7 days of the end of each month the number of acre-feet of Water actually used by WGC and the number of acre-feet of Water requested but not used because of free river. Wiggins shall invoice WGC within 14 days after the end of each month for the amount of Water requested and the amount used by WGC and WGC shall make payment to Wiggins within 30 days of the date of the invoice. If Wiggins uses any of the funds in the Payment Deposit to pay any invoice, WGC shall provide additional funds to Wiggins to replenish that Payment Deposit within 14 days.

6. **Nature and Source of the Water Delivered.** The Water to be delivered pursuant to this Agreement is raw, untreated, non-potable water in excess of the needs of Wiggins. The Water will be delivered as-is, and Wiggins disclaims any warranty regarding the quality of the Water for any specific purpose. Wiggins has no obligation to treat the Water. Any treatment of the Water to make it suitable for use by WGC is WGC’s responsibility. Wiggins agrees to deliver to WGC at the place of delivery described in paragraph 7, Water that is fully consumable, including at Wiggins’s sole discretion, direct deliveries, or reusable return flows from historical consumptive use of changed water rights, imported water, nontributary groundwater, or other fully consumable water. The source of water may be changed from time to time by Wiggins to suit the operational convenience of Wiggins.

7. **Place of Delivery.** The Place of Delivery will be at any point reasonably available to Wiggins on the South Platte River between Section 18, Township 4 North, Range 60 West, and Section 17, T4N, R58W, in the 6th P.M. in Morgan County. Wiggins may change the Place of Delivery in its sole discretion, provided it is located upstream of the point of stream depletion

caused by the Wells and the new location does not result in any greater transportation or evaporation losses. WGC's well depletions hit the river both above and below the Ft Morgan Irrigation Co. headgate, along with a small amount below the Upper Platte and Beaver headgate. It is anticipated that the Place of Delivery will be able to accommodate the needs of WGC. However, in the event Wiggins' deliveries cannot satisfy all of WGC's needs at all places of depletion, the parties shall work together to inform the other as soon as possible to help WGC avoid or minimize the amount of unreplaced depletions to the river.

8. **Transportation and Evaporation Losses.** The Water will be measured or accounted for at the Place of Delivery as determined by Wiggins. WGC will bear all transportation and evaporation losses from the Place of Delivery to WGC's place of use.

9. **Delivery of Water.** Wiggins will deliver the Water at a maximum rate up to 0.10 cfs (45 gpm), and will, upon request by WGC deliver water at rates lower than (45 gpm), to the extent reasonably possible, to replace depletions from the Wells for the intended purpose. Wiggins is not required to make any physical alterations to any outlet gates, augmentation stations, or other measuring devices, or incur any additional costs for the purpose of making such lower rate deliveries. WGC shall provide Wiggins with a proposed annual delivery schedule for the Water, beginning October 15, 2030, and on October 15 of each Contract Delivery Year thereafter, which shall generally include daily and monthly totals in terms of acre-feet or fractions thereof, and the requested location of those deliveries. WGC may request an adjustment to that delivery schedule with 48-hours' notice to Wiggins and subject to approval by Wiggins, which approval shall not unreasonably be withheld. Any of the Water requested but not needed by WGC may be used by Wiggins. WGC shall have sole responsibility for the legal and physical delivery of the Water from the Place of Delivery to the intended place of use, including any facilities or agreements needed to deliver the Water through or around any intervening diversion structures and dry-up sections on the River. Wiggins may withhold deliveries of the Water if WGC fails to pay any invoice when due, or if WGC fails to maintain the Payment Deposit as described in paragraph 5, or for any other breach of this Agreement. Such remedy shall not be Wiggins' exclusive remedy in the event of a breach.

10. **Diversion, Measurement and Administration of the Water.** Wiggins shall provide to WGC and to the Division Engineer reasonable and timely accounting for delivery of the Water under this Agreement. WGC shall provide appropriate and lawful means of diversion of the Water, and accounting for its use of the Water, if needed for the intended purpose, including measuring devices as may be required by the State and Divisions Engineers. If Wiggins is required to cooperate in the administration of the Water for use by WGC, Wiggins agrees to do so at the cost of WGC. WGC shall provide Wiggins with accounting information for WGC's use of the Water on at least an annual basis, or on a more frequent basis as may be required by the State or Division Engineer, including copies of WGC's accounting when it is submitted to the State or Division Engineer or Water Commissioner.

