



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

**May 24, 2023 at 7:00 P.M.**

**304 CENTRAL AVENUE  
WIGGINS, CO 80654**

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

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

**MEETING AGENDA  
(Amended)**

**I. INTRODUCTIONS**

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

**II. CONSENT AGENDA**

1. Approval of Board of Trustees Meeting Minutes April 26, 2023
2. Approval of Board of Trustees Special Meeting Minutes May 3, 2023
3. Approval of Board of Trustees Special Meeting Minutes May 10, 2023
4. Approval of Bills May 2023

**III. REPORTS**

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

**IV. PUBLIC COMMENTS**

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

**V. PUBLIC HEARING (*Public input will be taken during the public hearing*).**

1. Special Review Use for Stub's Gas and Oil for a Temporary Building
2. Resolution No. 24-2023 - A Resolution Approving a Special Review Use for Stub's Gas and Oil for a Temporary Building for the purpose of an Environmental Cleanup

**VI. COLLECTION OF MUNICIPAL COURT ASSESSMENTS**

1. Consideration of Ordinance No. 03-2023 - An Ordinance Amending Ordinance No. 11-2021 Regarding the Collection of Municipal Court Assessments
2. Consideration of Resolution No. 25-2023 - A Resolution Approving a Service Agreement with Professional Finance Company for Municipal Court Collection Services

**VII. CONSIDERATION OF RESOLUTION NO. 26-2023**

1. Consideration of Resolution 26-2023 – A Resolution Authorizing Changes to the Authorized Signers for the Town's Banking Accounts
2. Resolution No. 26-2023

**VIII. ADJOURNMENT**

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



## **MINUTES OF MEETING**

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

April 26, 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, April 26, 2023. Mayor Chris Franzen called the meeting to order at 7:00 p.m. The following Trustees answered roll call: Mayor Chris Franzen, Mayor Pro-Tem David Herbstman, and Trustees: Mandy Camilleri, Bryan Flax, Steven Perrott, Bruce Miller, and Jerry Schwindt. Staff present were Tom Acre, Town Manager; Hope Becker, Planning & Zoning Administrator; Mike Trbovich, Town Engineer; and Melinda Culley, Town Attorney.

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

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

#### **CONSENT AGENDA**

Approval of Board of Trustees Meeting Minutes March 22, 2023.

Approval of Board of Trustee Special Meeting Minutes April 5, 2023.

Approval of Board of Trustee Special Meeting Minutes April 12, 2023.

Approval of Bills April 2023

Trustee Miller inquired what the Jones Irrigation charge of \$16,859 was for. The Town Manager clarified that Public Works thought the invoices had been submitted for payment but discovered there had not been paid. Staff believes that the invoices were lost in the paper shuffle, but now have a system set in place to prevent similar occurrences. It was confirmed that the expense will come from last year's budget.

Trustee Miller inquired if there was a sale on recycled asphalt. The Town Manager confirmed that the cost has been about the same, but the Town has been purchasing more. The Town Manager spoke with Steve Comer regarding the asphalt. Steve will continue to look for the best deals on the good sticky asphalt for the Town.

Mayor Franzen inquired about the crack seal procedure for various areas in Kiowa Park. The Town Manager confirmed that he has been seeking quotes and should have an answer for the board by next week.

Mayor Pro Tem Herbstman asked about the payment frequency of the casualty insurance. Tom confirmed it is paid quarterly.



Trustee Miller asked the Town Manager to reexplain the loan interest payments for Knievel. He confirmed it is a quarterly interest payment made to Bank of the West. He explained further details about the loan and the Sinking Fund.

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

### **TOWN MANAGER REPORT**

- He provided an update on the Comprehensive Plan. RICK Engineering has met with the Steering Committee and has a survey ready to go. They also have a website ready to go and he and the Planning and Zoning Administrator are currently reviewing it. The planning firm also plans to come out for the 4<sup>th</sup> of July and other Town events to do community surveys.
- He continues to work with the water rights attorneys. They have gotten more people to stipulate out in the case. There are two left to work out a compromise. The attorneys informed the Judge that they believe they avoid going to water court.
- He has had some positive discussions about the non-potable line and should have some details in a couple of weeks.
- Spoke with Charles Hoyt about his well. They are going to meet with the State to get an idea about what kind of quantity of water can be pumped out and used for non-potable water in the future.
- The Town Hall sign project will begin at the beginning of next week.
- The Town Hall phone system has been ordered and installed next week.
- CML – update about a state bill following local control of zoning about housing.
- The Town Manager reported that he was awarded the Sage Award by Morgan County Development Corporation (MCEDC) along with David Merriam, a Kiowa Park resident who is the manager at Leprino Foods. The award is awarded to them as they have provided advice, assistance and volunteer to assist Executive Director/MCEDC.

### **BOARD OF TRUSTEES REPORTS**

There were no reports from the Trustees.

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

The Town Manager pointed out that he believes the budget bottom line numbers are doing ok but he is going to watch the budget more closely regarding the water and sewer funds as the Town may need to dip into fund balances.

Trustee Miller asked if the bills listed in this report were already paid. Tom confirmed that they will show up as paid in next month's reports. Trustee Miller asked The Town Manager if he would provide the amount spent on water chemicals to treat the water.

Trustee Flax asked The Town Manager if the Board needed to be concerned about public works budget since a lot was eaten with snow removal. The Town Manager indicated that staff would need to watch the spending and the Board may need to do a budget amendment.



Trustee Flax also asked about a 240% building maintenance and if the expenses were related to Town Hall improvements. The Town Manager stated that it does not include those improvements but he would work with Public Works to itemize those projects and provide to the Board.

Trustee Miller inquired about the numerous Bloedorn Lumber payments. The Town Manager confirmed that many of those charges were spent on building materials to construct storage sheds for the Public Works to store things. It was cheaper to build them than to purchase them. The Public Works Supervisor will be providing an update the Board regarding the Public Works Department projects next month.

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

#### **PUBLIC COMMENTS**

The Public Comments portion of the meeting was opened at 7:30 p.m. No public comments were made from the board room or Zoom Audience.

The Public Comment portion of the meeting was closed at 7:30 p.m.

#### **ARBOR DAY PROCLAMATION**

Mayor Franzen read into the record a proclamation for Arbor Day.

**PUBLIC HEARING** – Consideration of a Resolution Approving a special Review Use for Cow Tipping, LLC for a Recreational Vehicle and Boat Storage Yard Located in Lot 1 of the Thomas Minor Subdivision.

Mayor Franzen opened the Public Hearing at 7:31 pm

Staff confirmed that proper notification was provided.

Staff introduced the applicants as Brady Powers and Robin Sewing of Cow Tipping, LLC. The applicants are applying for a Special Review Use for the use of RV, Camper, and boat storage on Lot 1 of the Thomas Minor Subdivision. The lot is located to the east of Steffan Automotive on North Main Street and directly behind Gateway Realty off of Central Avenue. The lot is currently zoned Commercial.

The applicant stated they will be allowing natural vegetation to remain verses hard surfacing. The Town Engineer has responded that a grading plan is not required at this time if the applicants are not disturbing the historical characteristics of the land there was no need for a grading plan. If the applicants do decide to change the surface of the lot to hard surfacing, then they will need to address that desire with the Town's Planning and Zoning department at that time.



Staff reported that the Chief Pachek from the Wiggins Rural Fire District indicated that the fire department would respond to any emergency at the storage yard regardless of the surface type but requested that the applicants continue to follow the Town's Health and Safety code by keeping all-natural vegetation trimmed short for fire prevention. The applicants will also need to follow the suggested site plan amendments indicated in the Fire Chief's comments that are attached to the resolution for emergency access accommodations on the site.

Staff indicated that other conditions in the resolution pertained to the Town Attorney comments for changes that would be required on the site plan prior to recording with Morgan County Clerk and Recorder. The Planning and Zoning Commission held a public hearing on March 14, 2023 and approved a recommendation for the Board of Trustees to approve the Special Review Use application.

Mayor Franzen asked Staff for clarification pertaining to the requirement of applying for a business license. The staff report implied that community members would have to apply for a business license with the Town. Staff clarified that it would only be the land owner or business owner of the storage yard that would be required to apply for a business license. Not the customers storing their RV or boats at the location.

The applicants, Brady Powers and Robin Sewing, approached the Board of Trustees. Trustee Miller asked if there were going to be covered storage. Robin confirmed there would not be covered parking on Lot 1.

Mayor Franzen asked about the fencing type. The applicants confirmed that the south and the east side would be privacy fence and the north and west side would be chain link.

Mayor Franzen inquired if they had intentions to keep up on the weeds and mowing. The applicants confirmed they would keep the weeds to a minimum and keep things mowed down.

Mayor Franzen opened the public comment section of the public hearing at 7:49 pm. Hope confirmed that there was no one present in the Zoom audience. Tom shared an email with the Board of Trustees and it was read into the record. Glenn Neal of Gateway Realty requested that the board of Trustees require the applicants to construct a 10' privacy fence on the east side of the property. If this was enforced, then Gateway Realty and Glenn Neal had no problems with the lot being used as a storage yard for RV, campers, and boats. Tom contacted Glenn asking what his reasons were for the 10' fence request. Glenn indicated it was a prevention measure for trash and debris and to break the wind.

Mayor Franzen closed the public comment section of the hearing at 7:52 pm. The applicant responded to the comment. Brady Powers stated that if Glenn Neal wanted to pay for the 10' fence then he would erect a 10'. Trustee Flax asked staff what the Land Development Code stated about fence requirements and a higher fence would be a separate special review. Staff clarified that a fence higher than 6'6" is usually approved through the Board of Adjustments. However, because the Board of Trustees were considering the special review use, they could also enforce an additional condition



allowing a fence higher than 6'6" as part of their approval. Trustee Flax asked Staff if the applicants would have to apply for a separate fence permit since their original fence permit only allows them to go up to 6'6". Staff indicated that staff would amend the active permit. The applicant would not be required to purchase a new fence permit. Mayor Franzen asked if the fence is required to be placed on the property line. Staff clarified that applicants are not required to place the fence right on their property line and are in fact encouraged to stay at least inches from the property line to prevent lot line disputes.

Mayor Franzen asked if there were objections of all materials, presentations, power points, postings, etc. being included into the record. There were no objections.

Mayor Franzen closed the hearing at 7:56 pm.

The Board of Trustees had discussion regarding the fence height request from Glenn Neal.

Motion was made by Mayor Pro Tem Herbstman to approve Resolution 20-2023. Seconded by Trustee Perrott. Roll Call: Motion was unanimously approved.

**PUBLIC HEARING** – Consideration of an Ordinance Amending Ordinance No. 01-2022 and Adopting by Reference the 2018 International Plumbing Code and the 2020 National Electric Code

The Second Reading and Public Hearing of an Ordinance that amends the Town Building Code that was adopted in 2021. The new amendment removes language of following the State of Colorado's plumbing and electrical code and replacing these codes with the 2018 Electrical Code and the 2018 International Plumbing Code.

Mayor Franzen opened the Public Hearing and Second reading at 8:03 pm.

Staff confirmed that proper notification was provided.

Staff report was provided by Hope Becker. Hope reported that this ordinance was take out the references to the State plumbing and electrical code in the Town's building code ordinance to potentially avoid being forced to adopt the 2021 Energy Code when the state updates their codes this summer. Staff reminded the public and the Board that this would only affect the ordinance. It would

Mayor Franzen opened the public hearing at 8:05 pm. There was no public present in the Board Room or in the Zoom Audience. The Mayor closed the public comment section of the hearing at 8:06 pm.

Mayor Franzen asked if there were objections of all materials, presentations, power points, postings, etc. being included into the record. There were no objections.



Mayor Franzen closed the public hearing at 8:06 pm. There was no discussion from the Board of Trustees.

Motion was made by Trustee Schwindt to approve Ordinance 01-2023. Seconded by Trustee Camilleri. Roll Call: Motion was unanimously approved.

**CONSIDERATION OF RESOLUTION NO. 21-2023** – A Resolution Approving Custodial and Deposit Agreements with High Plains Bank

The Town Manager introduced this resolution as a way to provide additional safe guards for the Town's bank accounts with High Plains Bank. Associating the Town's accounts in this manner allows the bank to use funds locally and provides that the accounts remain FDIC insured.

Mayor Franzen asked if this would cost the Town anything extra? The Town Manager confirmed that this would not cost the Town anything extra. It is just an extra measure of security from the Bank.

Motion was made by Trustee Schwindt to approve Resolution no. 21-2023 Seconded by Trustee Perrott. Roll Call: Motion was unanimously approved.

**CONSIDERATION OF RESOLUTION NO. 22-2023** - A Resolution Authorizing the Town Manager to Approve Change Orders with GLH Construction for the Main Street Improvements Project

This is a resolution that authorizes the Town Manager to approve change orders to the Main Street Improvement Project. There have been some changes to the project as required as the project progresses. However, the Town Manager indicated that the estimates are still rolling in for some of these changes. This change order due to a survey error in a few spots along Main Street.

Trustee Miller inquired as to why the Town has to be responsible for the cost of survey errors. Tom confirmed that the contractor states they will bear some of that mistake but the costs have not been decided yet. To keep the project moving forward, the change order would need to be approved.

Motion was made by Trustee Perrott to approve Resolution 22-2023. Seconded by Trustee Camilleri. Roll Call: Motion was unanimously approved.

**LIQUOR LICENSE AUTHORITY** – Consideration of a Liquor License Renewal – Just One More

The Interim Town Clerk stated that the Town has received the application for Liquor License Renewal from Just One More. They have paid all appropriate fees and the police department has no issues with the renewal application or the premises.





Motion was made by Trustee Miller to approve the Liquor License Renewal for Mariana's Mexican Restaurant. Seconded by Trustee Camilleri. Roll Call: Motion was unanimously approved.

Motion was made by Mayor Pro Tem Herbstman to adjourn into Executive Session. Seconded by Trustee Flax. Roll Call: Motion was unanimously approved.

### **ADJOURNMENT**

Mayor Franzen adjourned the meeting at 8:32 pm.

**Respectfully submitted by:**

A handwritten signature in blue ink that reads "Tom Acre". The signature is written in a cursive, flowing style.

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



## **MINUTES OF MEETING**

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

May 3, 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, May 3, 2023. Mayor Chris Franzen called the meeting to order at 7:00 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. Staff present was Tom Acre, Town Manager.

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

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

#### **Consideration of Resolution No. 23-2023**

The Town Manager provided a summary of this item explaining this as a resolution authorizing the Town to purchase fireworks for the Fourth of July celebration from Tri-State Fireworks.

Motion was made by Trustee Perrott to approve Resolution 23-2023. Seconded by Trustee Miller. Roll Call: Motion was unanimously approved.

#### **ADJOURNMENT**

Mayor Franzen adjourned the meeting at 7:06 pm.

**Respectfully submitted by:**

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



## **MINUTES OF MEETING**

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

May 10, 2023 at 7:48 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, May 10, 2023. Mayor Chris Franzen called the meeting to order at 7:48 p.m. The following Trustees answered roll call: Mayor Chris Franzen, Mayor Pro-Tem David Herbstman, and Trustees: Bruce Miller, Jerry Schwindt, Bryan Flax, Mandy Camilleri, and Steven Perrott. Staff present was Tom Acre, Town Manager.

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

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

A motion was made by Trustee Flax 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 7:53 p.m.

#### **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 – Request by an employee to cash out accumulated leave and holiday pay.

The Board adjourned the Executive Session at 8:01 p.m.

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

The Board gave general direction to the Town Manager regarding the employee's request. No formal action was taken during the Executive Session.

#### **CONSIDERATION OF REQUEST BY EMPLOYEE**

A motion was made by Trustee Mayor Pro-Tem Herbstman to approve the employee's request to cash out accumulated leave and holiday pay and authorizing the Town Manager to issue a check. Seconded by Trustee Perrott. Roll Call: The motion was approved unanimously.

#### **ADJOURNMENT**

Mayor Franzen adjourned the meeting at 8:03 pm.

