



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

August 23, 2023, at 7:00 P.M.

**304 CENTRAL AVENUE
WIGGINS, CO 80654**

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

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

MEETING AGENDA

I. INTRODUCTIONS

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

II. CONSENT AGENDA

1. Approval of Board of Trustees Meeting Minutes July 26, 2023
2. Approval of Board of Trustees Special Meeting Minutes August 9, 2023
3. Approval of Bills August 2023

III. REPORTS

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

IV. PUBLIC COMMENTS

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

V. CONSIDERATION OF RESOLUTION NO. 35-2023

A Resolution Terminating an Intergovernmental Agreement for Mutual Aid Among Law Enforcement Agencies

1. Resolution No. 35-2023

VI. CONSIDERATION OF RESOLUTION NO. 36-2023

A Resolution Authorizing the Town Manager to Purchase a Replacement Pump for the Johnson Street Lift Station

1. Resolution No. 36-2023

VII. CONSIDERATION OF RESOLUTION NO. 37-2023

A Resolution Authorizing the Town Manager to Sign Letter Agreement with Kiowa Park LLC/LDI Inc. for Revegetation of Outlot E in the Kiowa Park Subdivision

1. Resolution No. 37-2023

VIII. ADJOURNMENT

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



MINUTES OF MEETING

TOWN OF WIGGINS BOARD OF TRUSTEES MEETING

July 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, July 26, 2023. Mayor Chris Franzen called the meeting to order at 7:05 p.m. The following Trustees answered roll call: Mayor Chris Franzen, Mayor Pro-Tem David Herbstman, and Trustees: Bryan Flax, Steven Perrott, Bruce Miller, Mandy Camilleri, and Jerry Schwindt. Staff present were Tom Acre, Town Manager; Hope Becker, Planning & Zoning Administrator.

APPROVAL OF THE AGENDA

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

CONSENT AGENDA

Approval of Board of Trustees Meeting Minutes June 28, 2023

Approval of Board of Trustees Special Meeting Minutes June 29, 2023.

Approval of Bills July 2023

Mayor Pro Tem Herbstman inquired if the Town spent more money on fireworks this year than in years past. Tom confirmed that the costs may have increased a couple thousand due to transportation costs and costs of the fireworks.

Trustee Miller asked if the sewer line that runs under the tracks was paid off. Tom confirmed it has been paid off and reimbursement requests have been submitted to DOLA.

Mayor Pro Tem Herbstman inquired the status of the codification process. Tom informed the board that a rough draft has been sent and we have requested electronic copies for Melinda and Tom to review. Hope has sent

Trustee Miller asked if the Town was completely caught up with Jones. Tom updated the board that Beau has about another month or so of bills but we are slowly getting caught up. Trustee Miller asked if Jones is still doing work for the Town. Tom indicated that work is slowly tapering off.

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

TOWN MANAGER'S REPORT

He provided an update on the water court case. We are cautiously optimistic that the Town will not have to go to trial as they are getting closer and closer to settling with the remaining 3 objectors.

Met with the Thomas' regarding the potable line and have agreed to sharing the costs with the north connection and aiming to finish in the September time frame. Also waiting for some numbers to come back from Core and Main.

We have received six applications from some strong candidates for the Clerk/treasurer position.

Trustee Miller asked the Town Manager if we would know one way or the other by end of August if the Town will be going to water court. He confirmed, yes, we should have an answer by end of August. There is a plan to meet CWCB regarding the Glassy Farms so that the Town can begin moving forward with recharge ponds there pending some water court cases the Town has been watching.

Trustee Miller asked if the Code Enforcement is being enforced. The Town Manager indicated that the Police Department and Planning and Zoning have been issuing door knockers throughout town. Some have even landed in court due to non-compliance. Planning and Zoning is handling the commercial areas and attempting to get them cleaned up. The Police Department has also been stepping up efforts on watering days and hours as well.

Trustee Flax asked the Town Manager if he knew what days were spraying days. He understood that some folks reached out to Public Works indicating they did not want spraying. Public Works is trying to hit all of town minus those areas. Spraying should be done this Sunday, but not till after midnight so that it was when the least number of people would be out and about. Trustee Flax asked if the amphitheater and park areas could be included because the mosquitos during movie night were extremely bad.

The Town Manager updated the Board that some of the revenues have not been posted due to the bank account changes. Some of the revenues are below what they should be but we will get them back on track.

FINANCIALS - ACTUAL TO BUDGET

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

PUBLIC COMMENTS

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

Deb Lee, former Town Clerk - 702 4th Avenue, Wiggins. Deb stated concerns that she did not receive her comp time from the Town when she provided her two weeks' notice last fall. She has tried to go through the proper channels and is now coming to the Board of Trustees as she feels she was not properly paid at the time of her departure. Discussion between Deb and the Board followed.

There were no public comments from the Zoom audience. The Public Comment portion of the meeting was closed at 7:44 p.m.

AUDIT PRESENTATION-2022 YEAR -END FINANCIALS

Uli Keeley, Prospective Business Solutions, LLC, presented the final 2022 Audit results to the Board of Trustees. The Town's accountant and financial advisor, Lorraine Trotter of Professional Management

Solutions, provided a page-by-page description and analysis of the 2022 audit. This provided the Board opportunity to ask questions as needed. The audit reflected the Town's finances as being in good order.

CONSIDERATION OF RESOLUTION 30-2023 – A Resolution authorizing the Town Mayor to sign the Development Agreement with Stubs Gas & Oil, Inc. for the Roberts 81 Subdivision

Staff commented that Dan Giroux and Melissa Kendrick represent Roberts 81 and they approached the Town wanting to install some water and sewer lines in the Roberts 81 Subdivision. The Bulk Subdivision agreement requires them to enter into a development agreement for the tracks that they want to any improvements on so we have worked with Dan and Melissa, along with Town Attorney, Melinda Culley, to develop a development agreement specific to the water and sewer line project so that they can get started this year. The town Manager has had continued discussions with Dan regarding an extended warranty period on the improvements and may tweak the agreement some after it has been approved. The agreement currently has a 3-year warranty period. They plan to start some street construction next year.

Trustee Miller asked why the board continues to see plans and agreements for Roberts 81. The Town Manager explained that the subdivision only has a preliminary PD and a final plat which created the zoning of each zone or tract. When a tract or lot is sold, the new owner will then be required to go before the planning and zoning commission and the Board of trustees for final PD approval before they will be allowed to apply for a building permit.

Dan and Melissa provided a phase 1 map (included in resolution) to show the board where they intend to place the new water and sewer lines for this phase. It will be approximately a mile and half of water and sewer line infrastructure. They have moved on to a new commercial real estate agent.

Motion was made by Trustee Miller to approve Resolution 30-2023 Seconded by Trustee Perrott. Roll Call: Motion was unanimously approved.

CONSIDERATION OF RESOLUTION 31-2023 – A resolution entering into an inter-government agreement regarding Central Square contract for Moran County Communication Center.

Chief Craig Miller stated that this resolution is affirming the Wiggins Police Department's involvement with the process. We are currently paying close to \$2,100 per year for computer information systems incorporated. This agreement will offset that cost by entering agreement for CAD and RMS participation with Morgan County communications center.

Trustee Miller asked if all towns in Morgan County are involved in this. Chief Miller confirmed that all towns are involved.

Motion was made by Mayor Pro Tem Herbstman to approve Resolution 31-2023 Seconded by Trustee Miller. Roll Call: Motion was unanimously approved.

CONSIDERATION OF RESOLUTION 32-2023

A resolution authorizing the Town to enter a memorandum of understanding with Morgan County to chip seal Main Street from County Road P to 5th Avenue and from Central Avenue to the CDOT right-of-way.

The Town Manager reminded the board that this project that the county has supplied the town with some estimates for the materials. The county will provide labor and materials from County Road P to 5th Avenue since that is a shared road. He also talked to them about doing the section of Main Street from Central Avenue North to the I-76 CDOT right-of-way. County has asked the Town to cover materials and labor and equipment since this area is inside town limits. As a result of the extensive rain, they plan to start County Road P to 5th avenue in September.

Motion was made by Trustee Miller to approve Resolution 32-2023 Seconded by Trustee Perrott. Roll Call: Motion was unanimously approved.

CONSIDERATION OF RESOLUTION 33-2023

A resolution authorizing the Town Manager for the painting to town hall and public works shop building.

The Town Manager briefed the Board Members that he and Beau have received the contract and estimate from Jirah Home Services. The crew can start as early as Tuesday or Wednesday of next week. This was a budgeted item in the one percent Capital improvement projects. The colors will be a green for the buildings with a brown that matches the stone of the building to be used for trim.

Motion was made by Trustee Perrott to approve Resolution 33-2023 Seconded by Mayor Pro Tem Herbstman. Roll Call: Motion was unanimously approved.

CONSIDERATION OF RESOLUTION 34-2023

A resolution designating truck routes in the Town of Wiggins.

Staff stated that the Town desired to eliminate truck traffic south of Central Avenue on Main Street due to the new Main Street that was recently completed. Staff has contacted many of the local truck drivers to receive their feedback and they have been receptive of the pending resolution. The Town Manager reminded the Board that this resolution does not prohibit truck traffic for local deliveries, school deliveries, or 4th of July parade. It will prohibit farmers and truckers from using Main Street to pass through Wiggins. They will need to go around. The Town will be creating signs in the near future to be posted.

Motion was made by Trustee Perrott to approve Resolution 34-2023 Seconded by Trustee Flax. Roll Call: Motion was unanimously approved.

ADJOURNMENT

The Mayor invited closing remarks.

The Town Manager stated that the board has been invited to the School Grand opening on August 11th from noon to 1 pm and the Morgan County Extension Office agent dropped off some tickets to the sale and BBQ if anyone is interested. It is Thursday, August 3rd from 4 pm to 5:30 pm.

Mayor Franzen adjourned the meeting at 8:56 pm.

Respectfully submitted by:

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

Tom Acre, Interim Town Clerk



MINUTES OF MEETING

TOWN OF WIGGINS BOARD OF TRUSTEES SPECIAL MEETING

August 9, 2023 at 7:30 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 August 9, 2023. Mayor Chris Franzen called the meeting to order at 7:37 p.m. The following Trustees answered roll call: Mayor Chris Franzen, and Trustees: Bruce Miller, Jerry Schwindt, Mandy Camilleri, and Steven Perrott, Mandy Camilleri. Mayor Pro-Tem David Herbstman and Trustee Brian Flax and were excused. Staff present was Tom Acre, Town Manager.

APPROVAL OF THE AGENDA

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

A motion was made by Trustee Perrott to go into Executive Session for the purposes stated below. Seconded by Trustee Camilleri. Roll Call: The motion to go into Executive Session was approved unanimously. The Board of Trustees entered the Executive Session at 7:38 p.m.