11. **Limitation on use of the Water and the Wells.** WGC will use the Water to augment depletions from use of the Wells for the intended purpose on the Property only. WGC may drill a new well for the sole use of the Truck Wash ("New Well") and discontinue using the Wells for the Truck Wash, provided the New Well does not substantially alter the timing and location of depletions. WGC shall notify Wiggins if any replacement well is approved for the intended purpose on the Property, or if a New Well is constructed for use solely in the Truck Wash. If a New Well is

constructed, the Water may only be used to augment depletions from the New Well. Such augmentation shall be accomplished through an augmentation plan decree, and/or a substitute water supply plan ("SWSP"), to be obtained by WGC at WGC's sole expense. Wiggins may file a statement of opposition to the augmentation plan application, and provide comments in response to the SWSP request, to ensure that the use of the Water is consistent with this Agreement. Wiggins will cooperate with WGC to provide information regarding Wiggins' water rights that may be needed to obtain approval of those plans. However, all costs to obtain such approvals shall be paid by WGC. WGC will not file any application or request to change any of Wiggins' water rights without express written consent of Wiggins, which consent may be granted or denied in the sole discretion of Wiggins.

12. **Assignment.** This Agreement shall not be assigned without written approval of the non-assigning party, except as follows. WGC may assign this Agreement in full to any subsequent purchaser of both the Wells and the Property, or assign this Agreement in full to the purchaser of the Truck Wash and the New Well only, with 14 days advance notice to Wiggins. Wiggins may assign this Agreement to any other municipal water provider or other entity serving the Town of Wiggins that subsequently acquires Wiggins' water rights.

13. **Interruption of Water Supply beyond the Control of Wiggins.** The water supply for Wiggins and its water customers is dependent upon sources from which the supply is variable in quantity and beyond the control of Wiggins and delivery of water under this Agreement will be based on future demand of the Town and its customers. Wiggins shall not be liable in tort or contract for any delay or failure to perform its obligations under this Agreement if that delay or failure is caused by an event or condition beyond the reasonable control of Wiggins, including but not limited to failure to accurately anticipate availability of water supply for Wiggins, its customers, or WGC or because of an actual failure to supply water due to damage or destruction of any or all of Wiggins' water diversions, storage, treatment or delivery facilities, inadequate runoff, flood, earthquake, storm, lightning, fire, epidemic, contamination, war, terrorist act, riot, civil disturbance, labor disturbance, accidents, sabotage, or restraint by an order of any court or the lawful order or restriction of any governmental administrative body or agency clothed with authority to regulate matters pertaining to water, public utilities, public health or pollution control, or unanticipated future demand by Wiggins and its customers. In the event that Wiggins determines in advance that it will not be able to provide the leased water, Wiggins will promptly notify WGC of the anticipated shortage.

14. **Default and Remedies.** All terms and conditions of this Agreement are considered material. In the event that either party defaults in the performance of any of the covenants or agreements to be kept, done or performed by and under the requirements of this Agreement, the non-defaulting party shall give the defaulting party 20 days written notice of such default, and if the defaulting party fails, neglects or refuses for a period of more than 20 days thereafter to make good or perform the default, then the non-defaulting party, without further notice, may, in addition to any other remedies available to it, terminate all rights and privileges granted in this Agreement and this Agreement shall be of no further force or effect. If WGC is in default, the Town may elect to treat this Agreement as being in full force and effect and shall have the right to an action for specific performance or damages or both. If the Town is in default, WGC's remedies shall be strictly limited to an action for specific performance and to no other remedy. In no event shall WGC be entitled to or claim any form of

damages, including without limitation lost profits, economic damages, or incidental, consequential, punitive or exemplary damages. If WGC ceases use of the Water for a period of five or more consecutive Contract Delivery Years, it shall be deemed conclusive evidence that WGC no longer intends or needs to use the Water for the intended purpose on the Property, and Wiggins may terminate the Agreement.

15. **Governmental Immunity.** Nothing in this Agreement waives or may be construed to waive Wiggins' protection from liability or the limitations on its liability based on its sovereign immunity under the Colorado Governmental Immunity Act as currently exists or may be amended, or otherwise.