**Respectfully submitted by:**

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

Tom Acre, Interim Town Clerk

**TOWN of WIGGINS - BILLS PAID  
MAY 2023**

Vendor	Description	Amount
BANK OF THE WEST	Credit Card Payment	\$3,499.48
BLOEDORN LUMBER	Smart Trim RO Shed	\$130.59
BLUE LIGHTNING	RO Plant	\$528.86
CASELLE, INC	Software Support	\$974.00
CIRSA	Workers Comp	\$992.67
CITY OF FORT MORGAN UTILITIES	Glassey Farm	\$8.17
CITY OF WRAY	CML Outreach Meeting	\$50.00
COLORADO ANALYTICAL LABORATORY	Water Analysis	\$190.70
EMIL, KIMBERLY A	Municipal Judge	\$312.50
GERTGE TECHNOLOGY, LLC	New Phone System	\$4,960.00
GLH CONSTRUCTION INC.	Wiggins Main Street Improvements	\$125,229.42
GOPHER EXCAVATION INC	Wiggins Sewer Line	\$288,565.03
HAYES POZNANOVIC KORVER, LLC	Water Rights Legal Fees	\$6,509.00
INVOICE CLOUD	Invoice Cloud Software Monthly Sub	\$336.80
JARVIS	Parks & Rec Software	\$175.00
KAMMERER, WILLIAM M.	Water Shares Lease/Purch Paymt	\$3,510.42
KELLY, PC	Town Attorney	\$11,309.00
LAW OFFICE OF AMY C. PENFOLD LLC	Prosecuting Attorney	\$1,155.00
LEAF	Copier Lease	\$174.90
LRE Water	Water Rights Engineering	\$4,055.25
LYONS GADDIS	Water Attorney	\$1,088.00
MILLER & ASSOCIATES	Town Engineer	\$20,196.25
MILLER, CRAIG	Rembursement	\$32.33
MORGAN COUNTY QUALITY WATER	3261 Road U	\$33.73
MORGAN COUNTY REA	Utilities - Electric	\$8,997.09
OUT EAST CONTRACTING, LLC	Asphalt Patch&Recycled Asphalt	\$4,750.00
PRAIRIE MOUNTAIN MEDIA	Legal Publications	\$141.04
PREMIERE COPIER INC	Copier Expense	\$740.68
PROFESSIONAL MANAGEMENT SOLUTIONS	Contract Accountant	\$2,680.00
RH WATER & WASTEWATER, INC.	Watyer & Wastewater Contract Operator	\$800.00
RICK ENGINEERING COMPANY-COLORADO	Comprehensive Plan Consultant	\$5,069.60
RMB DESIGN	Hats and Embrodery for Baseball	\$250.00
RUDY'S G.T.O.	Tractor Tire	\$64.46
SAFEbuilt, LLC	Building Permits	\$5,466.74
SPWRAP	Membership Assessment	\$551.10
STUB'S GAS & OIL, INC.	Fuel	\$1,278.66
UNCC	Utility Locates	\$55.47
VIAERO WIRELESS	Cell Phone Charges	\$487.86
WELDON VALLEY DITCH COMPANY	Kammerer Accounting March - April	\$99.50
WELLER FABRICATION & MACHINE	Steel For Ball Field Bases	\$150.00
WEX BANK	Public Works - fuel	\$2,507.44
WIGGINS FARM AND AUTO SUPPLY	Misc Parts/Supplies PW	\$449.37
WIGGINS SUPER'S 1846	Arbor Day Lunch	\$177.57
WOLF WASTE, LLC	Trash removal	\$298.00
XCEL ENERGY	Utilities-Gas	\$548.34

Approved: 

Date: 05/19/2023

Tot: \$509,580.02

# INCIDENT ANALYSIS - DAY

Date 05/04/2023

Time 11:48:11

Report CFS03

Agency Wiggins Police Dept.

Dates 04/01/2023 Thru 04/30/2023

Activity	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Total
<div> <div>Agency: WPD Wiggins Police Dept.</div> </div>								
00500 Burglary	0	0	0	1	0	0	0	1
00700 M/V Theft	0	0	0	0	0	0	3	3
01100 Fraud	0	0	0	1	0	1	0	2
02415 Domestic Violence	1	0	0	0	0	0	0	1
02430 Loud Noise	0	1	1	0	0	0	1	3
02660 Harass/threat	0	0	0	0	1	0	0	1
02670 Local Ordinance Violation	0	1	0	0	0	0	0	1
02671 Dog At Large	1	0	0	0	0	0	0	1
02700 Susp Pers/veh/inc	0	1	1	0	0	1	1	4
03000 Community Policing	0	1	2	4	3	2	3	15
03010 Assist Other Agency	1	4	3	0	1	0	1	10
03030 Building Check	0	1	0	1	0	0	0	2
03070 Keep The Peace	0	0	0	0	1	0	0	1
03080 Medical Assist	0	1	0	0	0	1	0	2
03100 Welfare Check	0	0	0	1	2	4	0	7
03120 Extra Patrol	28	13	35	27	40	13	27	183
03121 Vacation House Check	2	1	6	9	5	0	0	23
03590 Traffic Ctrl	0	0	0	1	0	0	0	1
03600 Driving Complaint	0	0	0	0	0	2	0	2
03610 Parking Complaint	0	0	0	0	0	0	1	1
03620 Traffic Hazard	0	1	0	0	0	0	0	1
03650 Cat At Large	0	0	0	0	1	0	0	1
03670 Animal Bite	1	0	0	1	0	0	0	2
03750 Meet Party	0	0	1	0	0	0	0	1
03760 Information	2	0	0	0	0	2	0	4
03770 Return Phone Call	0	1	0	0	0	0	0	1
05000 Misc	0	0	0	1	0	0	0	1
07410 Disturbance	0	0	1	0	1	0	0	2
07530 Traffic Contact	0	1	7	2	6	5	1	22
07540 Traffic Accident	0	0	1	0	0	0	0	1
07580 Vehicle Inspection	0	1	0	0	0	1	0	2
09000 Fire Investigation LE	0	0	0	0	2	1	0	3
09001 911-Welfare Check	3	1	2	2	3	3	6	20
09006 Registered Sex Offender	5	2	0	0	0	0	0	7
09900 Follow Up/Investigation	2	1	3	0	3	2	4	15
09902 Civil Issues	1	0	1	0	0	0	0	2
35DU Traffic Contact-DUI Inv	0	0	1	0	2	0	0	3
35HR Traffic Accident-H & R	0	0	0	0	0	0	1	1
35PD Accident-pd	0	0	0	0	0	1	0	1
SEO Select Enforce Off Init	0	3	19	10	20	11	5	68
Wiggins Police Dept. Agency Total	47	35	84	61	91	50	54	422
Total	47	35	84	61	91	50	54	422

TOWN OF WIGGINS  
COMBINED CASH INVESTMENT  
APRIL 30, 2023

COMBINED CASH ACCOUNTS

01-10210	HIGH PLAINS-MAIN CHECKING	213,000.83
01-10700	RETURNED CHECK CLEARING ACCT	( 135.94)
01-10750	UTILITY CASH CLEARING ACCOUNT	( 171.81)
TOTAL COMBINED CASH		212,693.08
01-20200	ACCOUNTS PAYABLE	175.00
TOTAL UNALLOCATED CASH		212,868.08

CASH ALLOCATION RECONCILIATION

TOTAL ALLOCATIONS TO OTHER FUNDS	.00
ZERO PROOF IF ALLOCATIONS BALANCE	.00

TOWN OF WIGGINS  
BALANCE SHEET  
APRIL 30, 2023

GENERAL FUND

ASSETS

10-10240	CASH IN BANK COMM HALL FUND SA	10.35	
10-10250	COLOTRUST FUND	1.61	
	TOTAL ASSETS		11.96

LIABILITIES AND EQUITY

LIABILITIES

10-20200	ACCOUNTS PAYABLE	(	32,888.15)	
10-20210	PAYABLE TO SCHOOL DISTRICT		2,177.18	
10-22710	FED/ FICA TAXES PAYABLE	(	2,209.87)	
10-22720	STATE W/H TAXES PAYABLE		6,163.18	
10-22740	POLICE PENSION PAYABLE		259.59	
10-22760	DEFERRED COMP CONTRIB PAYABLE	(	1,823.18)	
10-22770	UNEMPLOYMENT PAYABLE	(	1,133.52)	
10-22820	HEALTH INSURANCE PAYABLE		8,611.28	
10-22825	AFLAC PAYABLE	(	86.72)	
	TOTAL LIABILITIES	(	20,930.21)	

FUND EQUITY

UNAPPROPRIATED FUND BALANCE:			
REVENUE OVER EXPENDITURES - YTD	182,698.25		
BALANCE - CURRENT DATE		182,698.25	
TOTAL FUND EQUITY			182,698.25
TOTAL LIABILITIES AND EQUITY			161,768.04

TOWN OF WIGGINS  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING APRIL 30, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
10-30004 GENERAL MISCELLANEOUS	480.06	480.06	.00	( 480.06)	.0
10-31100 CURRENT PROPERTY TAX	25,828.15	230,362.93	524,164.00	293,801.07	44.0
10-31200 SPECIFIC OWNERSHIP	3,443.61	13,390.85	30,000.00	16,609.15	44.6
10-31300 1% TOWN SALES TAX	30,369.91	111,327.85	300,000.00	188,672.15	37.1
10-31301 USE TAX	8,273.12	45,071.12	10,000.00	( 35,071.12)	450.7
10-31420 CIGARETTE TAX	64.58	553.07	1,500.00	946.93	36.9
10-31810 SEVERENCE TAX	.00	.00	10,000.00	10,000.00	.0
10-31820 FRANCHISE FEE-MORGAN CTY REA	2,431.00	7,312.00	8,000.00	688.00	91.4
10-31821 FRANCHISE FEE-XCEL ENERGY	2,166.81	10,762.14	8,000.00	( 2,762.14)	134.5
10-31823 FRANCHISE FEE--BLUE LIGHTNING	1,017.47	2,011.71	2,750.00	738.29	73.2
10-32110 LIQUOR LICENSE (15%)	75.00	97.50	175.00	77.50	55.7
10-32210 BUILDING PERMITS	6,234.91	25,559.74	25,000.00	( 559.74)	102.2
10-33412 DOLA EIAF 2021	.00	.00	82,500.00	82,500.00	.0
10-33413 DOLA REDI GRANT (PASS THRU)	.00	.00	150,000.00	150,000.00	.0
10-33430 MISCELLANEOUS FEES	.00	( 4.95)	.00	4.95	.0
10-33530 HIGHWAY USERS TAX	4,551.53	17,250.82	55,000.00	37,749.18	31.4
10-33550 ADDITIONAL MOTOR VEHICLE	641.38	2,558.20	6,000.00	3,441.80	42.6
10-33800 ROAD & BRIDGE	2,946.68	26,281.63	40,000.00	13,718.37	65.7
10-34210 SPECIAL POLICE SERVICES	13.00	102.10	.00	( 102.10)	.0
10-34215 VIN INSPECTIONS	15.00	90.00	250.00	160.00	36.0
10-34220 BUILDING DEVELOPMENT REVIEW	250.00	786.05	5,000.00	4,213.95	15.7
10-34221 BUILDING INSPECTION PLAN REV	2,981.66	13,936.70	1,000.00	( 12,936.70)	1393.7
10-34282 PARKS & REC FEES	.00	70.00	.00	( 70.00)	.0
10-34283 SOFTBALL REG FEES	.00	.00	2,000.00	2,000.00	.0
10-34284 BASEBALL REG FEES	2,210.00	5,745.00	11,000.00	5,255.00	52.2
10-34286 VOLLEYBALL REG FEES	.00	25.00	1,000.00	975.00	2.5
10-34287 SOCCER REG FEES	136.00	1,816.00	1,500.00	( 316.00)	121.1
10-34289 MISCELLANEOUS ACTIVITY FEES	.00	.00	2,000.00	2,000.00	.0
10-35110 COURT FINES-MUNICIPAL	1,416.85	11,020.00	30,000.00	18,980.00	36.7
10-36000 OTHER MISCELLANEOUS	.00	15.00	.00	( 15.00)	.0
10-36010 DOG LICENSES/CLINIC	180.00	275.00	300.00	25.00	91.7
10-36011 BUSINESS LICENSES	.00	250.00	3,500.00	3,250.00	7.1
10-36012 CONTRACTOR LICENSES	25.00	925.00	1,800.00	875.00	51.4
10-36013 GOLF CART LICENSES	50.00	100.00	150.00	50.00	66.7
10-36050 CAPITAL CREDITS RECEIVED	.00	2,200.98	.00	( 2,200.98)	.0
10-36100 INTEREST ON SAVINGS	.54	11.96	10.00	( 1.96)	119.6
10-36310 BUILDING & FARM RENT	550.00	2,150.00	6,000.00	3,850.00	35.8
10-36420 REFUNDS	.00	1.06	.00	( 1.06)	.0
10-36500 CONTRIBUTIONS/DONATIONS	.00	60.00	.00	( 60.00)	.0
10-36512 GRANTS--DUI	100.00	500.00	.00	( 500.00)	.0
10-39210 SALE OF FIXED ASSETS	460.00	460.00	.00	( 460.00)	.0
 TOTAL FUND REVENUE	 96,912.26	 533,554.52	 1,318,599.00	 785,044.48	 40.5



TOWN OF WIGGINS  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING APRIL 30, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>GENERAL GOVERNMENTAL</u>					
10-410-13 FINANCIAL AUDIT	.00	.00	5,000.00	5,000.00	.0
10-410-32 PROFESSIONAL SERVICES	398.95	5,005.14	22,500.00	17,494.86	22.3
10-410-34 CODIFICATION	.00	3,920.00	12,000.00	8,080.00	32.7
10-410-35 COPIER LEASE	78.71	333.11	650.00	316.89	51.3
10-410-40 EMPLOYEE TRAINING	1,964.67	1,964.67	5,000.00	3,035.33	39.3
10-410-41 TELEPHONE & INTERNET	344.75	1,514.34	1,400.00	( 114.34)	108.2
10-410-42 UTILITIES--ELECTRIC	74.30	254.26	2,000.00	1,745.74	12.7
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	105.13	250.00	144.87	42.1
10-410-45 UTILITIES-GAS	.00	653.80	1,500.00	846.20	43.6
10-410-46 CELL PHONE	159.92	495.11	1,260.00	764.89	39.3
10-410-48 TRASH	.00	.00	300.00	300.00	.0
10-410-52 INSURANCE & BONDS	.00	14,629.39	32,180.00	17,550.61	45.5
10-410-54 ADVERTISING	.00	.00	600.00	600.00	.0
10-410-55 POSTAGE & SHIPPING	43.08	125.43	800.00	674.57	15.7
10-410-58 TRAVEL & MEETINGS	450.00	696.67	5,200.00	4,503.33	13.4
10-410-61 OPERATING SUPPLIES	100.36	682.19	5,500.00	4,817.81	12.4
10-410-68 COPIER EXPENSE	296.27	863.66	725.00	( 138.66)	119.1
10-410-70 IT SUPPORT	.00	.00	15,000.00	15,000.00	.0
10-410-71 COMPUTER SOFTWARE	390.66	3,360.55	3,000.00	( 360.55)	112.0
10-410-90 DUES & SUBSCRIPTIONS	190.00	190.00	4,000.00	3,810.00	4.8
10-410-91 NEWSLETTERS & PUBLICATIONS	.00	300.00	800.00	500.00	37.5
TOTAL GENERAL GOVERNMENTAL	4,491.67	36,575.45	124,665.00	88,089.55	29.3
<u>ADMINISTRATION DEPARTMENT</u>					
10-411-11 SALARY-TOWN CLERK	65.88	65.88	.00	( 65.88)	.0
10-411-15 ADMINISTRATION DEPT EMPLOYEES	5,930.64	23,608.57	134,102.00	110,493.43	17.6
10-411-20 EMPLOYEE BENEFITS	495.95	1,983.80	18,115.00	16,131.20	11.0
10-411-22 FICA & MEDICARE	453.25	1,789.15	10,259.00	8,469.85	17.4
10-411-23 457 RETIREMENT	250.28	983.09	6,500.00	5,516.91	15.1
10-411-25 UNEMPLOYMENT INS	7.01	36.11	402.00	365.89	9.0
10-411-26 WORKERS' COMPENSATION	25.55	1,367.63	200.00	( 1,167.63)	683.8
10-411-27 EMPLOYEE APPRECIATION	.00	126.30	1,200.00	1,073.70	10.5
10-411-28 TA VEHICLE STIPEND	.00	.00	1,000.00	1,000.00	.0
TOTAL ADMINISTRATION DEPARTMENT	7,228.56	29,960.53	171,778.00	141,817.47	17.4

TOWN OF WIGGINS  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING APRIL 30, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>JUDICIAL DEPARTMENT</u>					
10-412-00 CONTRACT-JUDGE	312.50	1,250.00	3,800.00	2,550.00	32.9
10-412-01 CONTRACT-TOWN PROSECUTOR	.00	770.00	3,250.00	2,480.00	23.7
10-412-35 COPIER LEASE	17.49	89.04	400.00	310.96	22.3
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	218.50	425.23	200.00	( 225.23)	212.6
10-412-61 OFFICE SUPPLIES	.00	.00	150.00	150.00	.0
10-412-68 COPIER EXPENSE	74.07	215.92	100.00	( 115.92)	215.9
10-412-70 IT SUPPORT	.00	.00	100.00	100.00	.0
10-412-71 COMPUTER SOFTWARE	.00	115.50	200.00	84.50	57.8
TOTAL JUDICIAL DEPARTMENT	622.56	2,928.77	8,300.00	5,371.23	35.3
<u>MAYOR &amp; LEGISLATIVE BOARDS</u>					
10-413-10 MAYOR COMPENSATION	.00	200.00	2,400.00	2,200.00	8.3
10-413-11 BOARD OF TRUSTEES COMPENSATION	440.00	1,520.00	2,880.00	1,360.00	52.8
10-413-12 BOARD OF TRUSTEES APPRECIATION	.00	.00	500.00	500.00	.0
10-413-22 FICA & MEDICARE	33.66	131.58	404.00	272.42	32.6
10-413-26 WORKERS' COMPENSATION	25.52	88.02	100.00	11.98	88.0
10-413-40 BOARD OF TRUSTEES TRAINING	.00	.00	3,000.00	3,000.00	.0
10-413-51 E & O INSURANCE	.00	.00	3,200.00	3,200.00	.0
10-413-58 BOARD TRAVEL & MEETINGS	.00	.00	5,000.00	5,000.00	.0
10-413-71 COMPUTER SOFTWARE	.00	.00	200.00	200.00	.0
10-413-90 DUES & SUBSCRIPTIONS	.00	.00	2,500.00	2,500.00	.0
TOTAL MAYOR & LEGISLATIVE BOARDS	499.18	1,939.60	20,184.00	18,244.40	9.6
<u>ELECTIONS</u>					
10-414-00 ELECTIONS	.00	.00	3,000.00	3,000.00	.0
TOTAL ELECTIONS	.00	.00	3,000.00	3,000.00	.0
<u>TREASURER'S OFFICE</u>					
10-415-15 COLLECTIONS (TREASURERS FEE)	516.56	4,607.26	10,000.00	5,392.74	46.1
10-415-30 TOWN LEGAL	.00	7,955.00	60,000.00	52,045.00	13.3
10-415-40 REPORTING & PUBLISHING	.00	18.40	500.00	481.60	3.7
TOTAL TREASURER'S OFFICE	516.56	12,580.66	70,500.00	57,919.34	17.8