EXECUTIVE SESSION

1. Executive session: (1) for a conference with the town attorney for the purpose of receiving legal advice on specific legal questions under C.R.S. Section 24-6-402(4)(b) regarding former employee matter; and (2) for the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators, under C.R.S. Section 24-6-402(4)(e) regarding (a) Kiowa Park letter agreement, and (b) First Amendment to IGA with Central Colorado Water Conservancy District.

The Board adjourned the Executive Session at 8:29 p.m.

REPORT FROM EXECUTIVE SESSION-

The Board gave general direction to the Town Manager regarding each of the subjects listed above as discussed in the Executive Session. No formal action was taken during the Executive Session.

ADJOURNMENT

Mayor Franzen adjourned the meeting at 8:30 pm.

Respectfully submitted by:

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

Tom Acre, Interim Town Clerk

TOWN OF WIGGINS-BILLS PAID
AUGUST 2023

Vendor	Description	Amount Paid
BLUE LIGHTNING	Internet and Phone	\$545.52
CIRSA	Workers Comp	\$4,150.26
CIRSA	General Property Liability Insurance	\$19,519.45
COUNTRY HARDWARE	Misc PW Supplies	\$3,426.70
CP Mechanical LLC	Town Hall AC Repair	\$1,050.00
DAN'S CUSTOM CONSTRUCTION INC.	Johnson Street Lift Station - Floats	\$200.00
FT. MORGAN VETERINARY CLINIC	PW Shop Cat Meds	\$30.00
GLH CONSTRUCTION INC.	Wiggins Main Street Improvements	\$516,114.23
HAYES POZNANOVIC KORVER, LLC	Attorney's fees	\$13,712.00
HE LLC	Public Works Assitance	\$3,025.00
JARVIS	Recreation Software	\$175.00
JIREH HOME SERVICES	Town Hall Paint Materials	\$8,042.43
KAMMERER, WILLIAM M.	Water Shares Lease/Purch Paymt	\$3,510.42
KELLY, PC	Legal Fees	\$1,634.00
LEAF	Copier Lease Split	\$174.90
LYONS GADDIS	Water Attorney	\$384.00
MARTIN MARIETTA MATERIALS	Emulsion-Asphalt	\$330.00
MORGAN COUNTY FAIR SALE	MC Fair Jr. Livestock Auction Market Swine	\$1,700.00
MORGAN COUNTY REA	Utilities- Electric	\$10,463.59
Northeastern Colorado Radon Services LLC	Radon Mitigation CR U House	\$1,800.00
RICK ENGINEERING COMPANY-COLORADO	Comprehensive Plan Update	\$14,221.83
RIVAL SERVICES, LLC	Portable Toilet - Kiowa Park Playground	\$150.00
Stagecoach Meat Co. LLC	Processing MC Jr LS Auct	\$392.75
TOWN OF CASTLE ROCK COLORADO	Aug Water Lease	\$75,000.00
UNCC	Utility Locate Notification - Water	\$654.03
VIAERO WIRELESS	Cell Phone Charges	\$491.10
WELDON VALLEY DITCH COMPANY	Kammerer Accounting July 2023	\$99.50
WIGGINS SUPER'S 1846	Misc PW Shop Supplies	\$100.02
XCEL	Utilities-Gas	\$166.27

Approved: 

Date: 08/22/2023

Total: \$681,263.00

INCIDENT ANALYSIS - DAY

Date 08/07/2023

Time 10:52:16

Report CFS03

Agency Wiggins Police Dept.

Dates 07/01/2023 Thru 07/31/2023

Activity	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Total
<div> <div>Agency: WPD Wiggins Police Dept.</div> </div>								
01100 Fraud	0	0	1	0	0	0	0	1
02300 Drunkenness	0	0	0	0	0	0	1	1
02430 Loud Noise	0	0	1	0	0	0	0	1
02670 Local Ordinance Violation	0	0	1	1	0	0	0	2
02671 Dog At Large	0	0	0	4	2	0	0	6
02672 Fireworks	1	0	4	1	0	0	0	6
02678 Watering Violation	16	3	2	0	0	0	0	21
02679 Weed Violation	0	0	0	1	0	0	0	1
02700 Susp Pers/veh/inc	0	0	1	1	0	0	1	3
03000 Community Policing	0	0	6	0	1	1	1	9
03010 Assist Other Agency	3	5	3	0	4	2	1	18
03030 Building Check	1	0	0	0	0	0	0	1
03070 Keep The Peace	0	0	0	0	0	0	1	1
03080 Medical Assist	0	1	0	1	0	0	1	3
03100 Welfare Check	1	2	0	0	1	0	1	5
03120 Extra Patrol	14	21	18	13	13	7	23	109
03121 Vacation House Check	2	0	2	3	4	0	2	13
03590 Traffic Ctrl	0	0	1	0	0	0	0	1
03600 Driving Complaint	0	0	0	1	0	0	0	1
03620 Traffic Hazard	0	0	0	0	0	1	1	2
03670 Animal Bite	0	1	0	1	0	0	0	2
03730 Lost/found	1	0	0	0	0	1	1	3
03760 Information	1	0	1	0	0	1	0	3
04000 Alarm	0	0	3	0	1	1	0	5
05000 Misc	0	0	0	0	0	2	0	2
05007 Restraining Order Violati	0	1	0	0	0	0	0	1
07510 Abandoned Vehicle	0	0	0	0	0	1	0	1
07520 Motorist Assist	0	1	0	0	0	0	1	2
07530 Traffic Contact	2	1	6	6	5	0	6	26
07531 Pedestrian Contact	0	0	0	0	1	0	0	1
07570 Unlock Vehicle	0	1	0	0	0	0	0	1
07580 Vehicle Inspection	0	1	2	2	1	0	0	6
09000 Fire Investigation LE	0	0	0	0	0	0	1	1
09001 911-Welfare Check	1	0	2	1	9	0	4	17
09006 Registered Sex Offender	5	1	0	0	0	0	0	6
09007 Animal Welfare Check	0	0	0	0	0	0	1	1
09900 Follow Up/Investigation	2	4	1	1	3	4	3	18
09901 Summons Service	0	0	0	0	1	0	0	1
09911 Victim Notification	1	0	0	0	0	0	0	1
35DU Traffic Contact-DUI Inv	0	0	2	0	0	0	0	2
35SB Traffic Contact-Seatbelt	0	0	0	2	0	0	0	2
REPO Repossession	0	0	0	0	0	2	0	2
SEO Select Enforce Off Init	4	3	3	2	4	2	2	20
Wiggins Police Dept. Agency Total	55	46	60	41	50	25	52	329
Total	55	46	60	41	50	25	52	329

TOWN OF WIGGINS
COMBINED CASH INVESTMENT
JULY 31, 2023

COMBINED CASH ACCOUNTS

01-10210	HIGH PLAINS-MAIN CHECKING	1,270,016.03
01-10220	HIGH PLAINS-SWEEP ACCOUNT	3,715,847.78
01-10700	RETURNED CHECK CLEARING ACCT	(100.30)
01-10750	UTILITY CASH CLEARING ACCOUNT	(1,114.96)
TOTAL COMBINED CASH		4,984,648.55
01-20200	ACCOUNTS PAYABLE	548.34
01-10100	CASH ALLOCATED TO OTHER FUNDS	(4,953,642.35)
TOTAL UNALLOCATED CASH		31,554.54

CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO GENERAL FUND	1,648,318.19
20	ALLOCATION TO WATER ENTERPRISE	1,217,016.00
30	ALLOCATION TO SEWER ENTERPRISE	1,230,352.54
40	ALLOCATION TO SALES TAX CAPITAL IMPROVEMENT	833,692.04
50	ALLOCATION TO CONSERVATION TRUST	25,388.58
TOTAL ALLOCATIONS TO OTHER FUNDS		4,954,767.35
ALLOCATION FROM COMBINED CASH FUND - 01-10100		(4,953,642.35)
ZERO PROOF IF ALLOCATIONS BALANCE		1,125.00

TOWN OF WIGGINS
BALANCE SHEET
JULY 31, 2023

GENERAL FUND

ASSETS

10-10100	CASH IN COMBINED CASH FUND	1,648,318.19	
10-10110	PETTY CASH (T. MANAGER)	44.30	
10-10120	PETTY CASH (T. CLERK)	805.39	
10-10240	CASH IN BANK COMM HALL FUND SA	18,855.66	
10-10250	COLOTRUST FUND	112.10	
10-10260	CASH IN USE TAX FUND	267,277.31	
10-10310	CASH W/ COUNTY TREASURER	3,905.23	
10-10500	PROPERTY TAXES RECEIVABLE	524,163.97	
10-11500	ACCOUNTS RECEIVABLE	69,483.13	
10-14100	PREPAID EXPENSES	302.06	
	TOTAL ASSETS		2,533,267.34

LIABILITIES AND EQUITY

LIABILITIES

10-20200	ACCOUNTS PAYABLE	2,988.54	
10-20210	PAYABLE TO SCHOOL DISTRICT	25,037.57	
10-22210	DEFERRED PROPERTY TAX	524,163.97	
10-22410	UNEARNED REVENUE	292,319.77	
10-22710	FED/ FICA TAXES PAYABLE	11,476.00	
10-22720	STATE W/H TAXES PAYABLE	13,898.58	
10-22740	POLICE PENSION PAYABLE	5,358.77	
10-22760	DEFERRED COMP CONTRIB PAYABLE	1,113.14	
10-22770	UNEMPLOYMENT PAYABLE	(2,707.30)	
10-22790	GARNISHMENT PAYABLE	(647.50)	
10-22820	HEALTH INSURANCE PAYABLE	16.93	
10-22825	AFLAC PAYABLE	(1.42)	
10-22830	LIFE INSURANCE PAYABLE	50.40	
10-22840	VISION INSURANCE PAYABLE	126.27	
10-25320	FUND BALANCE	1,630,064.23	
	TOTAL LIABILITIES		2,503,257.95

FUND EQUITY

UNAPPROPRIATED FUND BALANCE:			
REVENUE OVER EXPENDITURES - YTD	396,620.46		
BALANCE - CURRENT DATE		396,620.46	
TOTAL FUND EQUITY			396,620.46
TOTAL LIABILITIES AND EQUITY			2,899,878.41