16. **Notices.** Any notice required or permitted by this Agreement shall be in writing and shall be deemed to have been sufficiently given for all purposes, except adjustment of the delivery rate, if sent by certified or registered mail, postage and fees prepaid, addressed to the party to whom such notice is intended to be given at the address set forth below, or at such other address as has been previously furnished in writing to the other party or parties. Such notice shall be deemed to have been given when deposited in the U.S. Mail. Written notice of any adjustment of the delivery rate under paragraph 9 shall be delivered in person, or by email, and shall be effective when delivered.

TOWN OF WIGGINS:

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

WGC TRADING CO:

Kevin Lamb
P.O. Box 460
Ft. Morgan, CO 80701
Email: kl@bhllc.biz

Copy to:

Steven P. Jeffers, Esq.
Lyons Gaddis, P.C.
P.O. Box 978
Longmont, CO 80502-0978
Email: sjeffers@lyonsgaddis.com

BULLSEYE HOLDINGS, LLC
Kevin Lamb
Bullseye Holdings, LLC
P.O. Box 609
Queen Creek, AZ 85142
Email: kl@bhllc.biz

17. **Paragraph Captions.** The captions of the paragraphs are set forth only for convenience and reference, and are not intended in any way to define, limit, or describe the scope or intent of this Agreement.

18. **Integration and Amendment.** This Agreement represents the entire agreement between the parties and there are no oral or collateral agreements or understandings. This Agreement may only be amended by an instrument in writing signed by the parties.

19. **Binding Effect.** This Agreement shall inure to the benefit of, and be binding upon, the parties and their respective legal representatives, successors, and assigns; provided, however, that

nothing in this paragraph shall be construed to permit the assignment of this Agreement except as otherwise specifically authorized in this agreement.

20. **No Third-Party Beneficiaries.** This Agreement is for the sole benefit of and solely binds the Parties and their lawful successors-in-interest. This Agreement affords no claim, benefit, or right of action to any third party.

21. **Authority.** The Parties warrant that they have taken all actions necessary or required by their own procedures or bylaws, or by applicable law, to authorize their respective signatories to sign this Agreement for them and to bind them to its terms.

22. **Title to Water Rights.** Nothing in this Agreement grants WGC or Lamb any legal or equitable title in or to any of the Water or Wiggins' water rights.

23. **Headings.** The division of this Agreement into sections and the insertion of headings are for convenience only and are not to affect the construction or interpretation of this Agreement.

TOWN OF WIGGINS by and through
the Town of Wiggins Water Enterprise:

Christopher Franzen, Mayor

ATTEST:

Dated:_____.

Nichole Seiber, Town Clerk

WGC TRADING CO:

By:_____

Kevin Lamb, _____

Dated:_____

BULLSEYE HOLDINGS LLC:

By:_____

Kevin Lamb, _____

Dated:_____



STAFF SUMMARY

Board of Trustees Meeting October 25 9, 2023

DATE: October 20, 2023

AGENDA ITEM NUMBER: 7

TOPIC: Resolution 43-2023 – Providing that Certain Elected and/or Appointed Officials of the Town of Wiggins Shall be Deemed not to be “Employees” within the Meaning of the Workers’ Compensation Laws

STAFF MEMBER RESPONSIBLE: Tom Acre, Town Manager

BACKGROUND:

Each year in conjunction with renewing our CIRSA Workers Compensation Policy, the town must file a statement of Exclusion of Uncompensated Public Officials with the Division of Worker’s Compensation. This statement allows us to exclude cover these officials from our worker’s compensation insurance.

SUMMARY:

The "Exclusion of Uncompensated Public Officials" statement must be filed not less than 45 days prior to the start of the policy year (no later than November 15, 2023) along with a copy of the ordinance or resolution exercising the option. The Board of Trustees must take action to exercise the option each year. The action is taken by adopting a resolution

FISCAL IMPACT:

Adopting this resolution and presenting the statement reduces our insurance cost through CIRSA.

APPLICABILITY TO TOWN OBJECTIVES AND GOALS TO PROVIDE SERVICES:

Approving the resolution complies with the Board of Trustees and staff desire to be good stewards of the Town’s financial resources.