TOWN OF WIGGINS  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING APRIL 30, 2023

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ECONOMIC DEVELOPMENT</u>						
10-416-50	ECONOMIC DEVELOPMENT	.00	.00	160,000.00	160,000.00	.0
10-416-51	MEMBERSHP FEE/DUES	.00	.00	2,800.00	2,800.00	.0
	TOTAL ECONOMIC DEVELOPMENT	.00	.00	162,800.00	162,800.00	.0
<u>COMMUNITY DEVELOPMENT</u>						
10-417-30	COMMUNITY MEETINGS	.00	.00	1,000.00	1,000.00	.0
10-417-35	COPIER LEASE	17.49	65.19	95.00	29.81	68.6
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	.00	120.00	120.00	.0
10-417-63	ABATEMENT	.00	.00	1,500.00	1,500.00	.0
10-417-68	COPIER EXPENSE	74.07	215.92	120.00	( 95.92)	179.9
10-417-70	IT SUPPORT	.00	.00	200.00	200.00	.0
10-417-71	COMPUTER SOFTWARE	.00	115.50	100.00	( 15.50)	115.5
10-417-85	CODE ENFORCEMENT	.00	.00	500.00	500.00	.0
10-417-91	NEWSLETTER	.00	.00	2,100.00	2,100.00	.0
	TOTAL COMMUNITY DEVELOPMENT	91.56	438.65	6,340.00	5,901.35	6.9
<u>PLANNING &amp; ZONING</u>						
10-418-30	LEGAL/ENGINEERING SUPPORT	.00	902.50	3,500.00	2,597.50	25.8
10-418-35	COPIER LEASE	17.47	65.17	95.00	29.83	68.6
10-418-40	STAFF TRAINING	.00	.00	1,500.00	1,500.00	.0
10-418-41	TELEPHONE & INTERNET	.00	.00	425.00	425.00	.0
10-418-44	POSTAGE MACHINE LEASE	.00	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	.00	27.60	1,000.00	972.40	2.8
10-418-55	POSTAGE	.00	116.37	105.00	( 11.37)	110.8
10-418-61	OFFICE SUPPLIES	.00	.00	50.00	50.00	.0
10-418-68	COPIER EXPENSE	74.07	215.92	100.00	( 115.92)	215.9
10-418-70	IT SUPPORT	.00	.00	100.00	100.00	.0
10-418-71	COMPUTER SOFTWARE	15.93	309.93	100.00	( 209.93)	309.9
10-418-93	COMPREHENSIVE PLAN	.00	6,982.10	165,000.00	158,017.90	4.2
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	107.47	8,702.73	192,875.00	184,172.27	4.5

TOWN OF WIGGINS  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING APRIL 30, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>COMMUNITY PROGRAMS</u>					
10-419-00 FOURTH OF JULY FESTIVAL	.00	.00	22,500.00	22,500.00	.0
10-419-01 WIGGINS OLD TIME CHRISTMAS	.00	617.41	5,000.00	4,382.59	12.4
10-419-02 FALL HARVEST FESTIVAL	.00	.00	1,000.00	1,000.00	.0
10-419-05 BUSINESS DIST BEAUTIFICATION	.00	.00	3,000.00	3,000.00	.0
10-419-10 EVENTS COORINATOR	.00	.00	10,800.00	10,800.00	.0
10-419-20 DONATIONS/GRANTS	.00	250.00	10,000.00	9,750.00	2.5
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	2,551.86	2,551.86	2,500.00	( 51.86)	102.1
10-419-66 PLANTERS	.00	.00	250.00	250.00	.0
10-419-91 NEWSLETTER/EVENT POSTCARD	187.35	498.26	750.00	251.74	66.4
10-419-99 OTHER MISCELLANEOUS	.00	30.60	.00	( 30.60)	.0
TOTAL COMMUNITY PROGRAMS	2,739.21	3,948.13	62,800.00	58,851.87	6.3

TOWN OF WIGGINS  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING APRIL 30, 2023

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>POLICE DEPARTMENT</u>						
10-421-02	CONTRACT SERVICES	.00	99.00	1,800.00	1,701.00	5.5
10-421-04	OFFICER EQUIPMENT	.00	615.00	30,000.00	29,385.00	2.1
10-421-15	POLICE SALARIES	16,056.79	62,693.00	194,443.00	131,750.00	32.2
10-421-20	EMPLOYEE BENEFITS	1,775.40	7,101.60	28,602.00	21,500.40	24.8
10-421-21	VEHICLE/MOBILE EQUIPMENT	.00	86.47	15,000.00	14,913.53	.6
10-421-22	FICA & MEDICARE	243.46	951.62	14,875.00	13,923.38	6.4
10-421-23	PENSION-FPPA	1,567.88	6,298.15	19,444.00	13,145.85	32.4
10-421-24	DEATH & DISABILITY-FPPA	156.00	637.83	3,306.00	2,668.17	19.3
10-421-25	UNEMPLOYMENT INSURANCE	19.07	109.10	583.00	473.90	18.7
10-421-26	WORKERS' COMPENSATION	25.52	4,432.17	6,500.00	2,067.83	68.2
10-421-28	FARM HOUSE UTILITIES-GAS/ELECT	192.94	1,198.27	3,700.00	2,501.73	32.4
10-421-29	UNIFORMS	.00	567.33	2,500.00	1,932.67	22.7
10-421-30	PROFESSIONAL LEGAL SERVICES	.00	.00	1,000.00	1,000.00	.0
10-421-35	COPIER LEASE	17.49	73.14	150.00	76.86	48.8
10-421-40	TRAINING	.00	1,641.37	3,000.00	1,358.63	54.7
10-421-41	TELEPHONE & INTERNET	.00	.00	750.00	750.00	.0
10-421-42	MC COM CENTER PHONE LINE	41.47	121.15	600.00	478.85	20.2
10-421-43	REPAIRS AND MAINTENANCE (AUTO)	( 5,542.11)	461.35	7,500.00	7,038.65	6.2
10-421-44	UTILITIES-ELECTRIC	74.30	254.27	1,200.00	945.73	21.2
10-421-45	UTILITIES-GAS	.00	.00	600.00	600.00	.0
10-421-46	CELL PHONE	226.08	957.69	2,400.00	1,442.31	39.9
10-421-48	TRASH	.00	.00	270.00	270.00	.0
10-421-49	OTHER MISCELLANEOUS	.00	.00	1,200.00	1,200.00	.0
10-421-52	INSURANCE & BONDS	.00	9,884.72	15,000.00	5,115.28	65.9
10-421-55	PRINTING	.00	.00	1,000.00	1,000.00	.0
10-421-61	OFFICE/GEN OPERATING SUPPLIES	42.92	111.53	1,000.00	888.47	11.2
10-421-62	FUEL	691.96	2,899.90	13,000.00	10,100.10	22.3
10-421-64	CRIME PREVENTION	.00	.00	250.00	250.00	.0
10-421-68	COPIER EXPENSE	74.07	215.92	100.00	( 115.92)	215.9
10-421-70	IT SUPPORT	.00	.00	2,500.00	2,500.00	.0
10-421-71	COMPUTER SOFTWARE	.00	249.99	4,000.00	3,750.01	6.3
10-421-72	AMMUNITION	.00	.00	2,000.00	2,000.00	.0
10-421-73	LEXIPOLE	.00	2,572.89	2,400.00	( 172.89)	107.2
10-421-85	ANIMAL CONTROL	.00	.00	500.00	500.00	.0
10-421-90	MEMBERSHIP DUES	.00	50.00	300.00	250.00	16.7
10-421-91	POLICE VEHICLE SINKING FUND	.00	.00	5,000.00	5,000.00	.0
TOTAL POLICE DEPARTMENT		15,663.24	104,283.46	386,473.00	282,189.54	27.0
<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	2,302.50	1,000.00	( 1,302.50)	230.3
10-424-31	COMMERCIAL BUILDING REVIEW	.00	13,290.20	5,000.00	( 8,290.20)	265.8
10-424-32	RESIDENTIAL BUILDING REVIEW	.00	5,020.32	5,000.00	( 20.32)	100.4
TOTAL BUILDING INSPECTION DEPARTMEN		.00	20,613.02	11,200.00	( 9,413.02)	184.0

TOWN OF WIGGINS  
EXPENDITURES WITH COMPARISON TO BUDGET  
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GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PUBLIC WORKS ADMINISTRATION</u>					
10-430-11 SALARY - PW MAINTENANCE(1)	8,403.47	30,636.91	5,428.00	( 25,208.91)	564.4
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	3,081.20	8,104.00	5,022.80	38.0
10-430-22 FICA & MEDICARE	614.79	2,432.96	3,092.00	659.04	78.7
10-430-23 457 RETIREMENT	114.52	449.78	1,213.00	763.22	37.1
10-430-25 UNEMPLOYMENT INSURANCE - PW	16.05	63.49	138.00	74.51	46.0
10-430-26 WORKERS' COMPENSATION - PW	25.52	3,544.67	3,000.00	( 544.67)	118.2
TOTAL PUBLIC WORKS ADMINISTRATION	9,944.65	42,842.02	67,394.00	24,551.98	63.6
<u>PUBLIC WORKS &amp; STREETS DEPT</u>					
10-431-00 UNIFORMS - PW	.00	469.96	3,500.00	3,030.04	13.4
10-431-20 REPAIRS-EQUIPMENT & VEHICLES	7.00	9,772.95	9,500.00	( 272.95)	102.9
10-431-21 STREETS-SIGNS & MATERIAL	.00	585.17	10,000.00	9,414.83	5.9
10-431-22 SNOW REMOVAL	.00	2,467.24	.00	( 2,467.24)	.0
10-431-23 EQUIPMENT RENTAL	.00	.00	200.00	200.00	.0
10-431-24 REPAIRS & MAINTENANCE-STREETS	650.00	6,700.00	.00	( 6,700.00)	.0
10-431-25 FARM HOUSE MAINT	.00	400.00	3,000.00	2,600.00	13.3
10-431-28 FARM HOUSE UTILITIES	.00	.00	2,700.00	2,700.00	.0
10-431-35 COPIER LEASE	8.75	40.55	95.00	54.45	42.7
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	97.16	322.85	1,500.00	1,177.15	21.5
10-431-43 BUIDING MAINT	.00	7,360.82	3,000.00	( 4,360.82)	245.4
10-431-45 UTILITIES-GAS	.00	653.80	1,200.00	546.20	54.5
10-431-46 CELL PHONE	176.38	450.91	975.00	524.09	46.3
10-431-47 TELEPHONE & INTERNET	.00	85.04	800.00	714.96	10.6
10-431-48 TRASH	.00	.00	540.00	540.00	.0
10-431-52 INSURANCE - PW	.00	8,117.00	9,611.00	1,494.00	84.5
10-431-55 POSTAGE & SHIPPING-PW	.00	.00	50.00	50.00	.0
10-431-60 STREET LIGHTING - PW	882.48	2,647.44	11,000.00	8,352.56	24.1
10-431-61 OFFICE SUPPLIES	.00	.00	1,400.00	1,400.00	.0
10-431-62 FUEL - PW	256.89	3,099.73	8,500.00	5,400.27	36.5
10-431-63 CONTRACT REFUSE REMOVAL - PW	.00	1,192.00	2,000.00	808.00	59.6
10-431-65 TREE PROGRAM	1,500.00	1,500.00	1,500.00	.00	100.0
10-431-66 PEST/WEED CONTROL - PW	.00	.00	1,600.00	1,600.00	.0
10-431-68 COPIER EXPENSE	74.07	215.92	78.00	( 137.92)	276.8
10-431-70 IT SUPPORT	.00	.00	2,500.00	2,500.00	.0
10-431-71 COMPUTER SOFTWARE	63.76	373.51	424.00	50.49	88.1
10-431-74 EQUIPMENT- CAPITAL OUTLAY	.00	.00	2,250.00	2,250.00	.0
10-431-75 RESERVE CAPITAL OUTLAY	.00	7,395.00	.00	( 7,395.00)	.0
10-431-76 PW VEHICLES SINKING FUND	.00	.00	5,000.00	5,000.00	.0
10-431-77 PW HEAVY EQUIP SINKING FUND	.00	.00	5,000.00	5,000.00	.0
10-431-99 OTHER MISCELLANEOUS - PW	.00	803.81	.00	( 803.81)	.0
TOTAL PUBLIC WORKS & STREETS DEPT	3,716.49	54,719.32	90,673.00	35,953.68	60.4

TOWN OF WIGGINS  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING APRIL 30, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>STORMWATER</u>					
10-432-59 STORMWATER ENGINEERING/DESIGN	.00	7,926.25	5,000.00	( 2,926.25)	158.5
10-432-60 STORMWATER CONSTRUCTION	.00	1,540.76	.00	( 1,540.76)	.0
10-432-61 RETENTION/DETENTION POND MAINT	.00	72.99	750.00	677.01	9.7
10-432-62 CULVERT/DITCH MAINT	.00	3,600.00	1,000.00	( 2,600.00)	360.0
10-432-63 3RD AVE STORM LIFT STATION	.00	.00	500.00	500.00	.0
10-432-64 STREET SWEEPING	.00	.00	500.00	500.00	.0
10-432-65 LEVEE REPAIR & MAINT	401.17	401.17	500.00	98.83	80.2
TOTAL STORMWATER	401.17	13,541.17	8,250.00	( 5,291.17)	164.1
<u>PARK &amp; RECREATION</u>					
10-451-11 SALARIES - P&R DIRECTOR (SEAS)	2,690.25	8,225.62	16,200.00	7,974.38	50.8
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	316.72	.00	( 316.72)	.0
10-451-22 FICA P&R	205.81	664.56	2,268.00	1,603.44	29.3
10-451-23 RENTS	9.50	37.35	.00	( 37.35)	.0
10-451-25 UNEMPLOYMENT INSURANCE	5.39	17.40	23.00	5.60	75.7
10-451-26 WORKERS' COMPENSATION	25.52	1,369.83	1,500.00	130.17	91.3
10-451-30 SPECIAL EVENTS - P&R	.00	.00	1,000.00	1,000.00	.0
10-451-38 CELL PHONE	37.68	151.95	490.00	338.05	31.0
10-451-39 TELEPHONE & INTERNET	.00	85.04	1,200.00	1,114.96	7.1
10-451-40 TRAINING	.00	15.71	1,000.00	984.29	1.6
10-451-41 UTILITIES - ELECTRIC	927.89	1,904.26	12,000.00	10,095.74	15.9
10-451-43 PARK REPAIR AND MAINTENANCE	.00	91.71	.00	( 91.71)	.0
10-451-48 TRASH	.00	.00	800.00	800.00	.0
10-451-55 NEWSLETTERS/POSTCARDS/POSTAGE	.00	43.14	1,200.00	1,156.86	3.6
10-451-60 BACKGROUND CHECKS	.00	.00	735.00	735.00	.0
10-451-61 OPERATING SUPPLIES - P&R	.00	373.50	4,500.00	4,126.50	8.3
10-451-62 PARKS & RECREATION PROGRAMS	.00	25.98	3,000.00	2,974.02	.9
10-451-70 IT SUPPORT	.00	.00	100.00	100.00	.0
10-451-71 COMPUTER SOFTWARE	190.93	952.18	2,100.00	1,147.82	45.3
10-451-83 SOFTBALL	.00	.00	2,750.00	2,750.00	.0
10-451-84 BASEBALL	250.00	1,372.72	8,000.00	6,627.28	17.2
10-451-86 VOLLEYBALL	.00	.00	750.00	750.00	.0
10-451-87 SOCCER	160.00	1,438.00	1,200.00	( 238.00)	119.8
10-451-88 SUMMER ACTIVITY	.00	.00	2,000.00	2,000.00	.0
10-451-90 UNIFORMS & EQUIPMENT P&R	.00	.00	2,100.00	2,100.00	.0
10-451-91 MISC FEES	.00	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	4,582.15	17,782.76	78,661.00	60,878.24	22.6
TOTAL FUND EXPENDITURES	50,604.47	350,856.27	1,465,893.00	1,115,036.73	23.9

TOWN OF WIGGINS  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING APRIL 30, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
NET REVENUE OVER EXPENDITURES	46,307.79	182,698.25	( 147,294.00)	( 329,992.25)	124.0



TOWN OF WIGGINS  
BALANCE SHEET  
APRIL 30, 2023

WATER ENTERPRISE

ASSETS

20-10250	COLOTRUST-WATER FUND	1.61	
20-10251	HIGH PLAINS WATER ENTPR FUND	100.52	
20-10260	COLOTRUST - DEVELOPMENT FEES	.93	
20-10261	2011 USDA DEBT SERV RESERVE	55.69	
20-10262	2013 USDA DEBT SERV RESERVE	85.01	
20-10270	COLOTRUST-WATER BOND ACCOUNT	.18	
20-10271	63.23% BOTW DEBT SERVICE	( 28,971.90)	
20-10273	2020 BOTW LOAN--SINKING FUND	45,693.48	
20-10280	COLOTRUST-WATER BOND RESERVE	1.63	
20-10290	OPERATION & MAINTENANCE FUND	1.62	
20-11500	ACCOUNTS RECEIVABLE	9,845.62	
TOTAL ASSETS			26,814.39