TOWN OF WIGGINS
REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
10-30004 GENERAL MISCELLANEOUS	10.00	810.10	.00 (810.10)	.0
10-31100 CURRENT PROPERTY TAX	157,047.63	502,622.63	524,164.00	21,541.37	95.9
10-31200 SPECIFIC OWNERSHIP	4,800.92	25,681.85	30,000.00	4,318.15	85.6
10-31300 1% TOWN SALES TAX	25,636.04	183,030.45	300,000.00	116,969.55	61.0
10-31301 USE TAX	2,666.47	59,767.95	10,000.00 (49,767.95)	597.7
10-31420 CIGARETTE TAX	.00	783.33	1,500.00	716.67	52.2
10-31810 SEVERENCE TAX	.00	.00	10,000.00	10,000.00	.0
10-31820 FRANCHISE FEE-MORGAN CTY REA	2,430.00	9,742.00	8,000.00 (1,742.00)	121.8
10-31821 FRANCHISE FEE-XCEL ENERGY	903.06	15,327.07	8,000.00 (7,327.07)	191.6
10-31823 FRANCHISE FEE--BLUE LIGHTNING	1,019.00	3,030.71	2,750.00 (280.71)	110.2
10-31900 PENALTIES & INTEREST	43.72	210.09	.00 (210.09)	.0
10-32110 LIQUOR LICENSE (15%)	.00	97.50	175.00	77.50	55.7
10-32210 BUILDING PERMITS	2,225.16	36,436.74	25,000.00 (11,436.74)	145.8
10-33412 DOLA EIAF 2021	.00	142,500.00	82,500.00 (60,000.00)	172.7
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	4,080.64	32,065.92	55,000.00	22,934.08	58.3
10-33550 ADDITIONAL MOTOR VEHICLE	846.87	4,902.49	6,000.00	1,097.51	81.7
10-33800 ROAD & BRIDGE	17,922.22	57,364.06	40,000.00 (17,364.06)	143.4
10-34210 SPECIAL POLICE SERVICES	.00	120.10	.00 (120.10)	.0
10-34215 VIN INSPECTIONS	115.00	395.00	250.00 (145.00)	158.0
10-34220 BUILDING DEVELOPMENT REVIEW	.00	3,536.05	5,000.00	1,463.95	70.7
10-34221 BUILDING INSPECTION PLAN REV	427.70	19,922.28	1,000.00 (18,922.28)	1992.2
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	.00	9,030.00	11,000.00	1,970.00	82.1
10-34286 VOLLEYBALL REG FEES	.00	25.00	1,000.00	975.00	2.5
10-34287 SOCCER REG FEES	.00	1,816.00	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	7,810.00	30,980.27	30,000.00 (980.27)	103.3
10-36000 OTHER MISCELLANEOUS REVENUE	1,432.50	1,477.50	.00 (1,477.50)	.0
10-36010 DOG LICENSES/CLINIC	25.00	345.00	300.00 (45.00)	115.0
10-36011 BUSINESS LICENSES	.00	290.00	3,500.00	3,210.00	8.3
10-36012 CONTRACTOR LICENSES	125.00	1,325.00	1,800.00	475.00	73.6
10-36013 GOLF CART LICENSES	25.00	375.00	150.00 (225.00)	250.0
10-36040 INSURANCE PROCEEDS	.00	32,392.57	.00 (32,392.57)	.0
10-36050 CAPITAL CREDITS RECEIVED	.00	2,200.98	.00 (2,200.98)	.0
10-36100 INTEREST ON SAVINGS	508.83	17,644.12	10.00 (17,634.12)	17644
10-36310 BUILDING & FARM RENT	.00	3,800.00	6,000.00	2,200.00	63.3
10-36420 REFUNDS	.00 (8.94)	.00	8.94	.0
10-36500 CONTRIBUTIONS/DONATIONS	.00	165.00	.00 (165.00)	.0
10-36501 SPONSORSHIPS	50.00	1,175.00	.00 (1,175.00)	.0
10-36512 GRANTS--DUI	.00	500.00	.00 (500.00)	.0
10-39210 SALE OF FIXED ASSETS	.00	1,207.60	.00 (1,207.60)	.0
 TOTAL FUND REVENUE	 230,150.76	 1,203,151.47	 1,318,599.00	 115,447.53	 91.2

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>GENERAL GOVERNMENTAL</u>					
10-410-13 FINANCIAL AUDIT	5,466.67	5,466.67	5,000.00	(466.67)	109.3
10-410-32 PROFESSIONAL SERVICES	2,073.64	8,699.30	22,500.00	13,800.70	38.7
10-410-34 CODIFICATION	4,010.00	7,930.00	12,000.00	4,070.00	66.1
10-410-35 COPIER LEASE	71.55	476.21	650.00	173.79	73.3
10-410-40 EMPLOYEE TRAINING	.00	2,860.62	5,000.00	2,139.38	57.2
10-410-41 TELEPHONE & INTERNET	57.56	1,841.87	1,400.00	(441.87)	131.6
10-410-42 UTILITIES--ELECTRIC	.00	315.73	2,000.00	1,684.27	15.8
10-410-43 OFFICE BLDG REPAIRS & MAINT	.00	1,482.00	5,000.00	3,518.00	29.6
10-410-44 POSTAGE METER LEASE	.00	105.13	250.00	144.87	42.1
10-410-45 UTILITIES-GAS	3.74	751.23	1,500.00	748.77	50.1
10-410-46 CELL PHONE	111.56	751.62	1,260.00	508.38	59.7
10-410-48 TRASH	29.80	29.80	300.00	270.20	9.9
10-410-52 INSURANCE & BONDS	.00	14,806.94	32,180.00	17,373.06	46.0
10-410-54 ADVERTISING	.00	.00	600.00	600.00	.0
10-410-55 POSTAGE & SHIPPING	.00	275.43	800.00	524.57	34.4
10-410-58 TRAVEL & MEETINGS	32.10	1,731.21	5,200.00	3,468.79	33.3
10-410-61 OPERATING SUPPLIES	622.31	2,419.66	5,500.00	3,080.34	44.0
10-410-68 COPIER EXPENSE	.00	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	476.14	4,465.28	3,000.00	(1,465.28)	148.8
10-410-87 EQUIPMENT	.00	4,960.00	.00	(4,960.00)	.0
10-410-90 DUES & SUBSCRIPTIONS	.00	190.00	4,000.00	3,810.00	4.8
10-410-91 NEWSLETTERS & PUBLICATIONS	.00	382.16	800.00	417.84	47.8
TOTAL GENERAL GOVERNMENTAL	12,955.07	60,804.52	124,665.00	63,860.48	48.8
<u>ADMINISTRATION DEPARTMENT</u>					
10-411-11 SALARY-TOWN CLERK	1,319.63	3,608.03	.00	(3,608.03)	.0
10-411-15 ADMINISTRATION DEPT EMPLOYEES	5,613.94	40,573.11	134,102.00	93,528.89	30.3
10-411-20 EMPLOYEE BENEFITS	491.78	3,463.31	18,115.00	14,651.69	19.1
10-411-22 FICA & MEDICARE	524.94	3,285.11	10,259.00	6,973.89	32.0
10-411-23 457 RETIREMENT	243.22	1,716.44	6,500.00	4,783.56	26.4
10-411-25 UNEMPLOYMENT INS	2.64	51.53	402.00	350.47	12.8
10-411-26 WORKERS' COMPENSATION	.00	2,590.45	200.00	(2,390.45)	1295.2
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	8,196.15	55,414.28	171,778.00	116,363.72	32.3

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>JUDICIAL DEPARTMENT</u>					
10-412-00 CONTRACT-JUDGE	.00	1,875.00	3,800.00	1,925.00	49.3
10-412-01 CONTRACT-TOWN PROSECUTOR	.00	3,517.50	3,250.00	(267.50)	108.2
10-412-35 COPIER LEASE	15.90	120.84	400.00	279.16	30.2
10-412-41 TELEPHONE & INTERNET	.00	.00	100.00	100.00	.0
10-412-44 POSTAGE METER LEASE	.00	63.08	.00	(63.08)	.0
10-412-55 POSTAGE	.00	515.23	200.00	(315.23)	257.6
10-412-61 OFFICE SUPPLIES	.00	.00	150.00	150.00	.0
10-412-68 COPIER EXPENSE	.00	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	15.90	6,423.07	8,300.00	1,876.93	77.4
<u>MAYOR & LEGISLATIVE BOARDS</u>					
10-413-10 MAYOR COMPENSATION	.00	200.00	2,400.00	2,200.00	8.3
10-413-11 BOARD OF TRUSTEES COMPENSATION	440.00	2,840.00	2,880.00	40.00	98.6
10-413-12 BOARD OF TRUSTEES APPRECIATION	.00	.00	500.00	500.00	.0
10-413-22 FICA & MEDICARE	33.66	232.56	404.00	171.44	57.6
10-413-26 WORKERS' COMPENSATION	.00	183.31	100.00	(83.31)	183.3
10-413-40 BOARD OF TRUSTEES TRAINING	.00	.00	3,000.00	3,000.00	.0
10-413-51 E & O INSURANCE	.00	.00	3,200.00	3,200.00	.0
10-413-58 BOARD TRAVEL & MEETINGS	.00	.00	5,000.00	5,000.00	.0
10-413-71 COMPUTER SOFTWARE	.00	.00	200.00	200.00	.0
10-413-90 DUES & SUBSCRIPTIONS	.00	.00	2,500.00	2,500.00	.0
TOTAL MAYOR & LEGISLATIVE BOARDS	473.66	3,455.87	20,184.00	16,728.13	17.1
<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)	3,141.84	10,042.26	10,000.00	(42.26)	100.4
10-415-30 TOWN LEGAL	2,838.00	26,230.00	60,000.00	33,770.00	43.7
10-415-40 REPORTING & PUBLISHING	.00	18.40	500.00	481.60	3.7
TOTAL TREASURER'S OFFICE	5,979.84	36,290.66	70,500.00	34,209.34	51.5

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2023

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ECONOMIC DEVELOPMENT</u>						
10-416-50	ECONOMIC DEVELOPMENT	7,500.00	150,000.00	160,000.00	10,000.00	93.8
10-416-51	MEMBERSHP FEE/DUES	.00	.00	2,800.00	2,800.00	.0
	TOTAL ECONOMIC DEVELOPMENT	7,500.00	150,000.00	162,800.00	12,800.00	92.1
<u>COMMUNITY DEVELOPMENT</u>						
10-417-30	COMMUNITY MEETINGS	.00	.00	1,000.00	1,000.00	.0
10-417-35	COPIER LEASE	15.90	96.99	95.00	(1.99)	102.1
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	.00	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	240.00	240.00	500.00	260.00	48.0
10-417-91	NEWSLETTER	.00	.00	2,100.00	2,100.00	.0
	TOTAL COMMUNITY DEVELOPMENT	255.90	710.45	6,340.00	5,629.55	11.2
<u>PLANNING & ZONING</u>						
10-418-30	LEGAL/ENGINEERING SUPPORT	.00	2,164.25	3,500.00	1,335.75	61.8
10-418-35	COPIER LEASE	15.90	96.97	95.00	(1.97)	102.1
10-418-40	STAFF TRAINING	.00	.00	1,500.00	1,500.00	.0
10-418-41	TELEPHONE & INTERNET	.00	23.53	425.00	401.47	5.5
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	29.44	303.09	1,000.00	696.91	30.3
10-418-55	POSTAGE	.00	116.37	105.00	(11.37)	110.8
10-418-61	OFFICE SUPPLIES	.00	9.49	50.00	40.51	19.0
10-418-68	COPIER EXPENSE	.00	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	.00	352.20	100.00	(252.20)	352.2
10-418-93	COMPREHENSIVE PLAN	.00	14,109.36	165,000.00	150,890.64	8.6
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	45.34	17,474.32	192,875.00	175,400.68	9.1