OPTIONS AVAILABLE TO THE BOARD OF TRUSTEES:

The Board of Trustees could approve the resolution as presented, request additional amendments, or not approve this resolution.

MOTION FOR APPROVAL:

I make a motion to adopt Resolution 44-2023 - A Resolution Providing that Certain Elected and/or Appointed Officials of the Town of Wiggins Shall be Deemed not to be “Employees” within the Meaning of the Workers’ Compensation Laws

ACTION REQUESTED:

MOTION, SECOND, ROLL-CALL, VOTE.

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

**TOWN OF WIGGINS, COLORADO
RESOLUTION 43-2023**

A RESOLUTION PROVIDING THAT CERTAIN ELECTED AND/OR APPOINTED OFFICIALS OF THE TOWN OF WIGGINS SHALL BE DEEMED NOT TO BE “EMPLOYEES” WITHIN THE MEANING OF THE WORKERS’ COMPENSATION LAWS

WHEREAS, C.R.S. § 8-40-202(1)(a)(I)(B) permits the Town of Wiggins to opt not to include certain elected and appointed officials under the Town of Wiggins’ workers’ compensation coverage; and

WHEREAS, such officials must not receive any compensation for services rendered as such, other than reimbursement of actual expenses; and

WHEREAS, said option may be exercised as to any category or combination of categories of such officials; and

WHEREAS, said option may be exercised for any policy year by the Town of Wiggins Board of Trustees by the filing of a statement with the division of Workers’ Compensation of the Colorado Department of Labor and Employment not less than 45 days before the start of the policy year for which the option is to be exercised.

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

Section 1. Effective with the policy year starting January 1, 2023, the following categories of elected and/or appointed officials who receive no compensation for service rendered as such, other than reimbursement of actual expenses, shall be excluded from the definition of an “employee” for purposes of workers’ compensation coverage, and shall not be covered under the Town of Wiggins’ workers’ compensation coverage:

- a. Planning and Zoning Commission

Section 2. The Town Clerk shall transmit a copy of this resolution to each official who is a member of the bodies identified in Section 1, above.

Section 3. The Town Clerk shall transmit a copy of this resolution to the Colorado Intergovernmental Risk Sharing Agency (CIRSA) and to the Division of Workers’ Compensation of the Colorado Department of Labor and Employment.

INTRODUCED, READ AND ADOPTED THIS 25TH DAY OF OCTOBER, 202.

TOWN OF WIGGINS, COLORADO

Christopher Franzen, Mayor

ATTEST:

Nichole Seiber, Town Clerk

EXCLUSION OF UNCOMPENSATED PUBLIC OFFICIALS

Name of Agency: Town of Wiggins

Federal Employer Identification # (FEIN): 84-0704326 Business Phone #: (970) 483-6161

Mailing Address: 304 Central Ave.

Wiggins CO 80654

City State Zip

If Self-Insured Employer, enter the Permit Number: _____

If not Self-Insured, enter the workers' compensation insurance carrier name and policy number:

CIRSA WC2024EPP00202

Insurance Carrier Name Policy Number

Upcoming Policy Period: From: 01/01/2024 To: 12/31/2024

Month / Year Month / Year


List the Governing Body for the Agency, Category of uncompensated officials (i.e. board, commission, etc.) or any combination of categories of such officials that you are opting to exclude from coverage for the upcoming policy year and Names of Officials (Attach additional pages if needed):

Name of Governing Body: Town of Wiggins - Planing and Zoning Commission

Category	Name of Official
<u>Comission</u>	<u>Jerry Avey</u>
<u>Commission</u>	<u>Stan Baugartner</u>
<u>Commission</u>	<u>Jim Musgrave</u>
<u>Commission</u>	<u>Jeff Palmer</u>

C.R.S. section 8-40-202(1)(a)(I)(B) provides an option to exclude from workers' compensation insurance coverage uncompensated elected or appointed officials. You must promptly notify each official of your exercise of the option to exclude them. This form must be filed with the Division of Workers' Compensation not less than forty-five (45) days before the start of the policy period for which the option is to be exercised. Attach governing body's resolution.