LIABILITIES AND EQUITY

LIABILITIES

20-20200	ACCOUNTS PAYABLE	( 15,409.09)	
20-22900	CUSTOMER DEPOSIT LIABILITY	3,488.00	
TOTAL LIABILITIES		( 11,921.09)	

FUND EQUITY

UNAPPROPRIATED FUND BALANCE:			
20-29001	SUSPENSE	45,693.48	
	REVENUE OVER EXPENDITURES - YTD	( 76,146.64)	
BALANCE - CURRENT DATE		( 30,453.16)	
TOTAL FUND EQUITY		( 30,453.16)	
TOTAL LIABILITIES AND EQUITY		( 42,374.25)	

TOWN OF WIGGINS  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING APRIL 30, 2023

WATER ENTERPRISE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
20-34000 WATER SALES	69,685.53	256,751.20	900,000.00	643,248.80	28.5
20-34001 CUSTOMER DEPOSITS	.00	.00	500.00	500.00	.0
20-34002 BULK WATER SALES	.00	89.00	5,000.00	4,911.00	1.8
20-34440 TAP FEES & ACQUISITION FEES	.00	23,278.00	.00	( 23,278.00)	.0
20-34442 WATER METER SALES	278.00	556.00	7,800.00	7,244.00	7.1
20-34450 MISCELLANEOUS WATER INCOME	1,485.00	5,760.00	15,000.00	9,240.00	38.4
20-36000 WATER DEVELOPMENT CONTRIBUTION	75.00	150.00	.00	( 150.00)	.0
20-36001 RENTAL INCOME	.00	452.00	10,000.00	9,548.00	4.5
20-36100 INTEREST EARNED	2.21	247.19	.00	( 247.19)	.0
TOTAL FUND REVENUE	71,525.74	287,283.39	938,300.00	651,016.61	30.6

TOWN OF WIGGINS  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING APRIL 30, 2023

WATER ENTERPRISE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PROFESSIONAL SERVICES</u>					
20-410-13 FINANCIAL AUDIT	.00	.00	5,000.00	5,000.00	.0
20-410-30 LEGAL SERVICE	.00	.00	5,000.00	5,000.00	.0
20-410-31 WATER RIGHTS EXPENSES (LEGAL)	.00	19,817.00	80,000.00	60,183.00	24.8
20-410-32 PROFESSIONAL SERVICES WATER	15.91	24,034.63	90,000.00	65,965.37	26.7
20-410-33 POSTAGE	219.21	386.81	1,200.00	813.19	32.2
20-410-34 WATER DEPOSIT REFUND	.00	.00	1,000.00	1,000.00	.0
20-410-38 PROFESSIONAL SERVICES ACCT	.00	.00	10,000.00	10,000.00	.0
20-410-40 TRAVEL, MEETINGS & TRAINING	.00	.00	4,000.00	4,000.00	.0
20-410-44 POSTAGE MACHINE LEASE	.00	61.97	105.00	43.03	59.0
20-410-59 DESIGN/SYSTEM ENGINEERING	.00	76,594.25	50,000.00	( 26,594.25)	153.2
20-410-68 COPIER EXPENSE	37.03	107.95	.00	( 107.95)	.0
TOTAL PROFESSIONAL SERVICES	272.15	121,002.61	246,305.00	125,302.39	49.1

WATER ADMINISTRATION

20-411-11 SALARY-TOWN CLERK	296.46	296.46	.00	( 296.46)	.0
20-411-12 EMPLOYEE SALARY-ADMINISTRATION	.00	.00	67,195.00	67,195.00	.0
20-411-15 ADMINISTRATION DEPT EMPLOYEES	5,249.53	22,034.86	.00	( 22,034.86)	.0
20-411-20 EMPLOYEE BENEFITS	327.67	1,310.68	10,011.00	8,700.32	13.1
20-411-22 FICA & MEDICARE	417.88	1,682.69	5,141.00	3,458.31	32.7
20-411-23 457 RETIREMENT	233.76	918.29	3,500.00	2,581.71	26.2
20-411-25 UNEMPLOYMENT INSURANCE	5.26	31.50	202.00	170.50	15.6
20-411-26 WORKERS' COMPENSATION	25.52	25.52	175.00	149.48	14.6
20-411-72 UTILITY BILLING SOFTWARE EXP	.00	.00	2,920.00	2,920.00	.0
TOTAL WATER ADMINISTRATION	6,556.08	26,300.00	89,144.00	62,844.00	29.5

PUBLIC WORKS ADMINISTRATION

20-430-11 SALARY-PW MAINTENANCE	1,750.20	6,873.35	24,017.00	17,143.65	28.6
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	1,382.24	4,767.00	3,384.76	29.0
20-430-22 FICA & MEDICARE	119.86	469.69	2,398.00	1,928.31	19.6
20-430-23 457 RETIREMENT	52.52	206.23	720.00	513.77	28.6
20-430-25 UNEMPLOYMENT INSURANCE	3.12	12.24	72.00	59.76	17.0
20-430-26 WORKERS' COMPENSATION	.00	354.75	750.00	395.25	47.3
TOTAL PUBLIC WORKS ADMINISTRATION	2,271.26	9,298.50	40,056.00	30,757.50	23.2

SUPPLIES

20-431-22 EQUIPMENT REPAIRS AND MAINT	.00	.00	5,000.00	5,000.00	.0
20-431-62 FUEL	222.40	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	222.40	1,013.86	7,250.00	6,236.14	14.0

TOWN OF WIGGINS  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING APRIL 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	.00	.00	400.00	400.00	.0
20-432-30 CONTRACT OPERATOR	160.00	1,120.00	6,000.00	4,880.00	18.7
20-432-35 COPIER LEASE	8.75	72.35	600.00	527.65	12.1
20-432-37 ANALYTICAL/SAMPLING EXPENSE	480.00	3,112.10	13,500.00	10,387.90	23.1
20-432-39 GIS	.00	57.75	1,125.00	1,067.25	5.1
20-432-40 TELEPHONE & INTERNET	102.92	427.87	2,000.00	1,572.13	21.4
20-432-41 UTILITIES-ELECTRIC	4,306.25	15,098.76	80,000.00	64,901.24	18.9
20-432-45 UTILITIES-GAS	.00	1,112.76	2,500.00	1,387.24	44.5
20-432-46 CELL PHONE	.00	.00	764.00	764.00	.0
20-432-48 TRASH	.00	.00	100.00	100.00	.0
20-432-49 UTILITIES-PROPANE	.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	4,560.39	8,000.00	3,439.61	57.0
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	.00	1,027.22	7,800.00	6,772.78	13.2
20-432-56 MAINTENANCE (PLANT) RO	.00	55.40	10,000.00	9,944.60	.6
20-432-57 TREATMENT/OPERATING SUPPLIES	897.00	1,502.20	8,000.00	6,497.80	18.8
20-432-59 WATER WELL MAINTENANCE	.00	337.09	1,000.00	662.91	33.7
20-432-61 OFFICE SUPPLIES	.00	.00	1,500.00	1,500.00	.0
20-432-68 COPIER EXPENSE	.00	.00	800.00	800.00	.0
20-432-70 IT SUPPORT	.00	2,500.00	500.00	( 2,000.00)	500.0
20-432-75 SYSTEM REPAIR & MAINTENANCE	.00	.00	2,000.00	2,000.00	.0
20-432-85 WATER LEASES	.00	3,049.00	70,000.00	66,951.00	4.4
20-432-87 EQUIPMENT	.00	.00	5,000.00	5,000.00	.0
20-432-99 OTHER MISCELLANEOUS EXPENSE	.00	30.00	1,000.00	970.00	3.0
TOTAL OPERATIONS	5,954.92	38,111.66	243,589.00	205,477.34	15.7
<u>DEBT SERVICE</u>					
20-471-09 LOAN PMT-CWCB	.00	.00	45,000.00	45,000.00	.0
20-471-11 LOAN PAYMENT-USDA	.00	10,223.00	147,000.00	136,777.00	7.0
20-471-12 LEASE/PURCHASE PMT-KAMMERER	3,510.42	14,041.68	42,125.00	28,083.32	33.3
20-471-13 BOTW SINKING FUND PAYMENT	.00	.00	40,000.00	40,000.00	.0
20-471-14 BOTW INTEREST PAYMENT	45,693.48	143,438.72	95,000.00	( 48,438.72)	151.0
20-471-50 LOAN ISSUANCE COSTS	.00	.00	18,969.00	18,969.00	.0
TOTAL DEBT SERVICE	49,203.90	167,703.40	388,094.00	220,390.60	43.2
TOTAL FUND EXPENDITURES	64,480.71	363,430.03	1,014,438.00	651,007.97	35.8
NET REVENUE OVER EXPENDITURES	7,045.03	( 76,146.64)	( 76,138.00)	8.64	(100.0)

TOWN OF WIGGINS  
BALANCE SHEET  
APRIL 30, 2023

SEWER ENTERPRISE

ASSETS

30-10250	COLOTRUST FUND	1.61	
30-10251	HIGH PLAINS SEWER ENTPR FUND	35.00	
30-10260	COLOTRUST SEWER PROJECT	1.61	
30-10271	36.77% BOTW DEBT SERVICE	( 16,847.47)	
30-10273	2020 BOTW LOAN--SINKING FUND	26,572.02	
30-11500	ACCOUNTS RECEIVABLE	2,589.17	
TOTAL ASSETS			12,351.94

LIABILITIES AND EQUITY

LIABILITIES

30-20200	ACCOUNTS PAYABLE	28,716.48	
30-22900	CUSTOMER DEPOSIT LIABILITY	( 338.00)	
TOTAL LIABILITIES			28,378.48

FUND EQUITY

UNAPPROPRIATED FUND BALANCE:			
30-29001	SUSPENSE	26,572.02	
	REVENUE OVER EXPENDITURES - YTD	( 26,025.75)	
BALANCE - CURRENT DATE		546.27	
TOTAL FUND EQUITY			546.27
TOTAL LIABILITIES AND EQUITY			28,924.75

TOWN OF WIGGINS  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING APRIL 30, 2023

SEWER ENTERPRISE

		<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEARNED</u>	<u>PCNT</u>
	<u>REVENUES</u>					
30-34000	SEWER SALES	36,351.80	145,151.04	420,000.00	274,848.96	34.6
30-34001	CUSTOMER DEPOSITS	.00	.00	150.00	150.00	.0
30-36100	INTEREST EARNED	1.08	38.22	.00	( 38.22)	.0
	TOTAL FUND REVENUE	<u>36,352.88</u>	<u>145,189.26</u>	<u>420,150.00</u>	<u>274,960.74</u>	<u>34.6</u>

TOWN OF WIGGINS  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING APRIL 30, 2023

SEWER ENTERPRISE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PROFESSIONAL SERVICES</u>					
30-410-13 FINANCIAL AUDIT	.00	.00	5,000.00	5,000.00	.0
30-410-30 LEGAL SERVICE	.00	.00	2,000.00	2,000.00	.0
30-410-32 PROFESSIONAL SERVICES	9.09	4,603.18	20,000.00	15,396.82	23.0
30-410-33 POSTAGE	219.21	386.81	1,000.00	613.19	38.7
30-410-34 SEWER DEPOSIT REFUND	.00	.00	500.00	500.00	.0
30-410-35 COPIER LEASE	8.75	72.35	600.00	527.65	12.1
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	37.03	107.95	600.00	492.05	18.0
TOTAL PROFESSIONAL SERVICES	274.08	5,232.26	31,005.00	25,772.74	16.9

SEWER ADMINISTRATION

30-411-11	SALARY-TOWN CLERK	296.46	296.46	.00 (	296.46)	.0
30-411-14	EMPLOYEE SALARIES-ADMIN	.00	.00	67,195.00	67,195.00	.0
30-411-15	ADMINISTRATION DEPT EMPLOYEES	5,249.49	22,034.75	.00 (	22,034.75)	.0
30-411-20	EMPLOYEE BENEFITS	327.66	1,310.64	10,011.00	8,700.36	13.1
30-411-22	FICA & MEDICARE	417.80	1,682.57	5,141.00	3,458.43	32.7
30-411-23	457 RETIREMENT	233.78	918.31	3,500.00	2,581.69	26.2
30-411-25	UNEMPLOYMENT INSURANCE	5.28	31.59	202.00	170.41	15.6
30-411-26	WORKERS' COMPENSATION	.00	.00	175.00	175.00	.0
30-411-70	IT SUPPORT	.00	.00	250.00	250.00	.0
30-411-72	UTILITY SOFTWARE EXPENSE	.00	.00	2,920.00	2,920.00	.0
TOTAL SEWER ADMINISTRATION		6,530.47	26,274.32	89,394.00	63,119.68	29.4

PUBLIC WORKS ADMINISTRATION

30-430-11	SALARY-PW MAINTENANCE	1,750.20	5,950.25	.00 ( 5,950.25)	.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	1,382.24	4,767.00	3,384.76 29.0
30-430-22	FICA & MEDICARE	119.84	469.56	2,398.00	1,928.44 19.6
30-430-23	457 RETIREMENT	52.50	206.15	720.00	513.85 28.6
30-430-25	UNEMPLOYMENT	3.10	12.14	72.00	59.86 16.9
30-430-26	WORKERS' COMPENSATION	25.52	241.02	750.00	508.98 32.1
TOTAL PUBLIC WORKS ADMINISTRATION		2,296.72	9,184.46	40,056.00	30,871.54 22.9

TOWN OF WIGGINS  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING APRIL 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	.00	.00	15,000.00	15,000.00	.0
30-431-62 FUEL	16.83	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	.00	5,000.00	5,000.00	.0
TOTAL WWTP	16.83	675.34	56,076.00	55,400.66	1.2
<u>OPERATIONS</u>					
30-432-00 LINE MAINTENANCE	.00	.00	5,000.00	5,000.00	.0
30-432-05 UTILITY LOCATE EXPENSE	.00	.00	300.00	300.00	.0
30-432-30 CONTRACT OPERATOR	160.00	1,120.00	6,000.00	4,880.00	18.7
30-432-39 COMPUTER SOFTWARE-GIS	.00	57.75	1,125.00	1,067.25	5.1
30-432-41 UTILITIES-ELECTRIC	2,176.01	5,845.53	28,000.00	22,154.47	20.9
30-432-42 TELEPHONE/INTERNET	39.72	278.69	500.00	221.31	55.7
30-432-45 UTILITIES --GAS	.00	653.80	1,200.00	546.20	54.5
30-432-46 CELL PHONE	.00	.00	300.00	300.00	.0
30-432-48 TRASH	.00	400.00	1,200.00	800.00	33.3
30-432-50 PERMIT FEES	.00	1,708.00	3,500.00	1,792.00	48.8
30-432-51 ANALYTICAL/SAMPLING EXPENSE	519.00	3,907.40	3,000.00	( 907.40)	130.3
30-432-52 INSURANCE AND BONDS	.00	4,560.39	9,000.00	4,439.61	50.7
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	7,448.69	2,000.00	( 5,448.69)	372.4
30-432-57 GENERAL MAINT JOHNSON LT ST	.00	.00	500.00	500.00	.0
30-432-59 ENGINEERING DESIGN	.00	.00	5,000.00	5,000.00	.0
30-432-60 TREATMENT OPERATIONS	2,691.00	5,111.80	7,500.00	2,388.20	68.2
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	5,585.73	31,092.05	81,925.00	50,832.95	38.0
<u>DEBT SERVICE</u>					
30-471-13 BOTW SINKING FUND PAYMENT	26,572.02	79,524.97	106,288.00	26,763.03	74.8
30-471-14 BOTW INTEREST PAYMENT	.00	19,231.61	44,124.00	24,892.39	43.6
30-471-50 LOAN ISSUANCE COSTS	.00	.00	11,031.00	11,031.00	.0
TOTAL DEBT SERVICE	26,572.02	98,756.58	161,443.00	62,686.42	61.2
TOTAL FUND EXPENDITURES	41,275.85	171,215.01	459,899.00	288,683.99	37.2



TOWN OF WIGGINS  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING APRIL 30, 2023

SEWER ENTERPRISE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
NET REVENUE OVER EXPENDITURES	( 4,922.97)	( 26,025.75)	( 39,749.00)	( 13,723.25)	( 65.5)

TOWN OF WIGGINS  
BALANCE SHEET  
APRIL 30, 2023

SALES TAX CAPITAL IMPROVEMENT

ASSETS

40-10250	COLOTRUST FUND	1.61	
40-10251	HIGH PLAINS 1% TAX FUND	21.76	
	TOTAL ASSETS		23.37

LIABILITIES AND EQUITY

LIABILITIES

40-20200	ACCOUNTS PAYABLE	284,955.03	
	TOTAL LIABILITIES		284,955.03

FUND EQUITY

UNAPPROPRIATED FUND BALANCE:			
REVENUE OVER EXPENDITURES - YTD	( 182,285.08)		
BALANCE - CURRENT DATE	( 182,285.08)		
TOTAL FUND EQUITY		( 182,285.08)	
TOTAL LIABILITIES AND EQUITY			102,669.95

TOWN OF WIGGINS  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING APRIL 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	30,369.91	111,327.83	300,000.00	188,672.17	37.1
40-36100	INTEREST EARNED	6.38	23.37	5.00	( 18.37)	467.4
	TOTAL FUND REVENUE	<u>30,376.29</u>	<u>111,351.20</u>	<u>300,005.00</u>	<u>188,653.80</u>	<u>37.1</u>