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>COMMUNITY PROGRAMS</u>					
10-419-00 FOURTH OF JULY FESTIVAL	20,999.66	21,050.79	22,500.00	1,449.21	93.6
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	51.97	3,000.00	2,948.03	1.7
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	.00	2,647.51	2,500.00	(147.51)	105.9
10-419-66 PLANTERS	.00	.00	250.00	250.00	.0
10-419-91 NEWSLETTER/EVENT POSTCARD	317.14	815.40	750.00	(65.40)	108.7
10-419-99 OTHER MISCELLANEOUS	.00	30.60	.00	(30.60)	.0
TOTAL COMMUNITY PROGRAMS	21,316.80	25,463.68	62,800.00	37,336.32	40.6

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>POLICE DEPARTMENT</u>					
10-421-02 CONTRACT SERVICES	189.00	288.00	1,800.00	1,512.00	16.0
10-421-04 OFFICER EQUIPMENT	89.23	8,455.48	30,000.00	21,544.52	28.2
10-421-15 POLICE SALARIES	16,241.92	115,554.26	194,443.00	78,888.74	59.4
10-421-20 EMPLOYEE BENEFITS	1,775.40	12,427.80	28,602.00	16,174.20	43.5
10-421-21 VEHICLE/MOBILE EQUIPMENT	.00	86.47	15,000.00	14,913.53	.6
10-421-22 FICA & MEDICARE	246.15	1,750.03	14,875.00	13,124.97	11.8
10-421-23 PENSION-FPPA	1,600.24	11,089.37	19,444.00	8,354.63	57.0
10-421-24 DEATH & DISABILITY-FPPA	161.78	1,173.90	3,306.00	2,132.10	35.5
10-421-25 UNEMPLOYMENT INSURANCE	.00	114.77	583.00	468.23	19.7
10-421-26 WORKERS' COMPENSATION	.00	2,631.96	6,500.00	3,868.04	40.5
10-421-28 FARM HOUSE UTILITIES-GAS/ELECT	.00	1,491.97	3,700.00	2,208.03	40.3
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	15.90	104.94	150.00	45.06	70.0
10-421-40 TRAINING	848.48	2,489.85	3,000.00	510.15	83.0
10-421-41 TELEPHONE & INTERNET	41.49	76.79	750.00	673.21	10.2
10-421-42 MC COM CENTER PHONE LINE	.00	162.62	600.00	437.38	27.1
10-421-43 REPAIRS AND MAINTENANCE (AUTO)	680.96	1,230.85	7,500.00	6,269.15	16.4
10-421-44 UTILITIES-ELECTRIC	.00	315.74	1,200.00	884.26	26.3
10-421-45 UTILITIES-GAS	.00	.00	600.00	600.00	.0
10-421-46 CELL PHONE	227.58	1,411.35	2,400.00	988.65	58.8
10-421-48 TRASH	29.80	29.80	270.00	240.20	11.0
10-421-49 OTHER MISCELLANEOUS	.00	1.27	1,200.00	1,198.73	.1
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	.00	414.32	1,000.00	585.68	41.4
10-421-62 FUEL	.00	2,866.17	13,000.00	10,133.83	22.1
10-421-64 CRIME PREVENTION	.00	32.70	250.00	217.30	13.1
10-421-68 COPIER EXPENSE	.00	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	52.74	500.00	447.26	10.6
10-421-90 MEMBERSHIP DUES	.00	75.72	300.00	224.28	25.2
10-421-91 POLICE VEHICLE SINKING FUND	.00	.00	5,000.00	5,000.00	.0
TOTAL POLICE DEPARTMENT	22,147.93	177,819.72	386,473.00	208,653.28	46.0
<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	2,840.00	1,000.00	(1,840.00)	284.0
10-424-31 COMMERCIAL BUILDING REVIEW	54.75	13,344.95	5,000.00	(8,344.95)	266.9
10-424-32 RESIDENTIAL BUILDING REVIEW	749.49	14,601.28	5,000.00	(9,601.28)	292.0
TOTAL BUILDING INSPECTION DEPARTMEN	804.24	30,786.23	11,200.00	(19,586.23)	274.9

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PUBLIC WORKS ADMINISTRATION</u>					
10-430-11 SALARY - PW MAINTENANCE(1)	8,507.57	56,790.41	5,428.00	(51,362.41)	1046.3
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	5,392.10	8,104.00	2,711.90	66.5
10-430-22 FICA & MEDICARE	622.73	4,349.42	3,092.00	(1,257.42)	140.7
10-430-23 457 RETIREMENT	118.22	800.75	1,213.00	412.25	66.0
10-430-25 UNEMPLOYMENT INSURANCE - PW	10.51	106.33	138.00	31.67	77.1
10-430-26 WORKERS' COMPENSATION - PW	.00	2,631.96	3,000.00	368.04	87.7
TOTAL PUBLIC WORKS ADMINISTRATION	10,029.33	72,703.98	67,394.00	(5,309.98)	107.9
<u>PUBLIC WORKS & STREETS DEPT</u>					
10-431-00 UNIFORMS - PW	.00	497.44	3,500.00	3,002.56	14.2
10-431-20 REPAIRS-EQUIPMENT & VEHICLES	498.90	11,650.53	9,500.00	(2,150.53)	122.6
10-431-21 STREETS-SIGNS & MATERIAL	18.95	686.91	10,000.00	9,313.09	6.9
10-431-22 SNOW REMOVAL	78.36	4,585.00	.00	(4,585.00)	.0
10-431-23 EQUIPMENT RENTAL	.00	.00	200.00	200.00	.0
10-431-24 REPAIRS & MAINTENANCE-STREETS	2,006.88	25,116.21	.00	(25,116.21)	.0
10-431-25 FARM HOUSE MAINT	129.36	2,640.14	3,000.00	359.86	88.0
10-431-28 FARM HOUSE UTILITIES	36.04	105.81	2,700.00	2,594.19	3.9
10-431-35 COPIER LEASE	7.95	56.45	95.00	38.55	59.4
10-431-39 GIS	.00	.00	250.00	250.00	.0
10-431-40 EMPLOYEE TRAINING	.00	65.62	2,500.00	2,434.38	2.6
10-431-41 UTILITIES - ELECTRIC	.00	430.04	1,500.00	1,069.96	28.7
10-431-43 BUIDING MAINT	.00	9,335.47	3,000.00	(6,335.47)	311.2
10-431-45 UTILITIES-GAS	3.73	751.22	1,200.00	448.78	62.6
10-431-46 CELL PHONE	113.79	677.74	975.00	297.26	69.5
10-431-47 TELEPHONE & INTERNET	70.26	166.12	800.00	633.88	20.8
10-431-48 TRASH	89.40	89.40	540.00	450.60	16.6
10-431-52 INSURANCE - PW	.00	9,396.00	9,611.00	215.00	97.8
10-431-55 POSTAGE & SHIPPING-PW	.00	35.16	50.00	14.84	70.3
10-431-60 STREET LIGHTING - PW	.00	4,412.40	11,000.00	6,587.60	40.1
10-431-61 OFFICE SUPPLIES	.00	16.58	1,400.00	1,383.42	1.2
10-431-62 FUEL - PW	1,276.30	6,061.59	8,500.00	2,438.41	71.3
10-431-63 CONTRACT REFUSE REMOVAL - PW	.00	1,788.00	2,000.00	212.00	89.4
10-431-65 TREE PROGRAM	.00	2,253.02	1,500.00	(753.02)	150.2
10-431-66 PEST/WEED CONTROL - PW	.00	65.97	1,600.00	1,534.03	4.1
10-431-68 COPIER EXPENSE	.00	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	.00	612.25	424.00	(188.25)	144.4
10-431-74 EQUIPMENT- CAPITAL OUTLAY	.00	14.99	2,250.00	2,235.01	.7
10-431-75 RESERVE CAPITAL OUTLAY	.00	7,395.00	.00	(7,395.00)	.0
10-431-76 PW VEHICLES SINKING FUND	.00	.00	5,000.00	5,000.00	.0
10-431-77 PW HEAVY EQUIP SINKING FUND	.00	.00	5,000.00	5,000.00	.0
10-431-99 OTHER MISCELLANEOUS - PW	11.99	955.19	.00	(955.19)	.0
TOTAL PUBLIC WORKS & STREETS DEPT	4,341.91	90,076.17	90,673.00	596.83	99.3

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>STORMWATER</u>					
10-432-59 STORMWATER ENGINEERING/DESIGN	.00	11,391.25	5,000.00	(6,391.25)	227.8
10-432-60 STORMWATER CONSTRUCTION	.00	7,240.76	.00	(7,240.76)	.0
10-432-61 RETENTION/DETENTION POND MAINT	.00	131.94	750.00	618.06	17.6
10-432-62 CULVERT/DITCH MAINT	982.50	4,957.50	1,000.00	(3,957.50)	495.8
10-432-63 3RD AVE STORM LIFT STATION	.00	.00	500.00	500.00	.0
10-432-64 STREET SWEEPING	.00	.00	500.00	500.00	.0
10-432-65 LEVEE REPAIR & MAINT	.00	401.17	500.00	98.83	80.2
TOTAL STORMWATER	982.50	24,122.62	8,250.00	(15,872.62)	292.4
<u>PARK & RECREATION</u>					
10-451-11 SALARIES - P&R DIRECTOR (SEAS)	2,818.98	17,469.35	16,200.00	(1,269.35)	107.8
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	554.26	.00	(554.26)	.0
10-451-22 FICA P&R	215.66	1,371.73	2,268.00	896.27	60.5
10-451-23 RENTS	10.24	67.34	.00	(67.34)	.0
10-451-25 UNEMPLOYMENT INSURANCE	5.23	35.49	23.00	(12.49)	154.3
10-451-26 WORKERS' COMPENSATION	.00	971.87	1,500.00	528.13	64.8
10-451-30 SPECIAL EVENTS - P&R	.00	.00	1,000.00	1,000.00	.0
10-451-38 CELL PHONE	37.93	227.56	490.00	262.44	46.4
10-451-39 TELEPHONE & INTERNET	53.27	149.13	1,200.00	1,050.87	12.4
10-451-40 TRAINING	.00	15.71	1,000.00	984.29	1.6
10-451-41 UTILITIES - ELECTRIC	.00	3,285.38	12,000.00	8,714.62	27.4
10-451-42 PARK BUILDING MAINTENANCE	384.27	5,666.28	.00	(5,666.28)	.0
10-451-43 PARK REPAIR AND MAINTENANCE	7,809.18	13,653.11	.00	(13,653.11)	.0
10-451-48 TRASH	119.20	119.20	800.00	680.80	14.9
10-451-55 NEWSLETTERS/POSTCARDS/POSTAGE	30.00	73.14	1,200.00	1,126.86	6.1
10-451-60 BACKGROUND CHECKS	254.10	647.60	735.00	87.40	88.1
10-451-61 OPERATING SUPPLIES - P&R	32.99	676.50	4,500.00	3,823.50	15.0
10-451-62 PARKS & RECREATION PROGRAMS	.00	344.13	3,000.00	2,655.87	11.5
10-451-70 IT SUPPORT	.00	.00	100.00	100.00	.0
10-451-71 COMPUTER SOFTWARE	.00	1,319.12	2,100.00	780.88	62.8
10-451-83 SOFTBALL	.00	.00	2,750.00	2,750.00	.0
10-451-84 BASEBALL	1,926.59	5,962.03	8,000.00	2,037.97	74.5
10-451-85 BASKETBALL	125.00	125.00	.00	(125.00)	.0
10-451-86 VOLLEYBALL	.00	.00	750.00	750.00	.0
10-451-87 SOCCER	.00	1,415.67	1,200.00	(215.67)	118.0
10-451-88 SUMMER ACTIVITY	.00	.00	2,000.00	2,000.00	.0
10-451-90 UNIFORMS & EQUIPMENT P&R	.00	138.75	2,100.00	1,961.25	6.6
10-451-91 MISC FEES	.00	235.54	.00	(235.54)	.0
10-451-92 PARK CONCESSION EXPENSE	.00	.00	100.00	100.00	.0
10-451-93 MEMBERSHIP/PUBLICATIONS	.00	.00	200.00	200.00	.0
TOTAL PARK & RECREATION	13,901.82	54,985.44	78,661.00	23,675.56	69.9