By signing this form, you are certifying that the above-named uncompensated, elected or appointed public officials are designated to be excluded from worker's compensation coverage for the upcoming policy year, pursuant to C.R.S. section 8-40-202(1)(a)(I)(B). You are also certifying that these officials have been notified of this exclusion.

Signature: 

Print Name: Tom Acre

Date: 10/23/2023 Title: Town Manager

Submit this form with the Governing Body's Resolution to: Division of Workers' Compensation, Coverage Enforcement Unit, 633 17th St., Suite 400, Denver, CO 80202-3626. If insured, please make a copy of this completed form and send it to your insurance carrier. If you have any questions, contact the Division of Workers' Compensation Customer Service Unit at 303.318.8700.

C.R.S. section 10-1-128(6)(a) states: "It is unlawful to knowingly provide false, incomplete, or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance, and civil damages. Any insurance company or agent of an insurance company who knowingly provides false, incomplete or misleading facts or information to a policyholder or claimant for the purpose of defrauding or attempting to defraud the policyholder or claimant with regard to a settlement or award payable from insurance proceeds shall be reported to the Colorado Division of Insurance within the Department of Regulatory Agencies."

EXCLUSION OF UNCOMPENSATED PUBLIC OFFICIAL
(Additional Page)

Name of Governing Body: Town of Wiggins - Planning and Zoning Comr

Category

Commission

Name of Official

Dan Ronning



STAFF SUMMARY

**Board of Trustees Meeting
June 28, 2023**

DATE: October 19, 2023

AGENDA ITEM NUMBER: 8

TOPIC: Consideration of Resolution 44-2023 – A Resolution Authorizing Changes to the Authorized Signers for the Town’s Banking Accounts

STAFF MEMBER RESPONSIBLE: Tom Acre, Town Manager

BACKGROUND:

The Board of Trustees appointed Nichole Seiber as Town Clerk/Treasurer on October 11, 2023. As Town Clerk/Treasurer it is appropriate that she be authorized as a signatory and have access to the Town’s various banking accounts.

SUMMARY:

This Resolution authorizes Nichole Seiber as an authorized signatory for the commercial checking, savings, credit accounts with High Plains Bank, Bank of the West, WEX, other financial institutions and the safe deposit box.

FISCAL IMPACT:

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

APPLICABILITY TO TOWN OBJECTIVES AND GOALS TO PROVIDE SERVICES:

The Town of Wiggins strives to be as fiscally responsible as possible. Having four people on the accounts as signatories allows us to achieve this goal.

OPTIONS AVAILABLE TO THE BOARD OF TRUSTEES:

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

MOTION FOR APPROVAL:

I make the motion to adopt Resolution 44-2023 - A Resolution Authorizing Changes to the Authorized Signers for the Town’s Banking Accounts.

ACTION REQUESTED:

Motion, Second, Roll-Call Vote.

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



**TOWN OF WIGGINS, COLORADO
RESOLUTION NO. 44-2023**

**A RESOLUTION AUTHORIZING CHANGES TO THE AUTHORIZED SIGNERS FOR
THE TOWN'S BANKING ACCOUNTS**

WHEREAS, the Town of Wiggins has commercial checking, savings and credit accounts with High Plains Bank, Bank of the West, WEX, other financial institutions, and a safe deposit box; and

WHEREAS, the Town of Wiggins added a new banking account and changed checking accounts at High Plains Bank which require updated signature cards; and

WHEREAS, Nichole Seiber was recently appointed Town Clerk/Treasurer.

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

Section 1. The Board of Trustees hereby authorizes Nichole Seiber, Town Clerk/Treasurer as a signatory agent for all checking, savings, credit accounts, and safe deposit box effective immediately.

Section 2. The Board of Trustees hereby authorizes Mayor Christopher Franzen, Mayor Pro-Tem David Herbstman, and Town Manager, John T. "Tom" Acre remain as signatory agents for all checking, savings, credit accounts, and safe deposit box effective immediately.

Section 2. The Town Manager and Town Clerk/Treasurer is hereby authorized to execute and deliver any and all documents necessary to effect the change.

INTRODUCED, ADOPTED AND RESOLVED THIS 25TH DAY OF OCTOBER 2023.

TOWN OF WIGGINS, COLORADO

Christopher Franzen, Mayor

ATTEST:

Nichole Seiber, Town Clerk