TOWN OF WIGGINS  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING APRIL 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	292,933.78	.00	( 292,933.78)	.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	.00	50,000.00	50,000.00	.0
40-430-17 CIP-TH/PW EXT IMP	.00	.00	10,000.00	10,000.00	.0
40-430-18 CIP-NON POT WATER MAIN	.00	.00	100,000.00	100,000.00	.0
40-430-19 CIP-CR P CROSSING SIGNAL	.00	.00	10,000.00	10,000.00	.0
TOTAL CAPITAL PROJECTS	.00	293,636.28	245,000.00	( 48,636.28)	119.9
TOTAL FUND EXPENDITURES	.00	293,636.28	245,000.00	( 48,636.28)	119.9
NET REVENUE OVER EXPENDITURES	30,376.29	( 182,285.08)	55,005.00	237,290.08	(331.4)

TOWN OF WIGGINS  
BALANCE SHEET  
APRIL 30, 2023

FUND 45

LIABILITIES AND EQUITY

FUND EQUITY

UNAPPROPRIATED FUND BALANCE:		
REVENUE OVER EXPENDITURES - YTD	( 1,300.00)	
BALANCE - CURRENT DATE	( 1,300.00)	
TOTAL FUND EQUITY		( 1,300.00)
TOTAL LIABILITIES AND EQUITY		( 1,300.00)

TOWN OF WIGGINS  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING APRIL 30, 2023

FUND 45

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

TOWN OF WIGGINS  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING APRIL 30, 2023

FUND 45

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

TOWN OF WIGGINS  
BALANCE SHEET  
APRIL 30, 2023

CONSERVATION TRUST

ASSETS

50-10250	COLOTRUST FUND	2.30	
50-10251	HIGH PLAINS CNSRVTN TRST FUND	7.83	
		<hr/>	

TOTAL ASSETS			10.13
			<hr/>

LIABILITIES AND EQUITY

FUND EQUITY

UNAPPROPRIATED FUND BALANCE:			
REVENUE OVER EXPENDITURES - YTD	1,091.38		
	<hr/>		
BALANCE - CURRENT DATE		1,091.38	
		<hr/>	
TOTAL FUND EQUITY			1,091.38
			<hr/>
TOTAL LIABILITIES AND EQUITY			1,091.38
			<hr/>



TOWN OF WIGGINS  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING APRIL 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)	.00	6,486.25	13,000.00	6,513.75	49.9
50-36100	INTEREST EARNED	.54	10.13	10.00	(.13)	101.3
	TOTAL FUND REVENUE	.54	6,496.38	13,010.00	6,513.62	49.9

TOWN OF WIGGINS  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING APRIL 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	.54	1,091.38	510.00	( 581.38)	214.0



## **STAFF SUMMARY**

### **Board of Trustees Meeting May 24, 2023**

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**DATE:** March 18, 2023

**AGEND ITEM NUMBER:** 5

**TOPIC:** Public Hearing and Consideration of a Special Review Use for Stubs Gas & Oil for a Temporary Building

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

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#### **BACKGROUND:**

Stubs Gas & Oil and CGRS, Inc have submitted an application for a Special Review Use for the construction of a temporary accessory building for the purpose of storing equipment needed for an environment cleanup. The temporary building will be located at 1670 US Highway 39.

As per an email from Gregg Neurohr, a CGRS representative, "a leak occurred from an underground fuel product pipe in the area of the fuel storage tanks, which are regulated by Division of Oil and Public Safety (OPS). Per OPS requirements, a subsurface investigation was performed to investigate the extent of contamination from the pipe leak, by drilling soil borings and installing groundwater monitoring wells. The type of fuel that leaked was unleaded gasoline. The investigation identified gasoline contamination in subsurface soil and groundwater located below the Stubs Gas & Oil property.

Tests were performed to design a cleanup plan. The remediation methods selected and approved by OPS are soil vapor extraction and air sparge, which has been used for over 30 years to successfully cleanup sites similar to this. Soil vapor extraction includes installing wells with screen sections crossing the zone of soil contamination. Vacuum is applied using a vacuum blower to basically evaporate the gasoline contamination and extract it from the ground. The air extracted from the ground will be filtered using carbon vessels. Air sparge includes installing wells with screens below the groundwater table. Air is blown through the well screens (similar to a fish tank bubbler) using a compressor, which aerates the groundwater, volatilizing the gasoline contaminants and increasing biological degradation.

The wells will be constructed with 2-inch schedule 40 PVC pipe. Trenches will be dug from each well to the equipment building. Schedule 40 PVC pipe will be installed to connect the wells to the remediation system. The trenches will be resurfaced with pavement matching the surrounding pavement, primarily asphalt. A reinforced concrete slab will be poured below the equipment building location. The skids below the building will be anchored to the concrete slab, as depicted on the third attachment.

For timeframe, they anticipate 3 to 4 years. Operating the system for approximately 2 years, followed by 1 year of post remediation monitoring, and removing the system during the 4th year.

After completing the project, the equipment building will be disconnected and removed from the site. Most likely transported to CGRS' yard in Fort Collins where it will be stored, and then later used to remediate another OPS related remediation site."

#### COMPREHENSIVE PLAN:

The Comprehensive Plan does not address Special Review Use requirements and guidelines. It is predominantly used for guidance for Boards and Staff with land uses.

#### LAND DEVELOPMENT CODE (LDC):

##### Zoning Map – Zoned Commercial

#### Section 1.14 – Definitions

**Accessory Building.** A detached subordinate building, the use of which is incidental to that of the main building or to the main use of the land and which is located on the same lot with the main building or use.

**Accessory Use.** A use customarily associated with, but subordinate to the principal use on the same lot.

#### Section 2.02.D. – Accessory Uses and Structures

- It is clearly subordinate, incidental to the common operations of the use-by-right;
- It is operated and maintained by the under the same ownership as the use-by-right on the same zone lot;
- The gross floor area of the accessory structure must not exceed 10 percent of the total floor area of the use-by-right on the same property;

#### Section 2.02.D.6.b Accessory Uses Permitted

**Commercial (C) -** Any building or structure incident to and necessary for the operation of a use by right in the district.

#### Section 2.02.G – Temporary Uses

For the purposes of this section, the term "temporary" shall mean a period of up to six (6) months.

**SUMMARY:**

Stubs Gas & Oil and CGRS, Inc has requested a Special Use review to place a temporary building to house remediation equipment. The temporary building will be a pre-fabricated, 10' x 18' structure placed to the east of the above ground tanks located behind the property's primary structure. Morgan County REA will be contracted to insert a new service pole location to the north of the detention pond and run underground electricity to the equipment shed. Due to the building's use and its upgrades, a building permit through the Town and electrical permit through DORA will be required.

The use of a temporary building is typically only approved for a six-month period of time. The Land Development Code does allow for the Town Manager to approve extension requests made by the applicant; however, only three extensions are allowed. The environmental cleanup may take up to 3-4 years. The Land Development Code does allow for the use of the temporary building for the applicant's purpose, it does not allow staff to approve extension requests for the length of time needed by the applicant. This temporary building would also be removed at the end of the project.

The Planning and Zoning Commission held a public hearing on May 9, 2023 and approved a Resolution recommending approval of the special review use with conditions to the Board of Trustees.

**FISCAL IMPACT:**

The Town of Wiggins' adopted budget will not be negatively impacted by the approval of this Resolution.

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

The approval of this Resolution will meet the Town's objective to continue assist local businesses.

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

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

**MOTION FOR APPROVAL:**

I Make the Motion to Adopt Resolution 24-2023: A Resolution Approving a Special Review Use for Stubs Gas & Oil for a Temporary Building for the Purpose of an Environmental Cleanup Located at 1670 Hwy 39.

**ACTION REQUESTED:**

Motion, Second, Roll-Call Vote.

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

**TOWN OF WIGGINS, COLORADO**  
**RESOLUTION NO. 24-2023**

**A RESOLUTION APPROVING A SPECIAL REVIEW USE FOR STUBS GAS & OIL  
FOR A TEMPORARY ACCESSORY BUILDING FOR THE PURPOSE OF AN  
ENVIRONMENTAL CLEANUP LOCATED AT 16740 HIGHWAY 39**

**WHEREAS**, there has been submitted to the Board of Trustees of the Town of Wiggins a request for approval of a Special Review Use for a temporary accessory building to be used as part of an environmental cleanup at Stubs Gas & Oil located at 16740 Highway 39; and

**WHEREAS**, all materials related to the proposed special review use have been reviewed by Town Staff and the Planning and Zoning Commission and found with conditions to be in compliance with the Town of Wiggins subdivision and zoning ordinance, and related Town ordinances, regulations, and policies; and

**WHEREAS**, the Planning Commission has reviewed the criteria for special review uses set forth in the Town's Land Development Code, and finds that with conditions; and

- a. The proposed use is in harmony and compatible with the character of the surrounding neighborhood;
- b. The proposed use is consistent with the Town's comprehensive plan;
- c. The proposed will not have a material adverse effect on Town capital improvement programs;
- d. The proposed use will not result in an over-intensive use of the land;
- e. The proposed use will not result in undue traffic congestion or hazards;
- f. The proposed use will not cause significant air, water or noise pollution;
- g. The proposed use will not require a level of community facilities and services greater than that available; and
- h. The proposed use shall not be detrimental to the health, safety or welfare of current or future inhabitants of the Town; and

**WHEREAS**, the Board of Trustees has duly considered the proposed special review use and has held a properly noticed public hearing on the application; and

**WHEREAS**, the Board of Trustees finds that the proposed special review use should be approved, subject to certain conditions.

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

**Section 1.** The Board of Trustees hereby approves a special review use for a temporary accessory building to be used as part of an environmental cleanup at Stubs Gas & Oil located at 16740 Highway 39, subject to the following conditions:

A. The applicant or his/her designee will be required to apply for a building permit and comply with all current building codes as adopted by the Town.

B. The applicant or his/her designee shall provide the Town with a final report when the environmental clean-up has been completed.

**INTRODUCED, RECOMMENDED, AND RESOLVED THIS 24TH DAY OF MAY, 2023.**

TOWN OF WIGGINS, COLORADO

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Christopher Franzen, Mayor

ATTEST:

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Tom Acre, Interim Town Clerk



**Town of Wiggins**  
**Planning & Zoning Department**  
 304 E Central Avenue \* Wiggins, CO 80654  
 Phone: (970) 483-6161 \* Fax: (970) 483-7364  
<http://townofwiggins.colorado.gov>

## LAND USE APPLICATION

*Please fill form out completely. Incomplete applications will not be processed.*

<b>STAFF USE ONLY</b>		
<b>FILE NAME:</b> <u>Stubbs Gas &amp; Oil Special Review</u>		
<b>FILE NO:</b> <u>PZ-03-02023</u>	<b>DATE SUBMITTED:</b> <u>4/13/2023</u>	<b>FEES PAID:</b> <u>\$250.00 on 4/20/2023</u>

**Project Name:** Stub's Gas & Oil, Inc.

**Project Physical Address (if applicable):** 16740 Highway 39, Wiggins, CO 80654

**Project Description:**

Installation of a 10' x 18' prefabricated temporary building housing environmental remediation equipment for use in remediating petroleum hydrocarbons in subsurface soil and groundwater associated with a release of unleaded gasoline resulting from an underground pipe leak. The estimated time frame for the remediation project is 3 to 4 years, after which the portable equipment building will be removed from the property.

**Legal Description:** (Attach legal description if Metes & Bounds)

**Subdivision Name:** (If applicable) STUBS MINOR SUB, WI Lot:01

**Filing No.** \_\_\_\_\_ **Lot No.** \_\_\_\_\_ **Block No.** \_\_\_\_\_ **Section** \_\_\_\_\_ **Township** \_\_\_\_\_ **Range** \_\_\_\_\_

PROPERTY OWNER (Attach separate sheets if multiple)	AUTHORIZED REPRESENTATIVE
<b>Name/Company:</b> Stubbs' Gas & Oil, Inc.	<b>Company/Firm:</b> CGRS, Inc.
<b>Contact Person:</b> Steve Klecka	<b>Contact Person:</b> Gregg Neurohr
<b>Address:</b> P.O Box 309	<b>Address:</b> 1301 Academy Court
<b>City/State/Zip:</b> Wiggins, CO 80654	<b>City/State/Zip:</b> Fort Collins, CO 80524
<b>Phone:</b> 970-483-7867	<b>Phone:</b> 970-493-7780
<b>Email:</b> stubsgas@rtebb.net	<b>Email:</b> greggn@cgrs.com
MINERAL RIGHTS OWNER (Attach separate sheets if multiple)	MINERAL LEASE OWNER (Attach separate sheets if multiple)
<b>Name/Company:</b>	<b>Name/Company:</b>
<b>Address:</b>	<b>Address:</b>
<b>City/State/Zip:</b>	<b>City/State/Zip:</b>
LAND-USE & SUMMARY INFORMATION	
<b>Present Zoning:</b> Commercial	<b>Gross Site Density (du/ac):</b>
<b>Proposed Zoning:</b>	<b># Lots/Units Proposed:</b>
<b>Gross Acreage:</b>	



SERVICE PROVIDERS	
<b>Electric:</b> Morgan County REA	<b>Gas:</b>
<b>Special District:</b>	<b>Fire District:</b>
<b>Water:</b> (If other than Town)	<b>Sewer:</b> (If other than Town)

DEVELOPMENT REVIEW FEES	
ANNEXATION	
<input type="checkbox"/> Annexation	\$3,500.00
<input type="checkbox"/> Disconnection	\$500.00

MAJOR SUBDIVISION		ZONING / REZONING / SPECIAL REVIEW	
<input type="checkbox"/> Preliminary Development Plan	\$3,500.00	<input type="checkbox"/> Rezoning	\$3,500.00
<input type="checkbox"/> Final Development Plan (Res)	\$3,000.00	<input checked="" type="checkbox"/> Special Use	\$250.00
<input type="checkbox"/> Final Development Plan (Comm)	\$4,000.00	<input type="checkbox"/> Conditional Use	\$250.00

MINOR SUBDIVISION		SITE SPECIFIC (COMMERCIAL)	
<input type="checkbox"/> Minor Subdivision	\$ 2,500.00	<input type="checkbox"/> Commercial Infill Final Dev Plan	\$3,500.00

VARIANCE		VACATION		BOUNDARY LINE / LOT MERGERS	
<input type="checkbox"/> Residential		<input type="checkbox"/> Vacation of	\$ 1,000.00	<input type="checkbox"/> Boundary Line Adj / Lot Merger	\$350.00
<input type="checkbox"/> Commercial					

The undersigned is fully aware of the request/proposal being made and the actions being initiated on the referenced property. The undersigned understands that the application must be found to be complete by the Town of Wiggins before the request can officially be accepted and the development review process initiated. The undersigned is aware that the applicant is fully responsible for all reasonable costs associated with the review of the application/request being made to the Town of Wiggins. By this acknowledgement, the undersigned hereby certify that the above information is true and correct.

Property Owner Signature: SAK Date: 4-3-23

Property Owner Signature: SAK Date: 4-3-23

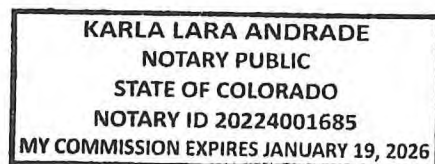
STATE OF COLORADO )  
 ) ss.  
County of Morgan )

The foregoing instrument was acknowledged before me this 3 day of April, 2023.

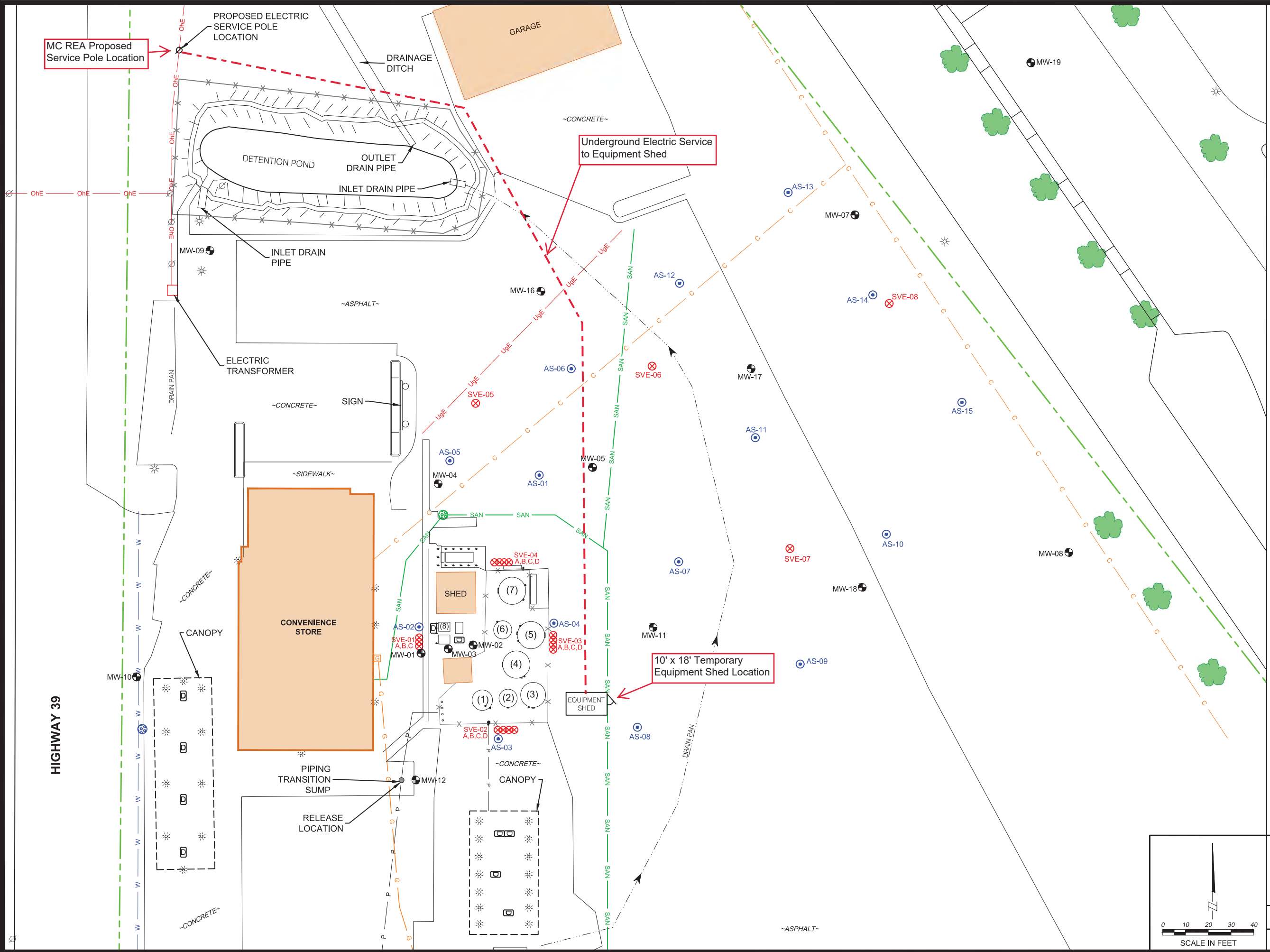
By Steve Klecka

My commission expires: January 19, 2026

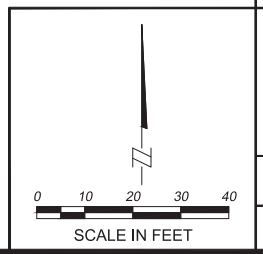
Witness my hand and official seal.