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2023

	GENERAL FUND				
	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
TOTAL FUND EXPENDITURES	108,946.39	806,531.01	1,465,893.00	659,361.99	55.0
NET REVENUE OVER EXPENDITURES	121,204.37	396,620.46	(147,294.00)	(543,914.46)	269.3

TOWN OF WIGGINS
BALANCE SHEET
JULY 31, 2023

WATER ENTERPRISE

ASSETS

20-10100	CASH IN COMBINED CASH FUND	1,217,016.00	
20-10120	CASH ON HAND	50.00	
20-10210	WATER ENTERPRISE CLEARING ACCT	7,603.69	
20-10250	COLOTRUST-WATER FUND	112.10	
20-10251	HIGH PLAINS WATER ENTPR FUND	183,038.79	
20-10260	COLOTRUST - DEVELOPMENT FEES	109.45	
20-10261	2011 USDA DEBT SERV RESERVE	101,487.67	
20-10262	2013 USDA DEBT SERV RESERVE	154,921.44	
20-10270	COLOTRUST-WATER BOND ACCOUNT	23.08	
20-10271	63.23% BOTW DEBT SERVICE	1,323.33	
20-10273	2020 BOTW LOAN--SINKING FUND	548,271.17	
20-10280	COLOTRUST-WATER BOND RESERVE	113.14	
20-10281	BANK OF THE WEST WTR RESRVS	21,295.09	
20-10282	2020 BOTW LOAN--D.S. RESERVE	255,883.59	
20-10290	OPERATION & MAINTENANCE FUND	112.17	
20-11500	ACCOUNTS RECEIVABLE	90,425.92	
20-14000	CWCB LOAN PROCEEDS ESCROW	1,133,775.50	
20-14100	PREPAID EXPENSE	(35,830.78)	
20-16100	LAND	661,549.57	
20-16200	WATER RIGHTS	5,022,202.92	
20-16300	CONSTRUCTION IN PROGRESS	126,211.75	
20-16400	PLANT EQUIPMENT	7,382,696.17	
20-16401	OTHER EQUIPMENT	28,834.06	
20-16410	ACCUMULATED DEPRECIATION	(1,951,573.65)	
TOTAL ASSETS			14,949,652.17

LIABILITIES AND EQUITY

LIABILITIES

20-20200	ACCOUNTS PAYABLE	(36,255.75)	
20-20300	ACCRUED COMPENSATED ABSENCES	7,854.14	
20-20301	ACCR'D COMP ABS--CURR. PORTION	1,963.54	
20-20400	ACCRUED INTEREST PAYABLE	193,135.55	
20-22530	2013 USDA	460,570.66	
20-22540	REVENUE BOND PAYABLE-REA	2,655,099.89	
20-22550	BOTW LOAN--63.23% WATER	1,827,739.03	
20-22600	CAPITAL LEASES PAYABLE	210,843.50	
20-22650	2017 CWCB NOTE PAYABLE	2,408,850.00	
20-22900	CUSTOMER DEPOSIT LIABILITY	60,912.85	
TOTAL LIABILITIES			7,790,713.41

FUND EQUITY

20-27900	RETAINED EARNINGS	7,073,503.05	
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TOWN OF WIGGINS
BALANCE SHEET
JULY 31, 2023

WATER ENTERPRISE

UNAPPROPRIATED FUND BALANCE:			
20-29001	SUSPENSE	45,693.48	
	REVENUE OVER EXPENDITURES - YTD	(47,284.99)	
	BALANCE - CURRENT DATE	(1,591.51)	
	TOTAL FUND EQUITY		7,071,911.54
	TOTAL LIABILITIES AND EQUITY		14,862,624.95

TOWN OF WIGGINS
REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2023

WATER ENTERPRISE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
20-34000 WATER SALES	88,791.28	510,121.70	900,000.00	389,878.30	56.7
20-34001 CUSTOMER DEPOSITS	.00	.00	500.00	500.00	.0
20-34002 BULK WATER SALES	.00	178.00	5,000.00	4,822.00	3.6
20-34440 TAP FEES & ACQUISITION FEES	.00	23,278.00	.00	(23,278.00)	.0
20-34442 WATER METER SALES	.00	1,166.00	7,800.00	6,634.00	15.0
20-34450 MISCELLANEOUS WATER INCOME	70.00	9,240.00	15,000.00	5,760.00	61.6
20-36000 WATER DEVELOPMENT CONTRIBUTION	.00	375.00	.00	(375.00)	.0
20-36001 RENTAL INCOME	322.50	1,093.82	10,000.00	8,906.18	10.9
20-36100 INTEREST EARNED	2.24	447.04	.00	(447.04)	.0
TOTAL FUND REVENUE	89,186.02	545,899.56	938,300.00	392,400.44	58.2

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2023

WATER ENTERPRISE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PROFESSIONAL SERVICES</u>					
20-410-13 FINANCIAL AUDIT	5,466.67	5,466.67	5,000.00	(466.67)	109.3
20-410-30 LEGAL SERVICE	.00	480.00	5,000.00	4,520.00	9.6
20-410-31 WATER RIGHTS EXPENSES (LEGAL)	.00	43,745.10	80,000.00	36,254.90	54.7
20-410-32 PROFESSIONAL SERVICES WATER	2,136.48	51,691.23	90,000.00	38,308.77	57.4
20-410-33 POSTAGE	.00	536.81	1,200.00	663.19	44.7
20-410-34 WATER DEPOSIT REFUND	.00	.00	1,000.00	1,000.00	.0
20-410-38 PROFESSIONAL SERVICES ACCT	.00	.00	10,000.00	10,000.00	.0
20-410-40 TRAVEL, MEETINGS & TRAINING	.00	.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	81,929.25	50,000.00	(31,929.25)	163.9
20-410-68 COPIER EXPENSE	.00	107.95	.00	(107.95)	.0
TOTAL PROFESSIONAL SERVICES	7,603.15	184,018.98	246,305.00	62,286.02	74.7
<u>WATER ADMINISTRATION</u>					
20-411-11 SALARY-TOWN CLERK	791.78	3,246.75	.00	(3,246.75)	.0
20-411-12 EMPLOYEE SALARY-ADMINISTRATION	.00	.00	67,195.00	67,195.00	.0
20-411-15 ADMINISTRATION DEPT EMPLOYEES	3,299.40	33,535.28	.00	(33,535.28)	.0
20-411-20 EMPLOYEE BENEFITS	308.91	2,256.17	10,011.00	7,754.83	22.5
20-411-22 FICA & MEDICARE	306.58	2,735.16	5,141.00	2,405.84	53.2
20-411-23 457 RETIREMENT	186.26	1,525.13	3,500.00	1,974.87	43.6
20-411-25 UNEMPLOYMENT INSURANCE	1.59	40.91	202.00	161.09	20.3
20-411-26 WORKERS' COMPENSATION	.00	141.81	175.00	33.19	81.0
20-411-72 UTILITY BILLING SOFTWARE EXP	324.67	649.34	2,920.00	2,270.66	22.2
TOTAL WATER ADMINISTRATION	5,219.19	44,130.55	89,144.00	45,013.45	49.5
<u>PUBLIC WORKS ADMINISTRATION</u>					
20-430-11 SALARY-PW MAINTENANCE	1,799.68	12,222.90	24,017.00	11,794.10	50.9
20-430-15 EMPL SALARY-PW P/T SEASONAL	.00	.00	7,332.00	7,332.00	.0
20-430-20 EMPLOYEE BENEFITS	345.56	2,418.92	4,767.00	2,348.08	50.7
20-430-22 FICA & MEDICARE	123.62	836.81	2,398.00	1,561.19	34.9
20-430-23 457 RETIREMENT	54.00	366.75	720.00	353.25	50.9
20-430-25 UNEMPLOYMENT INSURANCE	.55	18.40	72.00	53.60	25.6
20-430-26 WORKERS' COMPENSATION	.00	.00	750.00	750.00	.0
TOTAL PUBLIC WORKS ADMINISTRATION	2,323.41	15,863.78	40,056.00	24,192.22	39.6
<u>SUPPLIES</u>					
20-431-22 EQUIPMENT REPAIRS AND MAINT	.00	64.12	5,000.00	4,935.88	1.3
20-431-62 FUEL	.00	1,013.86	750.00	(263.86)	135.2
20-431-75 VEHICLE REPAIR	.00	.00	1,500.00	1,500.00	.0
TOTAL SUPPLIES	.00	1,077.98	7,250.00	6,172.02	14.9

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 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	124.49	400.00	275.51	31.1
20-432-30 CONTRACT OPERATOR	400.00	1,920.00	6,000.00	4,080.00	32.0
20-432-35 COPIER LEASE	7.95	88.25	600.00	511.75	14.7
20-432-37 ANALYTICAL/SAMPLING EXPENSE	3,941.40	7,074.20	13,500.00	6,425.80	52.4
20-432-39 GIS	.00	57.75	1,125.00	1,067.25	5.1
20-432-40 TELEPHONE & INTERNET	187.31	739.75	2,000.00	1,260.25	37.0
20-432-41 UTILITIES-ELECTRIC	8.17	19,874.50	80,000.00	60,125.50	24.8
20-432-45 UTILITIES-GAS	3.73	1,383.76	2,500.00	1,116.24	55.4
20-432-46 CELL PHONE	.00	.00	764.00	764.00	.0
20-432-48 TRASH	14.90	14.90	100.00	85.10	14.9
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	10,378.79	7,800.00	(2,578.79)	133.1
20-432-56 MAINTENANCE (PLANT) RO	.00	672.00	10,000.00	9,328.00	6.7
20-432-57 TREATMENT/OPERATING SUPPLIES	1,794.00	3,296.20	8,000.00	4,703.80	41.2
20-432-59 WATER WELL MAINTENANCE	966.27	1,303.36	1,000.00	(303.36)	130.3
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	115.00	786.96	2,000.00	1,213.04	39.4
20-432-85 WATER LEASES	199.00	3,347.50	70,000.00	66,652.50	4.8
20-432-87 EQUIPMENT	.00	.00	5,000.00	5,000.00	.0
20-432-99 OTHER MISCELLANEOUS EXPENSE	.00	48.48	1,000.00	951.52	4.9
TOTAL OPERATIONS	7,637.73	62,220.05	243,589.00	181,368.95	25.5
<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	73,536.00	147,000.00	73,464.00	50.0
20-471-12 LEASE/PURCHASE PMT-KAMMERER	3,510.42	24,572.94	42,125.00	17,552.06	58.3
20-471-13 BOTW SINKING FUND PAYMENT	.00	81,826.23	40,000.00	(41,826.23)	204.6
20-471-14 BOTW INTEREST PAYMENT	.00	105,938.04	95,000.00	(10,938.04)	111.5
20-471-50 LOAN ISSUANCE COSTS	.00	.00	18,969.00	18,969.00	.0
TOTAL DEBT SERVICE	3,510.42	285,873.21	388,094.00	102,220.79	73.7
TOTAL FUND EXPENDITURES	26,293.90	593,184.55	1,014,438.00	421,253.45	58.5
NET REVENUE OVER EXPENDITURES	62,892.12	(47,284.99)	(76,138.00)	(28,853.01)	(62.1)

TOWN OF WIGGINS
BALANCE SHEET
JULY 31, 2023

SEWER ENTERPRISE

ASSETS

30-10100	CASH IN COMBINED CASH FUND	1,230,352.54	
30-10250	COLOTRUST FUND	113.21	
30-10251	HIGH PLAINS SEWER ENTPR FUND	63,781.62	
30-10260	COLOTRUST SEWER PROJECT	112.10	
30-10271	36.77% BOTW DEBT SERVICE	770.37	
30-10273	2020 BOTW LOAN--SINKING FUND	318,834.83	
30-10282	2020 BOTW LOAN--D.S. RESERVE	148,803.41	
30-10290	CD 1726--STORM SEWER WGNS SCH	12,344.09	
30-11500	ACCOUNTS RECEIVABLE	42,762.34	
30-14100	PREPAID EXPENSE	(35,830.78)	
30-16100	LAND	821,659.00	
30-16200	BUILDINGS	130,310.00	
30-16300	CONSTRUCTION IN PROGRESS	63,081.99	
30-16400	EQUIPMENT	2,118,488.31	
30-16401	OTHER EQUIPMENT	25,098.72	
30-16410	ACCUMULATED DEPRECIATION-EQ	(819,302.04)	
	TOTAL ASSETS		4,121,379.71

LIABILITIES AND EQUITY

LIABILITIES

30-20200	ACCOUNTS PAYABLE	(36,297.66)	
30-20300	ACCRUED COMPENSATED ABSENCES	7,854.14	
30-20301	ACCR'D COMP ABS--CURR. PORTION	1,963.54	
30-20400	ACCRUED INTEREST PAYABLE	9,208.09	
30-22550	BOTH 36.77% SEWER LOAN	1,062,880.97	
30-22900	CUSTOMER DEPOSIT LIABILITY	9,046.90	
30-22905	DEVELOPER PERFORMANCE DEPOSIT	11,750.00	
	TOTAL LIABILITIES		1,066,405.98

FUND EQUITY

30-27900	RETAINED EARNINGS	3,035,619.63	
	UNAPPROPRIATED FUND BALANCE:		
30-29001	SUSPENSE	26,572.02	
	REVENUE OVER EXPENDITURES - YTD	167,182.36	
	BALANCE - CURRENT DATE	193,754.38	
	TOTAL FUND EQUITY		3,229,374.01
	TOTAL LIABILITIES AND EQUITY		4,295,779.99

TOWN OF WIGGINS
REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2023

SEWER ENTERPRISE

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>REVENUES</u>					
30-33420	DOLA GRANT	.00	147,250.00	.00	(147,250.00)	.0
30-34000	SEWER SALES	36,348.82	254,385.22	420,000.00	165,614.78	60.6
30-34001	CUSTOMER DEPOSITS	.00	.00	150.00	150.00	.0
30-36100	INTEREST EARNED	1.68	90.99	.00	(90.99)	.0
	TOTAL FUND REVENUE	36,350.50	401,726.21	420,150.00	18,423.79	95.6

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2023

SEWER ENTERPRISE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PROFESSIONAL SERVICES</u>					
30-410-13 FINANCIAL AUDIT	5,466.66	5,466.66	5,000.00	(466.66)	109.3
30-410-30 LEGAL SERVICE	.00	.00	2,000.00	2,000.00	.0
30-410-32 PROFESSIONAL SERVICES	2,073.63	8,206.00	20,000.00	11,794.00	41.0
30-410-33 POSTAGE	.00	536.81	1,000.00	463.19	53.7
30-410-34 SEWER DEPOSIT REFUND	.00	.00	500.00	500.00	.0
30-410-35 COPIER LEASE	7.95	88.25	600.00	511.75	14.7
30-410-40 TRAINING	.00	.00	1,000.00	1,000.00	.0
30-410-44 POSTAGE MACHINE LEASE	.00	61.97	105.00	43.03	59.0
30-410-67 OFFICE SUPPLIES	.00	.00	200.00	200.00	.0
30-410-68 COPIER EXPENSE	.00	107.95	600.00	492.05	18.0
TOTAL PROFESSIONAL SERVICES	7,548.24	14,467.64	31,005.00	16,537.36	46.7
<u>SEWER ADMINISTRATION</u>					
30-411-11 SALARY-TOWN CLERK	527.85	2,580.60	.00	(2,580.60)	.0
30-411-14 EMPLOYEE SALARIES-ADMIN	.00	.00	67,195.00	67,195.00	.0
30-411-15 ADMINISTRATION DEPT EMPLOYEES	3,299.38	33,535.10	.00	(33,535.10)	.0
30-411-20 EMPLOYEE BENEFITS	308.91	2,256.12	10,011.00	7,754.88	22.5
30-411-22 FICA & MEDICARE	286.32	2,695.16	5,141.00	2,445.84	52.4
30-411-23 457 RETIREMENT	186.28	1,525.22	3,500.00	1,974.78	43.6
30-411-25 UNEMPLOYMENT INSURANCE	1.05	39.95	202.00	162.05	19.8
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	324.66	649.32	2,920.00	2,270.68	22.2
TOTAL SEWER ADMINISTRATION	4,934.45	43,281.47	89,394.00	46,112.53	48.4
<u>PUBLIC WORKS ADMINISTRATION</u>					
30-430-11 SALARY-PW MAINTENANCE	1,799.68	11,299.80	.00	(11,299.80)	.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	2,418.92	4,767.00	2,348.08	50.7
30-430-22 FICA & MEDICARE	123.68	836.71	2,398.00	1,561.29	34.9
30-430-23 457 RETIREMENT	54.00	366.63	720.00	353.37	50.9
30-430-25 UNEMPLOYMENT	.55	18.27	72.00	53.73	25.4
30-430-26 WORKERS' COMPENSATION	.00	141.81	750.00	608.19	18.9
TOTAL PUBLIC WORKS ADMINISTRATION	2,323.47	16,005.24	40,056.00	24,050.76	40.0

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 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	8,125.00	15,000.00	6,875.00	54.2
30-431-62 FUEL	.00	675.34	800.00	124.66	84.4
30-431-74 CAPITAL OUTLAY WWTP	.00	.00	25,000.00	25,000.00	.0
30-431-75 VEHICLE REPAIRS	.00	64.12	5,000.00	4,935.88	1.3
TOTAL WWTP	.00	8,864.46	56,076.00	47,211.54	15.8
<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	400.00	1,920.00	6,000.00	4,080.00	32.0
30-432-39 COMPUTER SOFTWARE-GIS	.00	57.75	1,125.00	1,067.25	5.1
30-432-41 UTILITIES-ELECTRIC	.00	7,945.10	28,000.00	20,054.90	28.4
30-432-42 TELEPHONE/INTERNET	102.83	426.65	500.00	73.35	85.3
30-432-45 UTILITIES --GAS	3.73	751.22	1,200.00	448.78	62.6
30-432-46 CELL PHONE	.00	.00	300.00	300.00	.0
30-432-48 TRASH	14.90	414.90	1,200.00	785.10	34.6
30-432-50 PERMIT FEES	.00	1,708.00	3,500.00	1,792.00	48.8
30-432-51 ANALYTICAL/SAMPLING EXPENSE	565.00	5,233.40	3,000.00	(2,233.40)	174.5
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	12,135.11	2,000.00	(10,135.11)	606.8
30-432-57 GENERAL MAINT JOHNSON LT ST	200.00	454.16	500.00	45.84	90.8
30-432-59 ENGINEERING DESIGN	.00	.00	5,000.00	5,000.00	.0
30-432-60 TREATMENT OPERATIONS	1,794.00	6,905.80	7,500.00	594.20	92.1
30-432-61 OFFICE SUPPLIES	.00	.00	800.00	800.00	.0
30-432-99 OTHER MISCELLANEOUS EXPENSE	.00	.00	1,000.00	1,000.00	.0
TOTAL OPERATIONS	3,080.46	42,512.48	81,925.00	39,412.52	51.9
<u>DEBT SERVICE</u>					
30-471-13 BOTW SINKING FUND PAYMENT	.00	69,964.24	106,288.00	36,323.76	65.8
30-471-14 BOTW INTEREST PAYMENT	.00	39,448.32	44,124.00	4,675.68	89.4
30-471-50 LOAN ISSUANCE COSTS	.00	.00	11,031.00	11,031.00	.0
TOTAL DEBT SERVICE	.00	109,412.56	161,443.00	52,030.44	67.8
TOTAL FUND EXPENDITURES	17,886.62	234,543.85	459,899.00	225,355.15	51.0

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2023

SEWER ENTERPRISE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
NET REVENUE OVER EXPENDITURES	18,463.88	167,182.36	(39,749.00)	(206,931.36)	420.6

TOWN OF WIGGINS
BALANCE SHEET
JULY 31, 2023

SALES TAX CAPITAL IMPROVEMENT

ASSETS

40-10100	CASH IN COMBINED CASH FUND	833,692.04	
40-10250	COLOTRUST FUND	112.10	
40-10251	HIGH PLAINS 1% TAX FUND	15,228.90	
40-11500	ACCOUNTS RECEIVABLE	50,679.16	
	TOTAL ASSETS		899,712.20