Notary Public Karla Lara Andrade



- LEGEND**
- MW-01 MONITORING WELL
  - AS-01 REMEDIATION AIR SPARGE WELL
  - SVE-01 REMEDIATION SOIL VAPOR EXTRACTION WELL
  - WATER METER
  - SANITARY SEWER MANWAY
  - FUEL DISPENSER
  - UTILITY POLE
  - GAS METER
  - BUILDING
  - STREETLIGHT
  - TREES
  - FUELING CANOPY CEILING LIGHTS
  - UST UNDERGROUND STORAGE TANK
  - AST ABOVE GROUND STORAGE TANK
  - (1) AST-1 3,000-GALLON DIESEL
  - (2) AST-2 5,000-GALLON DIESEL
  - (3) AST-3 12,000-GALLON GASOLINE
  - (4) AST-4 10,000-GALLON DIESEL
  - (5) AST-5 12,000-GALLON GASOLINE
  - (6) AST-6 5,000-GALLON GASOLINE
  - (7) AST-7 17,000-GALLON DIESEL
  - (8) AST-8 DIESEL
  - FENCE
  - APPROXIMATE PROPERTY BOUNDARY
  - P APPROXIMATE LOCATION OF SUBSURFACE PRODUCT LINES
  - SAN SANITARY SEWER LINE
  - C COMMUNICATION LINE
  - UgE UNDERGROUND ELECTRICAL
  - OhE OVERHEAD ELECTRICAL
  - W WATER LINE
  - G GAS LINE



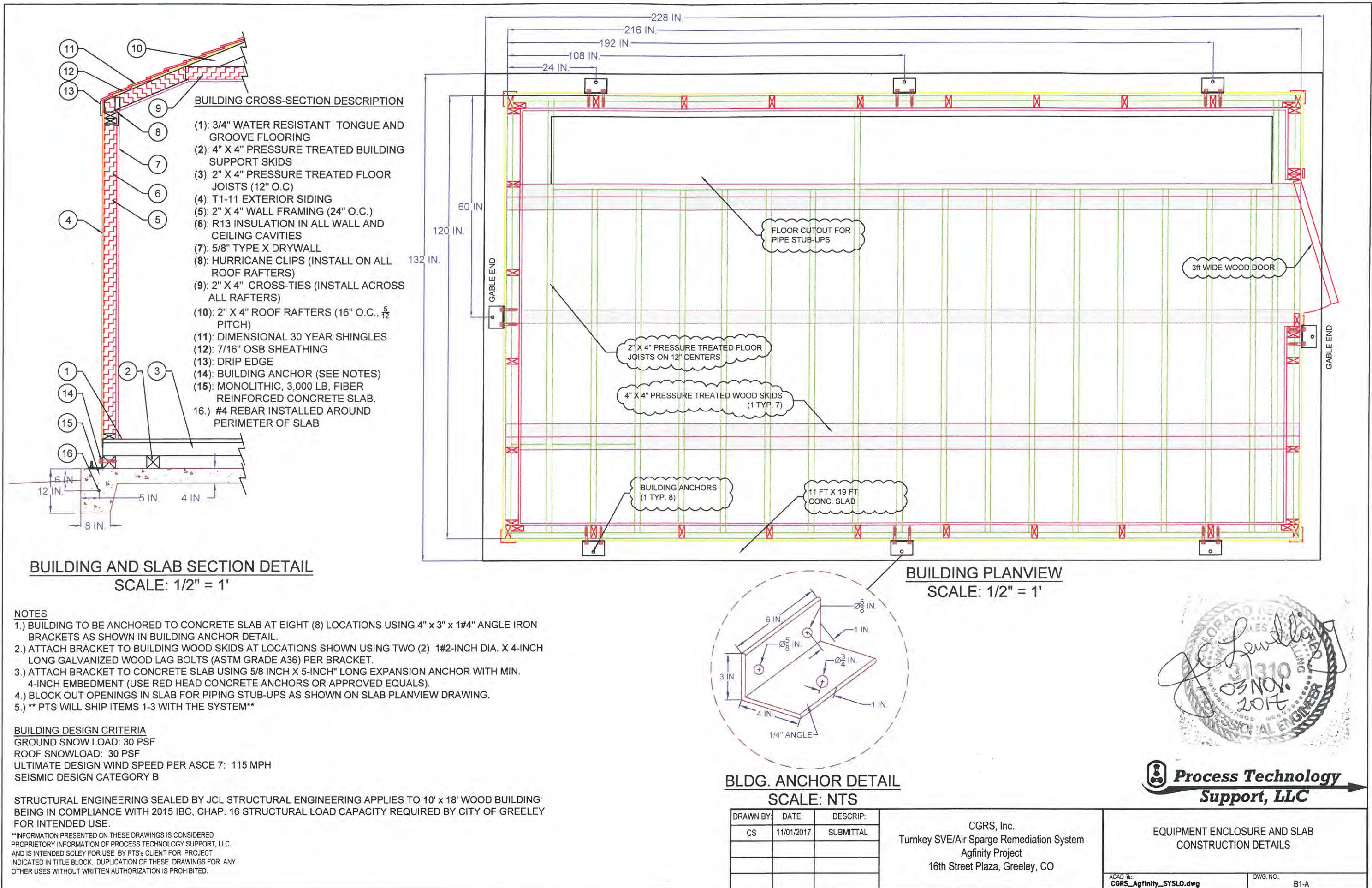
**REMEDIATION SYSTEM LAYOUT FIGURE**

STUBS GAS AND OIL, INC.  
OPS EVENT ID 17033  
16740 HIGHWAY 39  
WIGGINS, COLORADO

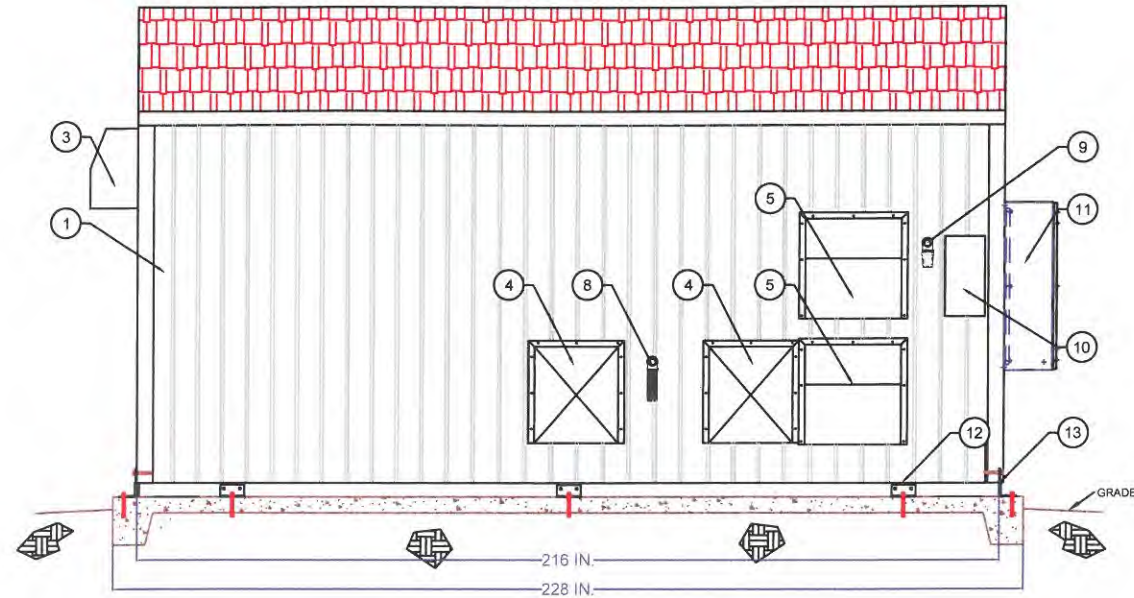
PROJECT: 24049	DRAFT: CLB	
DATE: 3/16/2023	REVIEW:	

000012 SOLUTIONS DELIVERED

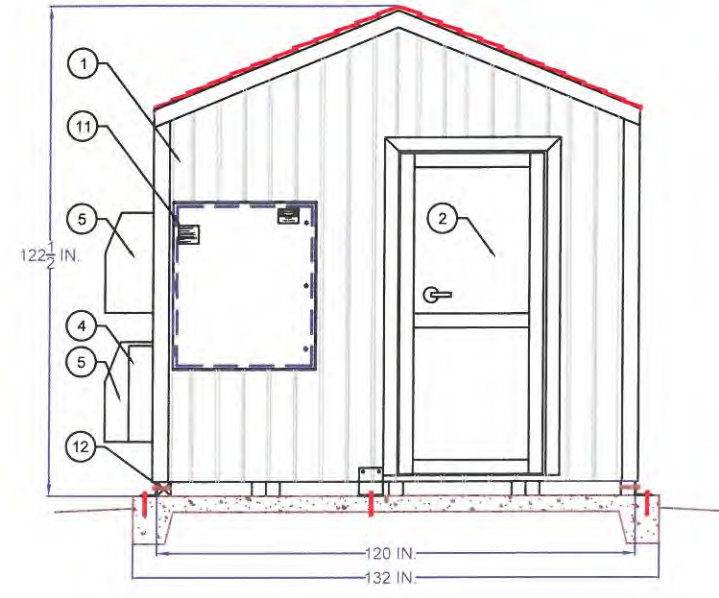




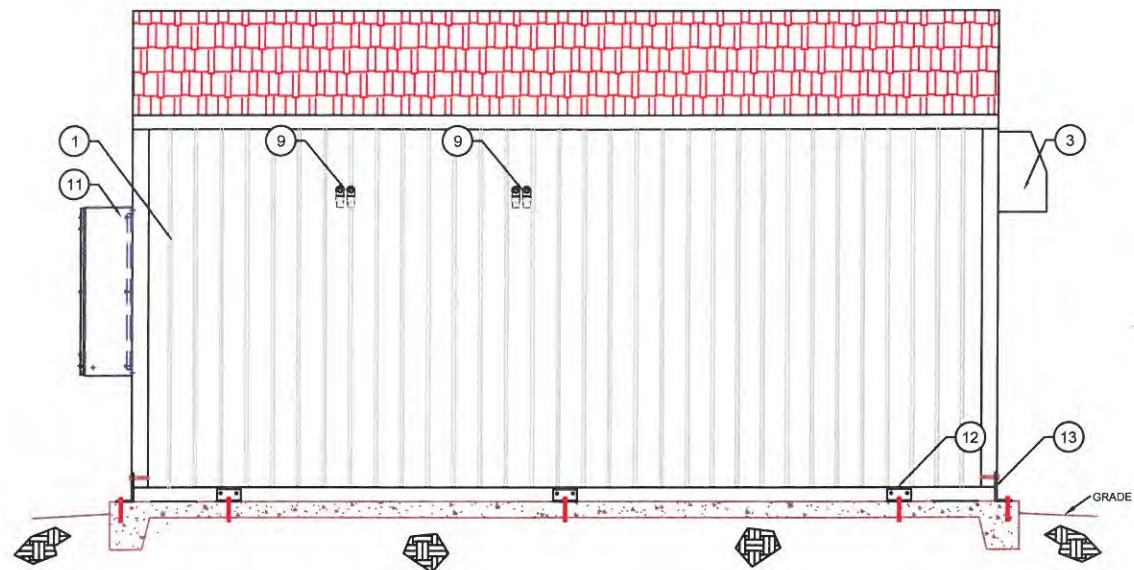




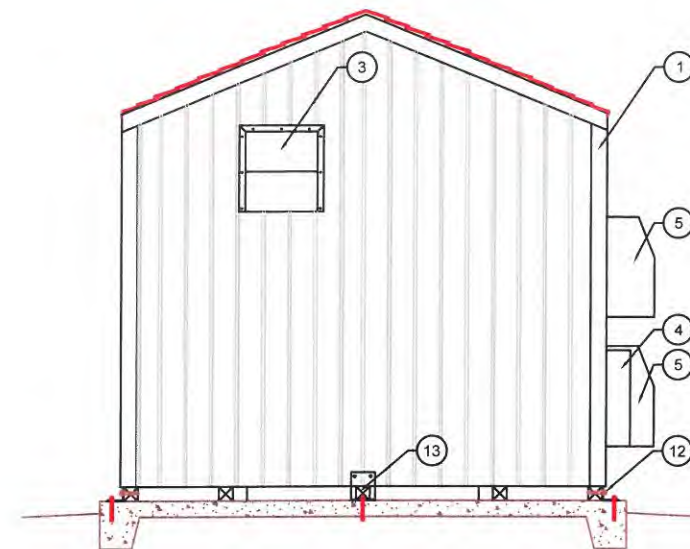
WEST WALL ELEVATION  
SCALE: 1/4" = 1'



SOUTH WALL ELEVATION  
SCALE: 1/4" = 1'



EAST WALL ELEVATION  
SCALE: 1/4" = 1'



NORTH WALL ELEVATION  
SCALE: 1/4" = 1'

#### BUILDING COMPONENTS

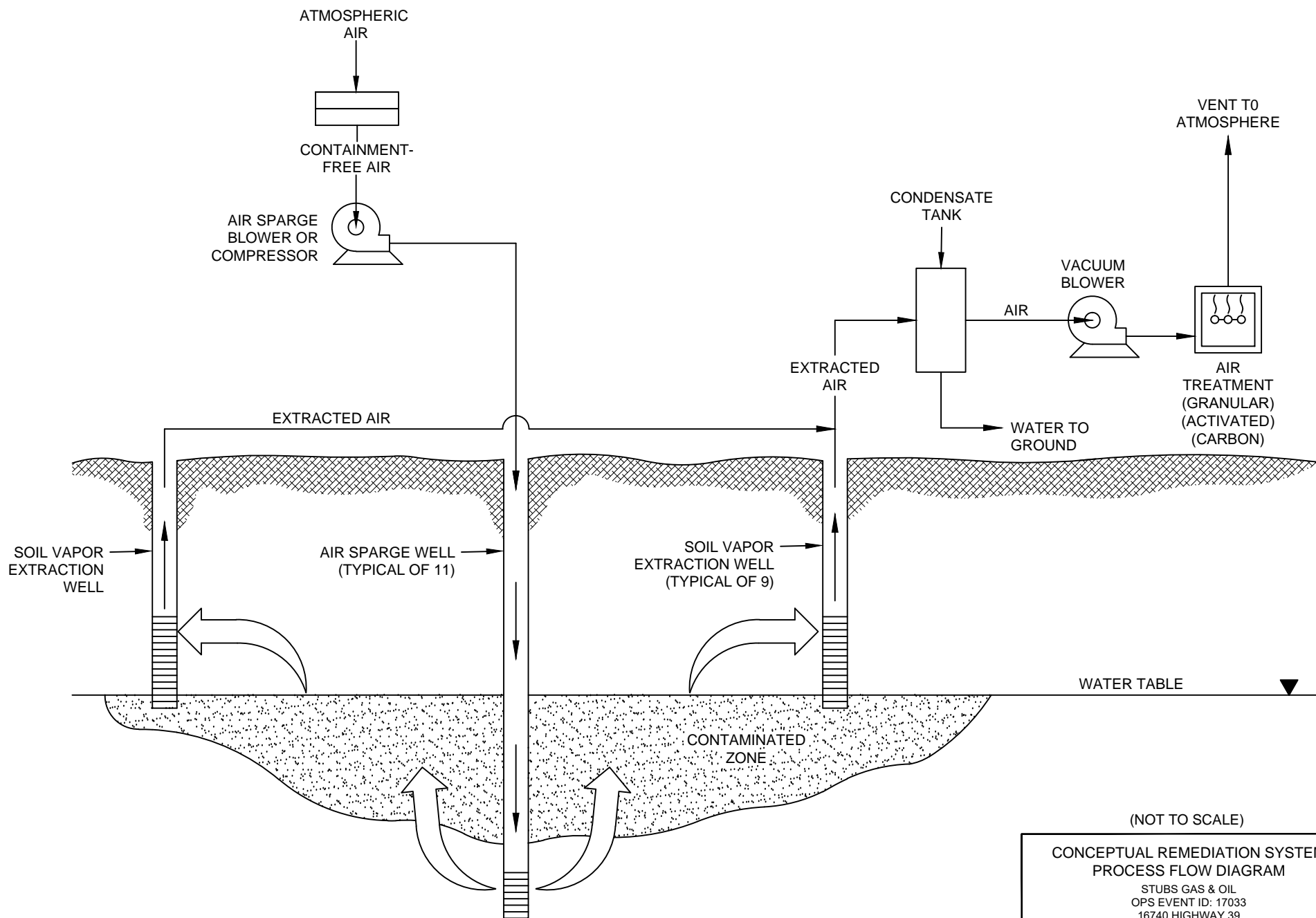
- 1) 10' X 18' WOOD FRAME BUILDING
- 2) 36" WIDE WOOD DOOR WITH LOCKABLE LATCH
- 3) 12" EXHAUST FAN WEATHERHOOD
- 4) INTAKE VENT WITH WEATHERHOOD (TYP. 2)
- 5) HEAT EXCHANGER INLET/OUTLET WEATHERHOOD
- 6) UNUSED
- 7) UNUSED
- 8) SPARGE BLOWER INLET PIPING
- 9) SPARGE BLEED AIR OUTLET PIPING (TYP. 5)
- 10) 480 VAC, 3 PHASE, 100 AMP FUSED SERVICE DISCONNECT
- 11) 42" X 36" X 12" NEMA 3R CONTROL PANEL
- 12) BUILDING SIDEWALL ANCHOR BRACKETS (1 TYP. OF 8)
- 13) BUILDING GABLE WALL ANCHOR BRACKETS (1 TYP. OF 2)



**Process Technology  
Support, LLC**

DRAWN BY:	DATE:	DESCRIP:	CGRS, Inc. Turnkey SVE/Air Sparge Remediation System Agfinity Project 16th Street Plaza, Greeley, CO	EXTERIOR ELEVATION DETAILS	
CS	11/03/17	SUBMITTAL			
ACAD file: CGRS_Agfinity_SYSLO.dwg				DWG. NO.:	B1-C

\*\*INFORMATION PRESENTED ON THESE DRAWINGS IS CONSIDERED PROPRIETARY INFORMATION OF PROCESS TECHNOLOGY SUPPORT, LLC. AND IS INTENDED SOLELY FOR USE BY PTS'S CLIENT FOR PROJECT INDICATED IN TITLE BLOCK. DUPLICATION OF THESE DRAWINGS FOR ANY OTHER USES WITHOUT WRITTEN AUTHORIZATION IS PROHIBITED.