LIABILITIES AND EQUITY

LIABILITIES

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

FUND EQUITY

UNAPPROPRIATED FUND BALANCE:			
REVENUE OVER EXPENDITURES - YTD	(191,855.84)		
BALANCE - CURRENT DATE	(191,855.84)		
TOTAL FUND EQUITY		(191,855.84)	
TOTAL LIABILITIES AND EQUITY			704,202.13

TOWN OF WIGGINS
REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2023

SALES TAX CAPITAL IMPROVEMENT

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>REVENUES</u>					
40-31300	1% TOWN SALES TAX	25,636.04	183,030.43	300,000.00	116,969.57	61.0
40-36100	INTEREST EARNED	6.61	44.23	5.00	(39.23)	884.6
	TOTAL FUND REVENUE	25,642.65	183,074.66	300,005.00	116,930.34	61.0

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2023

SALES TAX CAPITAL IMPROVEMENT

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CAPITAL PROJECTS</u>					
40-430-00 CIP - SEWER REPLACE BNSF	16,084.38	324,205.79	.00 (324,205.79)	.0
40-430-05 CIP-NORTH STORM DETENTION	.00	.00	75,000.00	75,000.00	.0
40-430-10 CIP-MAIN STREET C&G 3RD TO 5TH	.00	702.50	.00 (702.50)	.0
40-430-16 CIP-TOWN HALL DIGITAL SIGN	.00	33,292.28	50,000.00	16,707.72	66.6
40-430-17 CIP-TH/PW EXT IMP	3,789.93	3,789.93	10,000.00	6,210.07	37.9
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	12,940.00	12,940.00	10,000.00 (2,940.00)	129.4
TOTAL CAPITAL PROJECTS	32,814.31	374,930.50	245,000.00 (129,930.50)	153.0
TOTAL FUND EXPENDITURES	32,814.31	374,930.50	245,000.00 (129,930.50)	153.0
NET REVENUE OVER EXPENDITURES	(7,171.66)	(191,855.84)	55,005.00	246,860.84	(348.8)

TOWN OF WIGGINS
BALANCE SHEET
JULY 31, 2023

SALES TAX STREETS

LIABILITIES AND EQUITY

FUND EQUITY

UNAPPROPRIATED FUND BALANCE:
REVENUE OVER EXPENDITURES - YTD

(234,391.87)

BALANCE - CURRENT DATE

(234,391.87)

TOTAL FUND EQUITY

(234,391.87)

TOTAL LIABILITIES AND EQUITY

(234,391.87)

TOWN OF WIGGINS
REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2023

SALES TAX STREETS

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>						
45-31300	1% TOWN SALES TAX (2022)	25,636.04	71,702.62	300,000.00	228,297.38	23.9
45-36100	INTEREST EARNED	.00	.00	5.00	5.00	.0
TOTAL FUND REVENUE		25,636.04	71,702.62	300,005.00	228,302.38	23.9

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2023

SALES TAX STREETS

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>CAPITAL PROJECTS</u>					
45-430-10	CIP-MAIN STREET C&G 3RD TO 5TH	.00	303,426.53	100,000.00	(203,426.53)	303.4
	TOTAL CAPITAL PROJECTS	.00	303,426.53	100,000.00	(203,426.53)	303.4
	<u>DEPARTMENT 431</u>					
45-431-22	REPAIRS & MAINTENANCE-STREETS	1,367.96	2,667.96	25,000.00	22,332.04	10.7
	TOTAL DEPARTMENT 431	1,367.96	2,667.96	25,000.00	22,332.04	10.7
	TOTAL FUND EXPENDITURES	1,367.96	306,094.49	125,000.00	(181,094.49)	244.9
	NET REVENUE OVER EXPENDITURES	24,268.08	(234,391.87)	175,005.00	409,396.87	(133.9)

TOWN OF WIGGINS
BALANCE SHEET
JULY 31, 2023

CONSERVATION TRUST

ASSETS

50-10100	CASH IN COMBINED CASH FUND	25,388.58	
50-10250	COLOTRUST FUND	112.25	
50-10251	HIGH PLAINS CNSRVTN TRST FUND	14,255.58	
	TOTAL ASSETS		39,756.41

LIABILITIES AND EQUITY

LIABILITIES

50-25320	FUND BALANCE	39,734.35	
	TOTAL LIABILITIES		39,734.35

FUND EQUITY

	UNAPPROPRIATED FUND BALANCE:		
	REVENUE OVER EXPENDITURES - YTD	6,194.41	
	BALANCE - CURRENT DATE	6,194.41	
	TOTAL FUND EQUITY		6,194.41
	TOTAL LIABILITIES AND EQUITY		45,928.76

TOWN OF WIGGINS
REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2023

CONSERVATION TRUST

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>						
50-33501	CT - ST PROCEEDS (LOTTERY)	.00	11,577.35	13,000.00	1,422.65	89.1
50-36100	INTEREST EARNED	.00	22.06	10.00	(12.06)	220.6
	TOTAL FUND REVENUE	.00	11,599.41	13,010.00	1,410.59	89.2

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 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	.00	6,194.41	510.00	(5,684.41)	1214.6



STAFF SUMMARY

Board of Trustees Meeting August 23, 2023

DATE: July 19, 2023

AGENDA ITEM NUMBER: 5

TOPIC: Resolution Terminating an Intergovernmental Agreement for Mutual Aid Among Law Enforcement Agencies

STAFF MEMBER RESPONSIBLE: Craig Miller, Chief of Police

BACKGROUND:

In April of 2021 Chief Craig Miller was approached by the then Chief of Police of Log Lane Village, Joshua Katz, requesting a Mutual Aid IGA. On April 28, 2021 Chief Craig Miller presented a resolution approving the IGA for Mutual Aid with the Log Lane Village Police Department.

SUMMARY:

Since this IGA went into effect the Town of Log Lane Village has refused to staff a viable Police Department, therefore it is in our best interest to terminate the IGA at the present time.

FISCAL IMPACT:

This resolution does not have an impact on the Police Department budget.

APPLICABILITY TO TOWN OBJECTIVES AND GOALS TO PROVIDE SERVICES:

This resolution supports the Town's objectives and goals to enhance community safety by allowing our officer to focus their efforts solely on this community, without the burden of addressing issues in another community.

OPTIONS AVAILABLE TO THE BOARD OF TRUSTEES:

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

MOTION FOR APPROVAL:

I make the motion to adopt Resolution 35-2023 - A Resolution Terminating an Intergovernmental Agreement for Mutual Aid Among Law Enforcement Agencies.

ACTION REQUESTED:

Motion, Second, Roll-Call Vote.

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

**TOWN OF WIGGINS, COLORADO
RESOLUTION NO.35-2023**

**A RESOLUTION TERMINATING AN INTERGOVERNMENTAL AGREEMENT FOR
MUTUAL AID AMONG LAW ENFORCEMENT AGENCIES**

WHEREAS, the Towns of Wiggins and Log Lane Village previously entered into that certain Intergovernmental Agreement for Mutual Aid Among Law Enforcement Agencies dated May 11, 2021 (“IGA”); and

WHEREAS, Section 8 of the IGA allows either party to terminate the IGA upon thirty (30) days notice to the other party; and

WHEREAS, the Town has determined that it is in its best interest to terminate the IGA.

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

Section 1. That certain Intergovernmental Agreement for Mutual Aid Among Law Enforcement Agencies dated May 11, 2021 (“IGA”) between the Town of Wiggins and the Town of Log Lane Village is hereby terminated, which such termination shall be effective thirty (30) days after notice is provided to Log Lane Village. Town staff is hereby directed to notify Log Lane Village of this termination.

INTRODUCED, READ, AND ADOPTED THIS 23RD DAY OF AUGUST, 2023.

TOWN OF WIGGINS, COLORADO

Christopher Franzen, Mayor

ATTEST:

Tom Acre, Interim Town Clerk



08/24/2023

Mayor Naomi Zuniga
202 Birch Street
Log Lane Village CO 80705

Mayor Zuniga,

Pursuant to the attached resolution we are terminating our Intergovernmental Agreement for Mutual Aid Among Law Enforcement Agencies.

Regards,

Craig Miller
Chief of Police

WIGGINS POLICE DEPARTMENT

CHIEF OF POLICE - CRAIG J MILLER

304 CENTRAL AVE ~ WIGGINS, CO 80654 ~ PH: 970.483.6161 ~ FAX: 970.483.7364

[HTTPS://TOWNOFWIGGINS.COLORADO.GOV/](https://townofwiggins.colorado.gov/)



STAFF SUMMARY

**Board of Trustees Meeting
August 23, 2023**

DATE: August 20, 2023

AGENDA ITEM NUMBER: 6

TOPIC: Consideration of Resolution No. 36-2023 – A Resolution Authorizing the Town Manager to Purchase a Replacement Pump for the Johnson Street Lift Station

STAFF MEMBER RESPONSIBLE: Tom Acre, Town Manager

BACKGROUND

One of the two pumps at the Johnson Street Lift Station recently failed. The cause of this failure is suspected to be due to inappropriate items being placed in the sewer. Staff removed the damaged pump and is having it repaired. The float sensor associated with this pump was also damaged and needed to be replaced. The lift stations are designed to work by alternating the pumps depending on the wastewater flow and can operate on a single pump. Currently two pumps are utilized and the lift stations were designed with the capability to add a third pump.

The Central Ave Lift Station has the same design with larger horsepower pumps installed and we have a backup pump for that lift station that could be used with a modification in an emergency. Staff would like to add a third pump designed for the Johnson Street Lift Station so we have a backup pump on hand after the damaged pump is repaired.

SUMMARY

Staff requested quotes for a replacement pump and received quotes from two companies. Cogent, Inc. provided us with a quote of \$ 15,718.26. The original supplier for the lift station pumps, Ambiente H2O Inc. quoted us \$9,000.00 for the replacement pump.

FISCAL IMPACT

Approval of a Resolution authorizing the Town Manager to purchase a replacement pump for the Johnson Street Lift Station will impact the Sewer Enterprise Fund by \$9,000.

APPLICABILITY TO TOWN OBJECTIVES AND GOALS TO PROVIDE SERVICES

Providing reliable water and wastewater treatment facilities is one of the goals of the Town Board of Trustees and Staff.

MOTION FOR APPROVAL

I make a motion to adopt Resolution No. 36-2023 – A Resolution Authorizing the Town Manager to Purchase a Replacement Pump for the Johnson Street Lift Station.

ACTION REQUESTED

MOTION, SECOND, ROLL-CALL VOTE

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



**TOWN OF WIGGINS, COLORADO
RESOLUTION NO. 36-2023**

**A RESOLUTION AUTHORIZING THE TOWN MANAGER TO PURCHASE A
REPLACEMENT PUMP FOR THE JOHNSON STREET LIFT STATION**

WHEREAS, the Town of Wiggins maintains sewer lift stations as part of the Town's wastewater system; and

WHEREAS, periodically the Town has equipment that fails and requires repair or replacement to adequately operate the lift stations; and

WHEREAS, the Town of Wiggins staff has recently needed to repair a lift station pump and desires to have a backup pump in stock.