(NOT TO SCALE)

# CONCEPTUAL REMEDIATION SYSTEM PROCESS FLOW DIAGRAM

STUBS GAS & OIL  
OPS EVENT ID: 17033  
16740 HIGHWAY 39  
WIGGINS, COLORADO

PROJECT:  
24049

DRAFT:  
GN

DATE:  
03/14/2023

REVIEW:





February 7, 2023

**VIA EMAIL**

Return Receipt Requested

STEVE KLECKA  
STUBS GAS & OIL INC  
16740 HWY 39  
PO BOX 309  
WIGGINS CO 8065

Re: Request for a Corrective Action Plan (CAP) for Stubs Gas & Oil Inc., 16740 Highway 39, Wiggins, Morgan County, Colorado  
(Event ID 17033, Release ID 015972, Facility ID 10583)

Dear Mr. Klecka:

The Division of Oil and Public Safety (OPS) has reviewed the revised Site Characterization Report for the referenced site received on January 26, 2023. OPS has determined that a CAP is necessary to address all phases of contaminated media for all completed exposure pathways and impacted or threatened points of exposure. The CAP and associated costs must be submitted in the approved OPS format within 60 days **(by April 8, 2023)**.

The following items must be included in the CAP in addition to requirements outlined in Article 5 of the Colorado [Petroleum Storage Tank Regulations](#) 7 C.C.R. 1101-14 and detailed in the [CAP Report Instructions](#):

- Clearly define the contaminant concerns that justify the need for active remediation.
- Clearly define SMART (specific, measurable, agreed-upon, realistic, and time-based) remedial objectives.
- Identify targeted treatment areas based upon remedial objectives.
- Evaluation of remedial options to determine the most technically and economically feasible remedial technology for achieving the remedial objectives. Remedial options have been discussed with CGRS, Inc, and based upon favorable pilot testing results, air sparge (AS) and soil vapor extraction (SVE) will be the remedial technology included in the CAP for full-scale implementation. The design of the AS/SVE will include:
  1. Drilling and installation of sixteen (16) SVE wells, of which, eight (8) SVE wells are to be installed throughout the source area and constructed in a stacked design due to the vertical thickness of impacted soil.
  2. Drilling and installation of fifteen (15) AS wells to address impacted groundwater.
  3. Evaluation of off-gas treatment options (i.e., granular activated carbon, catalytic oxidizer, etc.).
  4. Installation of an additional monitoring well equidistant between existing monitoring wells MW-07 and MW-08.
- Identify performance metrics and remedial milestones.
- Present a monitoring plan/reporting details (monitoring wells, soil vapor points, analyses, duration, frequency, etc.)
- Present costs for the scope of work and time period to complete the work. Competitive bids for scopes of work may be required per [Policy 27](#).

Additional information can be found in the Conceptual Site Model and Corrective Action sections of the [Petroleum Program Guidance](#). Incomplete submittals will not be accepted and will not satisfy the requirement to submit a CAP.

Your prompt attention to this matter is appreciated. Please address correspondence to me and if you have any questions regarding this letter, please contact me at (720) 357-7496, or via email at [vinny.secondo@state.co.us](mailto:vinny.secondo@state.co.us).

Sincerely,

*Vincent P. Secondo*

Vincent P. Secondo, P.G.  
Environmental Protection Specialist  
Petroleum Program

cc: Gregg Neurohr, P.G., REP #13, CGRS, Inc., via email



000016



**TOWN OF WIGGINS  
P&Z RESOLUTION NO. 03-2023**

**A RESOLUTION RECOMMENDING APPROVAL OF A SPECIAL REVIEW USE FOR STUBS GAS & OIL  
FOR A TEMPORARY ACCESSORY BUILDING FOR THE PURPOSE OF AN ENVIRONMENTAL  
CLEANUP LOCATED AT 1670 HIGHWAY 39**

**WHEREAS**, there has been submitted to the Planning and Zoning Commission of the Town of Wiggins an application for a temporary accessory building to be used as part of an environmental cleanup at Stubs Gas & Oil located at 1670 Highway 39; and

**WHEREAS**, the Planning Commission has reviewed the criteria for special review uses set forth in the Town's Land Development Code, and finds that with conditions; and

- a. The proposed use is in harmony and compatible with the character of the surrounding neighborhood;
- b. The proposed use is consistent with the Town's comprehensive plan;
- c. The proposed will not have a material adverse effect on Town capital improvement programs;
- d. The proposed use will not result in an over-intensive use of the land;
- e. The proposed use will not result in undue traffic congestion or hazards;
- f. The proposed use will not cause significant air, water or noise pollution;
- g. The proposed use will not require a level of community facilities and services greater than that available; and
- h. The proposed use shall not be detrimental to the health, safety or welfare of current or future inhabitants of the Town; and

**WHEREAS**, all materials related to this application have been reviewed by Town Staff and found to be in compliance with the Town of Wiggins subdivision and zoning ordinance, and related Town ordinances, regulations, and policies; and

**WHEREAS**, after a duly-noticed public hearing, at which evidence and testimony were entered into the record, the Wiggins Planning and Zoning Commission finds that the proposed special review use should be approved subject to certain conditions.

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

**Section 1.** The Planning and Zoning Commission hereby recommends approval for a special review use for a temporary accessory building to be used as part of an environmental cleanup at Stubs Gas & Oil located at 1670 Highway 39, subject to the following conditions:

A. The applicant or his/her designee will be required to apply for a building permit and comply with all current building codes as adopted by the Town.

B. The applicant or his/her designee shall provide the Town with a final report when the environmental clean-up has been completed.

**INTRODUCED, RECOMMENDED, AND RESOLVED THIS 9TH DAY OF MAY, 2023.**

TOWN OF WIGGINS, COLORADO



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

ATTEST:

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





## **MINUTES OF MEETING**

### **TOWN OF WIGGINS PLANNING AND ZONING COMMISSION May 9, 2023 at 7:00 p.m.**

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

A meeting of the Planning and Zoning Commission for the Town of Wiggins, Colorado was held on Tuesday, May 9, 2023 in person. The meeting was called to order at 7:03 p.m. by Chairman Jeff Palmer. The following Commissioners answered roll call: Chairman Jeff Palmer and Commissioner: Dan Ronning and Jerry Avey. Absent: Commissioner Jim Musgrave and Stan Baumgartner. Staff present was Planning and Zoning Administrator, Hope Becker.

#### **APPROVAL OF AGENDA:**

Motion was made by Commissioner Dan Ronning to approve the agenda as written. Second was made by Commissioner Jerry Avey. Roll Call: Unanimously approved.

#### **APPROVAL OF MINUTES:**

Motion was made by Commissioner Dan Ronning to approve the minutes from March 14, 2023. Second was made by Commissioner Jerry Avey. Roll Call: Unanimously approved.

#### **PUBLIC HEARING:**

##### **1. PUBLIC HEARING - CONSIDERATION OF A SPECIAL REVIEW USE STUBS GAS & OIL**

The Public Hearing was opened at 7:07 pm by Chairman Jeff Palmer.

Planning and Zoning Administrator confirmed that proper notification was posted. Chairman Jeff Palmer asked the Commissioners if they had any disclosures. There were no disclosures voiced.

Planning and Zoning Administrator, Hope Becker provided the staff report and information to the Commissioners regarding the application for Special Review Use application submitted by CGRS, Inc as an authorized representative for Stubs Gas & Oil, located at 16740 Hwy 39.

Hope explained that the Stubs had recently detected an underground gasoline leak. They have contracted CGRS, Inc to mediate the environmental cleanup. This process can be up to 3-4 years. A temporary storage building is needed to house the equipment required to do the environmental cleanup. The Land Development Code does not allow for temporary buildings to remain on premises for more than 6 months and is limited to 3 extensions of up to 6 months by the Town Manager. Even with the maximum approved extensions, CGRS would not meet the

3–4-year project projection. The Planning and Zoning Commission approved a resolution recommending approval of a special review use allowing Stubs Gas & Oil to erect a temporary building with conditions that CGRS would be required to apply for a building permit and comply with all current building codes as adopted by the Town. CGRS will also be required to submit a final report to the Town showing that the clean-up was successful.

The applicant was invited to present to the Planning and Zoning Commission. Gregg Neurohr of CGRS, Inc joined the meeting via Zoom. He provided details the nature of the leak with the Planning and Zoning Commission and provided details of the cleanup process.

The Public Comment was opened at 7:22 pm. No comment from the Board Room or the Zoom audience was made. The Public Comment section of the hearing was closed at 7:22 pm.

The Public Hearing closed at 7:23 p.m.

The Planning and Zoning Commission discussed and reviewed the information the applicant and staff provided.

The Planning and Zoning Commission had no further comments or questions.

**CONSIDERATION OF PLANNING AND ZONING RESOLUTION 01-2023:** A Resolution Recommending Approval of a Special Review Use for Stubs Gas & Oil for a Temporary Accessory Building for the Purpose of an Environmental Cleanup located at 16740 Highway 39

Motion was made by Commissioner Dan Ronning to approve PZ Resolution 03-2023 . Second was made by Commissioner Jerry Avey. Roll Call: Unanimously approved.

**ADJOURNMENT:**

Chairman Jeff Palmer, upon receiving no further comments or concerns from the Commissioners, adjourned the meeting at 7:29 pm.

**Respectfully submitted:**

A handwritten signature in blue ink, appearing to read "Tom Acre", is written over a horizontal line.

Tom Acre, Interim Town Clerk



## **STAFF SUMMARY**

### **Board of Trustees Meeting May 24, 2023**

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**DATE:** March 18, 2023

**AGEND ITEM NUMBER:** 6

**TOPIC:** Collection of Municipal Court Assessments – Consideration of Ordinance No. 03-2023 and Resolution 25-2023

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

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#### **BACKGROUND:**

Colorado Revised Statutes (C.R.S. 13-10-113(3)) empowers municipal judges in their discretion to assess costs, as established by the municipal government body by ordinance, against any defendant who pleads guilty, nolo contendere, enters into a plea agreement, or who after trial, is found guilty of an ordinance violation. The Municipal Judge, the Court Clerk, or a designee may utilize lawful means to collect unpaid Municipal Court assessments and to assess reasonable costs of collection.

On December 15, 2021, the Board of Trustees passed Ordinance no. 11-2021 to create a means for the Town to send delinquent water and sewer accounts to collections to assist in the past due collection process.

In the same December 15, 2021 meeting, the Board of Trustees also passed a resolution allowing the Town Manager to enter into a contract with Professional Finance Company for the purpose of collecting outstanding water and sewer debt through the collection agency.

#### **SUMMARY:**

Staff recently determined that an account was correctly set up with Professional Finance Company for the collection of delinquent Town water and sewer accounts but there were additional measures that needed to be addressed to allow Professional Finance Company to process collections for Municipal Court.

The amended ordinance will allow for an additional percentage fee to be added to the citation and court fees when the delinquent files are sent to the collection company. This will cause the

Defendant to be liable for the cost of the collection company fees instead of absorbing the collection costs from the principal balance owed and successfully collected from the Defendant.

The consideration of Resolution 25-2023 will allow the Town to enter into a contract with Professional Finance Company for the Municipal Court. Staff will send delinquent and failed to appear traffic citations to collections after various attempts to reach defendants were made. The change in collection processes on municipal court fines and court fees was due to a change to a state statute disallowing municipal courts from processing outstanding judgement warrants for those defendants who failed to appear in court or defendants who have become delinquent in their payment arrangement plans. Using a collection agency is now the only way to continue the collection efforts of delinquent municipal court fines and court fees.

**FISCAL IMPACT:**

The Town of Wiggins' adopted budget will not be negatively impacted by amending this Ordinance and Resolution. The fees owed to Professional Finance Company are absorbed by the Defendant only for those fines and fees successfully collected from the Defendant.

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

The approval of this ordinance will meet the Town's objective to continue payment pursuits without diminishing the limited time available to staff.

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

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

**MOTION FOR APPROVAL:**

Must be two separate motions and votes:

I make the motion to approve Ordinance No. 03-2023 – An Ordinance Amending Ordinance No. 11-2021 Regarding the Collection of Municipal Court Assessments.

I make the motion to approve Resolution No 25-2023 – A Resolution Approving a Service Agreement with Professional Finance Company for Municipal Court Collection Services.

**ACTION REQUIRED:**

Motion, Second, Roll-Call, Vote.

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

**TOWN OF WIGGINS, COLORADO  
ORDINANCE NO. 03-2023**

**AN ORDINANCE AMENDING ORDINANCE NO. 11-2021 REGARDING THE  
COLLECTION OF MUNICIPAL COURT ASSESSMENTS**

**WHEREAS**, the Board of Trustees previously adopted Ordinance No. 11-2021 to allow the Municipal Judge, the Court Clerk or a designee to utilize lawful means to collect unpaid Municipal Court assessments and to assess reasonable costs of collection; and

WHEREAS, the Board of Trustees has determined that Ordinance No. 11-2021 should be amended as provided herein.

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

**Section 1.** Ordinance No. 11-2021, the Town of Wiggins Collection Costs Ordinance, is hereby amended to read as follows (words to be added are underlined):

**Sec. 1 – Collection Costs**

The Municipal Judge, Court Clerk, or a designee, is authorized to use any lawful method of collecting fines, fees, default judgments, personal recognizance bond forfeitures, civil penalties, or any other unpaid amounts due from any person assessed such sums by the Municipal Court, including the reasonable costs of collection. Reasonable costs of collection shall include, without limitation, the fees and costs of a collection agency or counsel, but such fees and costs shall not exceed twenty-five percent of the unpaid amount.

**Section 2.** If any section, paragraph, sentence, clause, or phrase of this ordinance is held to be unconstitutional or invalid for any reason, such decision shall not affect the validity or constitutionality of the remaining portions of this ordinance. The Board of Trustees hereby declares that it would have passed this ordinance and each part or parts hereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.

**Section 3.** All other ordinances or portions thereof inconsistent or conflicting with this ordinance or any portion hereof are hereby repealed to the extent of such inconsistency or conflict.

**Section 4.** The repeal or modification of any provision of any ordinance of the Town of Wiggins by this ordinance shall not release, extinguish, alter, modify, or change in whole or in part any penalty, forfeiture, or liability, either civil or criminal, which shall have been incurred under such provision, and each provision shall be treated and held as still remaining in force for the purpose of sustaining any and all proper actions, suits, proceedings, and prosecutions for the enforcement of the penalty, forfeiture, or liability, as well as for the purpose of sustaining any judgment, decree, or order which can or may be rendered, entered, or made in such actions, suits, proceedings, or prosecutions.

**INTRODUCED, READ, PASSED AND ADOPTED AND ORDERED PUBLISHED  
BY TITLE ONLY THIS 24<sup>TH</sup> DAY OF MAY 2023.**

TOWN OF WIGGINS, COLORADO

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

ATTEST:

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

I, Tom Acre, Interim Town Clerk of the Town of Wiggins, Colorado, hereby certify and attest that the foregoing Ordinance No. 03-2023 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 24<sup>th</sup> day of May, 2023. This Ordinance was published in The Fort Morgan Times on \_\_\_\_\_, 2023.

Dated \_\_\_\_\_

**TOWN OF WIGGINS  
RESOLUTION NO. 25-2023**

**A RESOLUTION APPROVING A SERVICE AGREEMENT WITH PROFESSIONAL  
FINANCE COMPANY FOR MUNICIPAL COURT COLLECTION SERVICES**

**WHEREAS**, an agreement has been proposed between the Town and Professional Finance Company (“PFC, Rev”) to undertake collection of the Town’s municipal court bad debt accounts; and

**WHEREAS**, the Board of Trustees finds it is in the best interest of the Town to enter into this agreement.

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

**Section 1.** The Service Agreement between the Town of Wiggins and PFC, Rev, a division of Professional Finance Company, Inc. (the “Agreement”) in essentially the same form as the copy of such Agreement accompanying this Resolution (exhibit A).

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

**INTRODUCED, RECOMMENDED, AND RESOLVED THIS 24<sup>TH</sup> DAY OF MAY, 2023.**

TOWN OF WIGGINS, COLORADO

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

ATTEST:

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

**EXHIBIT A**  
**(PFC, Rev Contract)**



**CONTRACT FOR COLLECTION SERVICES FOR THE TOWN OF WIGGINS** This Agreement is made as of the 24th day of May, 2023, by and between the Town of Wiggins, Wiggins, Colorado (hereinafter referred to as the “TOWN”) whose address is 304 Central Avenue, Wiggins, CO 80654, and Professional Finance Company, Inc. (hereinafter referred to as “PFC”) authorized to do business in the State of Colorado, whose address is 5754 West 11th Street, Suite 100 Greeley, CO 80634.

NOW THEREFORE, IN CONSIDERATION OF THE MUTUAL AGREEMENTS CONTAINED HEREIN AND OTHER GOOD AND VALUABLE CONSIDERATION, THE SUFFICIENCY OF WHICH IS HEREBY ACKNOWLEDGED BY AND BETWEEN THE PARTIES, THE PARTIES HEREBY AGREE AS FOLLOWS:

**1. Definitions.**

A. Non-debt Account shall mean non-voluntary debt that is not consumer debt, such as fines and fees, issued by the Wiggins Municipal Court or other Town tribunals.

B. Debt Account shall mean voluntary debt owed by individuals and businesses to the Town of Wiggins.

**2. Scope of Services.**

A. PFC shall provide professional collection services for the Town of Wiggins as set forth below (the “Services”).

1. PFC will utilize ordinary and reasonable collection methods to secure payment of outstanding accounts submitted by TOWN. PFC will provide highly trained, experienced personnel to conduct telephone collection. Extensive skip tracing techniques will be utilized when necessary.
2. PFC will only report Debt accounts to the three national credit reporting agencies. Non-debt accounts will not be reported.
3. PFC will institute legal action when other collection methods fail to resolve the outstanding account and the account meets suit eligibility requirements as set forth in Paragraph 7 below.
4. PFC will provide TOWN access to account collection status through Access PFC.
5. PFC and its employees and agents shall conduct all services in compliance with state, federal and local laws and regulations regarding collection agencies and/or governing the collection of debt and consumer credit reporting in the performance of the Services, including but not limited to the Federal Fair Debt Collection Practices Act, the Fair Credit Reporting Act, and all other applicable laws, even if TOWN accounts are excluded from such laws.
6. PFC shall maintain all state, local or other debt collection-related licenses and governmental approvals as may be required for PFC or its employees to perform

the Services. PFC shall not perform Services in any state or locality for which registration is required in order for PFC to lawfully perform the Services in that state or locality unless such registration has been completed. Upon receipt of information that the obligor on an account has filed for bankruptcy or receivership, PFC shall immediately cease all efforts to collect on the account. PFC shall promptly transmit to the Town all relevant information regarding the obligor's bankruptcy.

7. PFC further agrees to comply with all laws related to the confidentiality and protection of private data, and understands that information submitted to it by the Town is confidential, and that its duties to protect such data shall survive the termination of this Agreement.
8. PFC has and will continue to take all necessary precautions and security measures so as to prevent any unauthorized access to the Town's data or to any other information supplied or made accessible to PFC.

B. TOWN shall be responsible for the following activities in support of PFC's provision of those services set forth herein:

1. TOWN shall submit outstanding accounts electronically via an excel spreadsheet or a delimited file through PFC's web portal "Access PFC."
2. Provide PFC all available information regarding the account to the extent authorized by Colorado law. This account information may include account holder name, address, telephone number, social security number, driver's license number, and date of birth. The account information must also include the balance due, and the date of delinquency.
3. As soon as practicable, but in no case later than 30 days from PFC's request, TOWN shall provide PFC with account documentation, such as itemized statements and assignments.
4. TOWN shall report to PFC any payments made directly to TOWN within one (1) business day.
5. TOWN shall notify PFC of any bankruptcy pleadings received by TOWN for any account which has been referred to PFC, information that a debtor is represented by an attorney, any dispute related to an account, and any claim or threat of claim relating to an account within one (1) business day.
6. TOWN will promptly refer to PFC all communications, phone calls and correspondence received from the debtor pertaining to an account.
7. Legal Action. PFC will only initiate legal action where (a) PFC has reason to believe there is a likelihood of recovery, (b) the assets or other non-exempt resources of debtor appear to demonstrate the potential for payment, (c) the debtor fails or refuses to cooperate in good faith with PFC, and (d) upon written consent of the TOWN. Notwithstanding the above, PFC will not initiate a lawsuit with respect to any particular account unless TOWN has executed a Confirmation of Assignment verifying the accuracy of the account information. TOWN will furnish witnesses capable of testifying regarding the account when requested. TOWN will reimburse PFC for all court costs incurred if any of the following circumstances arise following TOWN's execution of a Confirmation of Assignment with respect to any

account: (1) TOWN fails to provide necessary supporting documentation or a witness for trial, (2) TOWN recalls or instructs PFC to discontinue legal action, or (3) TOWN error demands that PFC discontinue legal action. TOWN will otherwise reimburse PFC for costs incurred due to TOWN error, including but not limited to placement of duplicate accounts or accounts placed in error.

8. Representations and Warranties. TOWN represents and warrants to PFC that each account is a valid and enforceable debt owed to TOWN by debtor. The balance of each account is accurate, due and owing as of the date it is assigned to the best of the TOWN's information and belief. All information provided to PFC by TOWN regarding each account is accurate to the best of TOWN's knowledge. TOWN represents and warrants to PFC that the account is not currently placed with any other collection agency and not subject to any current or previous legal action.

**3. Term.** The Services to be provided by PFC shall commence immediately upon execution of this Agreement and shall continue for a period of one (1) year. The Parties agree that after the initial term of the Agreement, it is automatically renewable for five successive one (1) year periods. During the initial term and any renewals, this Agreement shall be deemed renewed annually unless terminated in accordance with Paragraph 5.

#### **4. Compensation.**

A. PFC shall receive the following compensation for the Services set forth herein:

1. For "Non-debt" and "Debt" accounts, a "collection fee" in the amount of 18% shall be assessed by the TOWN on the principal amount owed and, upon collection, 100% of the collection fee shall be retained by PFC as its fee with 100% of the principal balance to be remitted to the TOWN;
2. For "Debt" and "Non-debt" accounts listed that become the subject of litigation to enforce collection (only to be undertaken with the TOWN'S prior approval as evidenced by a properly executed Confirmation of Assignment), PFC will retain 40% of all monies recovered (principal and collection fee);
3. PFC will retain 100% of all statutory interest assessed and collected;
4. Any alternative means of collection, such as tax offset or other administrative procedure, shall be subject to the fees listed above under sections 1 and 2.

B. Remittance of collected amounts will be electronically deposited into TOWN's designated bank account by the 10<sup>th</sup> of each month for all monies collected between the 1<sup>st</sup> and 31<sup>st</sup> of the previous month. PFC will provide remittance statements to TOWN on a monthly basis.

C. TOWN will pay all amounts due to PFC within 30 days of the due date stated on PFC's invoice. Any amounts not paid within 30 days of the due date will be considered delinquent. TOWN will pay interest on such delinquent amounts at the rate of 1.5% per month.

#### **5. Termination.**

A. This agreement may be terminated by TOWN for cause immediately upon notice to PFC. Cause as used in this paragraph includes any substantiated finding of PFC's violation of State or Federal law.

B. TOWN shall have the right to terminate this Agreement for any reason upon 90 days prior written notice to PFC. Unless PFC is in material breach of this Agreement, by failing to perform a substantial or major part of the contract such that the contract is prevented from being completed or defeating the purpose of the contract, PFC shall be paid for services rendered through the date of termination. After receipt of a Termination Notice and except as otherwise directed by the TOWN, PFC shall stop work on the date specified and transfer all work in process, completed work, and other material to the TOWN. Notwithstanding the foregoing, upon termination of this Agreement, PFC will be entitled to continue its collection efforts on all accounts for which TOWN has approved legal action or for which a current payment arrangement has been established prior to the date of termination, and TOWN will continue to make payment to PFC upon such accounts in accordance with the terms of this Agreement subject to Paragraph 6 of this Agreement.

C. PFC may terminate this agreement for any reason upon 90 days written notice to TOWN. If PFC terminates this agreement, it will use reasonable precaution to avoid prejudice to the rights of TOWN by allowing a reasonable time for employment of another counsel, delivery to TOWN all papers and property to which TOWN is entitled and complying with all applicable laws and rules.

**6. Personnel.** PFC declares that all services shall be performed by skilled and competent personnel to the level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions. All of the services required by this Agreement shall be performed by PFC (with the exception of any attorneys retained by PFC), and all personnel engaged in performing the services shall be fully qualified and if required, authorized or permitted under state and local law to perform such services.

**7. Adequate Appropriations.** Nothing in this Agreement is intended or shall be deemed or construed as creating any multiple-fiscal year direct or indirect debt or financial obligation on the part of the Town within the meaning of Colorado Constitution Article X, Section 20 or any other constitutional or statutory provision. All financial obligations of the Town under this Agreement are subject to annual budgeting and appropriation by the Wiggins Board of Trustees, in its sole discretion. Notwithstanding anything in this Agreement to the contrary, in the event of non-appropriation, this Agreement shall terminate effective December 31 of the then-current fiscal year.

**8. Insurance.** PFC shall maintain the following insurance in full force and effect during the full term of this Agreement:

A. Workmen's Compensation Insurance in amounts prescribed by applicable statutes; and

B. Professional Liability Insurance in the amount of \$1,000,000 per claim and \$2,000,000 in the aggregate.

**9. Indemnification.** PFC shall indemnify and save harmless and defend the TOWN, its agents, servants, and employees from and against any and all claims, liability, losses, and/or cause of action which may arise from any negligent act or omission of PFC, its agents, servants, or employees

in the performance of services under this Agreement.

**10. Successors and Assigns.** The TOWN and PFC each bind itself and its partners, successors, executors, administrators, and assigns to the other party of this Agreement and to the partners, successors, executors, administrators, and assigns of such other party, in respect to all covenants of this Agreement. Except as above, neither the TOWN nor PFC shall assign, sublet, convey, or transfer its interest in this Agreement without the written consent of the other. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of the TOWN which may be party hereto, nor shall it be construed as giving any rights or benefits hereunder to anyone other than the TOWN and PFC.

**11. Law and Remedies.**

A. This Agreement shall be governed by the laws of the State of Colorado. Any and all legal action necessary to enforce the Agreement will be held in Morgan County and the Agreement will be interpreted according to the laws of Colorado.

B. No remedy herein conferred upon any party is intended to be exclusive of any other remedy, and each and every other remedy given hereunder or now or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or further exercise thereof. In any action brought by either party for the enforcement of the obligations of the other party, the prevailing party shall be entitled to recover reasonable attorney's fees.

**12. Conflict of Interest.** PFC represents that it presently has no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with the performance of services required hereunder, as provided for in Colorado Statutes and ordinances of the Town of Wiggins. PFC further represents that no person having any interest shall be employed for said performance.

**13. Arrears.** PFC shall not pledge the TOWN'S credit or make it a guarantor of payment or surety for any contract, debt, obligation, judgment, lien, or any form of indebtedness. PFC further warrants and represents that it has no obligation or indebtedness that would impair its ability to fulfill the terms of this Agreement.

**14. Independent Contractor Relationship.** PFC is, and shall be, in the performance of all work services and activities under this Agreement, as Independent Contractor, and not an employee, agent, or servant of the TOWN. All persons engaged in any of the work or services performed pursuant to this Agreement shall at all times, and in all places, be subject to PFC's sole direction, supervision, and control. PFC shall exercise control over the means and manner in which it and its employees perform the work, and in all respects PFC's relationship and the relationship of its employees to the TOWN shall be that of an independent PFC and not as employees or agents of the TOWN. PFC does not have the power or authority to bind the TOWN in any promise, agreement, or representation other than specifically provided for in this agreement.

**15. Access and Audits.** PFC shall maintain adequate records to justify all charges, expenses, and

costs incurred in performing the work for at least three (3) years after completion of this Agreement. The TOWN shall have access to such books, records, and documents as required in this section for the purpose of inspection or audit during normal business hours, at the TOWN'S cost, upon five (5) days written notice.

**16. Nondiscrimination.** PFC declares and represents that all of its employees are treated equally during employment without regard to race, color, religion, physical handicap, sex, age, or national origin.

**17. Survival.** All covenants, agreements, representations, and warranties made herein, or otherwise made in writing by any party pursuant hereto, including but not limited to any representations made herein relating to disclosure or ownership of documents, shall survive the execution and delivery of this Agreement and the consummation of the transactions contemplated hereby.

**18. Entirety of Contractual Agreement.** The TOWN and PFC agree that this Agreement sets forth the entire agreement between the parties, and that there are no promises or understandings other than those stated herein. None of the provisions, terms, and conditions contained in this Agreement may be added to, modified, superseded or otherwise altered, except by written instrument executed by the parties hereto.

**19. Enforcement Costs.** If any legal action or other proceeding is brought for the enforcement of this Agreement, or because of an alleged dispute, breach, default, or misrepresentation in connection with any provisions of this Agreement, the successful or prevailing party or parties shall be entitled to recover reasonable attorney's fees, court costs, and all expenses (including taxes) even if not taxable as court costs (including, without limitation, all such fees, costs, and expenses incident to appeals), incurred in that action or proceeding, in addition to any other relief to which such party or parties may be entitled.

**20. Severability.** If any term or provision of this Agreement, or the application thereof to any person or circumstances shall, to any extent, be held invalid or unenforceable, to remainder of this Agreement, or the application of such terms or provision, to person or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected, and every other term and provision of this Agreement shall be deemed valid and enforceable to the extent permitted by law.

**21. Force Majeure.** Except for the obligation to pay money, neither party shall be liable to the other party for any delay or inability to perform its obligations hereunder by reason of acts of God, acts of the public enemy, riot, civil commotion, insurrection, acts or failure to act of governmental authorities, war, or any other cause or causes beyond the party's reasonable control.

**22. Amendments and Modification.** No amendment and/or modifications of this Agreement shall be valid unless in writing and signed by each of the parties.

**24. Notice.** All notices required in this Agreement shall be sent by certified mail, return receipt requested, and if sent to the TOWN shall be mailed to:

Town of Wiggins  
ATTN: Accounts Payable  
304 Central Avenue  
Wiggins, CO 80654

and if sent to PFC shall be mailed to:

Professional Finance Company, Inc.  
Attn: Charles Shoop, President  
5754 West 11th Street, Suite 100  
Greeley, CO 80634

IN WITNESS WHEREOF, the Town of Wiggins, has made and executed this Agreement on behalf of the TOWN and PFC has hereunto set his/her hand the day and year above written.

**[THE REMAINDER OF THIS PAGE HAS BEEN INTENTIONALLY LEFT BLANK]**

**TOWN OF WIGGINS, COLORADO:**

Approved as to Substance:

By: \_\_\_\_\_  
Town Manager

Approved as to Legal Form:

By: \_\_\_\_\_  
Town Attorney

**PROFESSIONAL FINANCE COMPANY, INC.**

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

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





## **STAFF SUMMARY**

**Board of Trustees Meeting  
May 25, 2022**

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**DATE:** May 23, 2023

**AGENDA ITEM NUMBER:** 7

**TOPIC:** Consideration of Resolution 26-2023 – A Resolution Authorizing Changes to the Authorized Signers for the Town’s Banking Accounts

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

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**BACKGROUND:**

The Town currently shows Mayor Franzen, Mayor Pro-Tem Herbstman, and Town Manager Tom Acre as signatories on the Town’s commercial checking, savings, credit accounts and safe deposit boxes with High Plains Bank, Bank of the West, WEX and other financial institutions.

The Town has traditionally had two elected and two staff individuals as signatories. The Town removed the former clerk as a signatory when she resigned last fall and did not name a replacement signatory at that time. The second staff signatory is periodically needed in case of an emergency, and periodically needs to be a named signatory when authorizing some changes and payments to accounts

**SUMMARY:**

Staff is proposing that Joenne Quimby, who is doing the Town’s accounts payable and payroll be added as a 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 26-2023 - 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  
RESOLUTION NO. 26-2023**

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

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

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

**Section 1.** The Board of Trustees hereby adds Joenne Quimby, Accounting Clerk 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 Mayor and Town Clerk are hereby authorized to execute and deliver any and all documents necessary to effect the change.

**INTRODUCED, ADOPTED AND RESOLVED THIS 24<sup>TH</sup> DAY OF MAY 2023.**

TOWN OF WIGGINS, COLORADO

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Christopher Franzen, Mayor

ATTEST:

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Tom Acre, Interim Town Clerk