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

Section 1. The Board of Trustees hereby authorizes the Town Manager to purchase a replacement pump Ambiente H2O Inc. for \$9,000.00; and

INTRODUCED, ADOPTED AND RESOLVED THIS 23rd DAY OF AUGUST, 2023.

TOWN OF WIGGINS, COLORADO

Christopher Franzen, Mayor

ATTEST:

Tom Acre, Interim Town Clerk



Date: August 16, 2023
To: Wiggins Johnson St LS
Attn: Bo Warden
From: Keri Snook

Ambiente H₂O Inc. is pleased to offer the following equipment for the subject project. If you have any questions, comments and/or concerns, please do not hesitate to call.

ITEMS BY WILO C/O AMBIENTE H2O INC.

Item A: SUBMERSIBLE SEWAGE PUMP FA10.33E UNIT

6000028

Qty 1

hydraulic

hydraulic type: FA 10.33E
Impeller diameter: 249.00 mm
frequency: 60 Hz
duty point - head H: 86
discharge connection pump: DN100 PN10
material impeller: GGG 50 (0.7050)
material casing wear ring: 1.4308

motor

motor description: FK 17.1-4/16KEx
approval: FM
voltage V: 460/230 ~3
rated power: 7.60 KW
rated current: 14.30 a
max. power input: 9.8 KW
monitoring sealing chamber ext: moisture probe
material motor shaft: 1.4021

accessories mounted

cable length: 12.0 m
cable 1: number: 1
cable4: number: 1
cable 5: number: 1

type of construction hydraulic: Bm0
coat: Pantone 334, green
duty point - volume flow Q: 257
type of installation: wet sump installation
material hydraulic casing: GG 25 (0.6025)
material impeller ring: 1.4462/1.4470
material connections: stainless A2

type of construction (motor): Bm0
full load speed: 1700 RPM
type of starting: direct - dual voltage
service factor: 1.10
starting current: 69.00 a
monitoring windings internal: 2 BI-120°+1BI-100° oil
material motor casing parts: GG 25 (0.6025)

protection hose length: 0.0 m
power supply 1: NSSHÖU-J RU 4x4
control cable: NSSHÖU-O RU 2x1,5
electrode line extern: electrode cable, round 1X1,5

Pricing for Item A: \$8,500.00

Estimated Freight: \$500.00

Total Price Item A: \$9,000.00

Lead Time: ~4 Weeks ARO.

Sincerely,

Keri Snook

Colorado/Corporate Headquarters
1500 W. Hampden Ave., Ste. 5-D
Sheridan, CO 80110
Phone: 303-433-0364

Terms & Conditions

- I. Item Installation
A. Price terms are to include the item as it stands, and will not include services or equipment such as, but not limited to; (1) item installation, (2) anchor bolts, (3) miscellaneous valves and fittings, (4) gauges, (5) field wiring, (6) controls, (7) VFDs, unless specifically included otherwise.
- II. Services Rendered
A. Item installation, certification, start-up, and training are determined per proposal.
B. Additional services are available at \$950.00 per day plus expenses, not to exceed \$1,250.00 per day by Ambiente H2O Inc. Sheridan, CO.
C. Submittal Drawings may be available upon 2-3 weeks after receipt of purchase order.
- III. Shipment
A. Shipment of equipment will be ~4 weeks after submittal approval and/or written notice to release equipment for fabrication.
- IV. Freight Costs
A. Freight is PPA (Prepaid & Allowed) and estimated to be \$500.00 to the jobsite.
- V. Customer Duty of Inspection
A. CUSTOMER IS RESPONSIBLE FOR INSPECTING ALL EQUIPMENT UPON DELIVERY.
B. UPON RECEIPT ANY DAMAGE MUST BE IMMEDIATELY REPORTED TO FREIGHT COMPANY AND AMBIENTE H2O INC.
C. Any claims for missing parts or equipment must be made within 30 days of delivery. Failure to make such claim will absolve Ambiente H2O Inc. from providing such missing parts or equipment past the 30 days, unless additional costs are assumed and tendered by Customer.
- VI. Sales Taxes
A. Applicable sales taxes are not included in the cost.
1. Ambiente H2O Inc. will collect upon applicable sales tax in Colorado.
B. If sales tax exempt, please send a Tax Exempt Certificate to sales@ambienteH2o.com.
- VII. Price Terms
A. Prices configured will be valid for 30 days.
B. Any outstanding balance, if applicable, will be due within 30 days of delivery.
C. Alternate terms may be available upon written notice to and approval by Ambiente H2O Inc.
- VIII. Payment Schedule
A. Ambiente H2O Inc. will receive 100% of purchase price, due on order.
- IX. Method of Payment
A. Cash, Check, VISA, and MasterCard are acceptable forms of payment. A 3% charge will be added to credit card payments.
- X. Promise of Good Faith and Fair Dealing
A. Upon Buyer's signature below, Buyer agrees to the terms and conditions listed herein. Buyer promises to honor the terms of this agreement and will abide by the payment conditions stated. Lack of payment for equipment delivered or for any additional services rendered will cause Buyer to be in default of this agreement. Interest will begin to accrue upon Buyer's default of this agreement at 8% per annum. Ambiente H2O Inc. may demand immediate payment upon default, and will be entitled to such demand until payment is received in full.

Date: _____

Signature: _____

Printed Name: _____

Buyer: _____



STAFF SUMMARY

**Board of Trustees Meeting
August 23, 2023**

DATE: August 21, 2023

AGENDA ITEM NUMBER: 7

TOPIC: Consideration of Resolution No. 37-2023 – A Resolution Authorizing the Town Manager to Sign Letter Agreement with Kiowa Park LLC/LDI Inc. for Revegetation of Outlot E in Kiowa Park Subdivision

STAFF MEMBER RESPONSIBLE: Tom Acre, Town Manager

BACKGROUND

LDI, Inc., the developer of Kiowa Park has completed the public improvements in the Kiowa Park Planned Development Subdivision. Building in Phase 3 was completed late last year and the warranty period has been and final acceptance of the improvements is complete. One item that remains is revegetation of an outlot (Outlot E) at the corner of Coyote Lane and Wildcat Parkway that was used by the builder to stage materials. The developer and builder are partnering to revegetate Outlot E and proposed entering into a letter agreement that provides the scope and responsibility accomplish the revegetation project.

SUMMARY

Staff is working with the LDI to finalize the details of the revegetation work of Outlot E and the Letter Agreement so the original letter of credit being held by High Plains Bank can be released. The developer has agreed to plant a low growing water wise grass such as Buffalo grass and install a temporary irrigation system to help it get established. The developer will be responsible for the maintenance until such time the area is accepted by the Town. We have requested that two trees be planted in the Outlot. The Letter Agreement helps ensure that the remain revegetation work will be accomplished later this fall and be monitored until the revegetation is acceptable to the Town.

FISCAL IMPACT

Approval of the Resolution authorizing the Town Manager to sign the Letter Agreement will not impact the Town's budget.

APPLICABILITY TO TOWN OBJECTIVES AND GOALS TO PROVIDE SERVICES

Providing open undeveloped areas that can become an amenity to the area helps maintain property values and meets a goal of the Town Board of Trustees and Staff to create a livable community.

MOTION FOR APPROVAL

I make a motion to adopt Resolution No. 37-2023 – A Resolution Authorizing the Town Manager to Sign Letter Agreement with Kiowa Park LLC/LDI Inc. for Revegetation of Outlot E in Kiowa Park Subdivision.

ACTION REQUESTED

MOTION, SECOND, ROLL-CALL VOTE

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



**TOWN OF WIGGINS, COLORADO
RESOLUTION NO. 37-2023**

A RESOLUTION AUTHORIZING THE TOWN MANAGER TO SIGN A LETTER AGREEMENT WITH KIOWA PARK LLC/LDI, INC. FOR REVEGATION OF OUTLOT E IN THE KIOWA PARK SUBDIVISION

WHEREAS, Kiowa Park LLC/LDI Inc. previously provided the Town of Wiggins a Letter of Credit as a performance guarantee for the construction of various improvements in the Kiowa Park Planned Development Subdivision; and

WHEREAS, Kiowa Park LLC/LDI Inc has completed and received final acceptance for the improvements with exception of Outlot E; and

WHEREAS, the Town of Wiggins and Kiowa Park LLC/LDI Inc have reached agreement on the work required for revegetation of Outlot E as presented in the attached Letter Agreement.

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

Section 1. The proposed Letter Agreement regarding revegetation of Outlot E in the Kiowa Park Planned Development Subdivision by and between the Town of Wiggins and Kiowa Park LLC/LDI Inc (“Agreement”) is hereby approved in essentially the same form as the copy of such Agreement accompanying this Resolution.

Section 2. The Town Manager is 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 the Mayor determines are necessary or desirable for the protection of the Town, so long as the material terms and conditions of the Agreement are not altered.

INTRODUCED, ADOPTED AND RESOLVED THIS 23rd DAY OF AUGUST, 2023.

TOWN OF WIGGINS, COLORADO

Christopher Franzen, Mayor

ATTEST:

Tom Acre, Interim Town Clerk



August 23, 2023

Mr. Jay Stoner, President
Kiowa Park LLC/LDI, Inc.
5655 Bridlespur Ridge Place
Colorado Springs, CO 80918

RE: Letter Agreement – Kiowa Park Subdivision, Wiggins, Colorado
Revegetation of Outlot E - Corner Coyote Ln. and Wildcat Pkwy

Dear Mr. Stoner,

This Letter Agreement is to document our understanding and agreement regarding the revegetation of Outlot E, Kiowa Park Planned Development Subdivision, Filing No. 3 (the "Subdivision"), located on the south side of the corner of Coyote Lane and Wildcat Parkway as shown in the attached Figure 1. The Town has granted final acceptance for all the public improvements required by Subdivision Agreement for the Subdivision, except for the revegetation. The Town is willing to release the letter of credit required by the Subdivision Agreement, subject to the following conditions:

1. Kiowa Park LLC/LDI agrees to have High Plains Bank put a hold on \$20,000 of cash in the Kiowa Park Bank account (the "Guarantee"), which such amount may be drawn on by the Town of Wiggins as set in Paragraph 8 forth below. The Guarantee shall not be reduced until the Town grants final acceptance of the Improvements as provided in Paragraph 6.
2. Wiggins will return Letter of Credit # _____ to High Plains Bank.
3. On or before October 31, 2023, Kiowa Park LLC/LDI will seed the area with water wise, low growth/dense grass, i.e., buffalo grass. Town approval of grass seed mix is required.
4. On or before October 31, 2023, Kiowa Park LLC/LDI will plant two trees, one on each side of the path connecting the side walk to the perimeter trail. Town approval of the tree species and locations is required.
5. Kiowa Park LLC/LDI will install, maintain and use a temporary above ground irrigation system until the grass and trees are established as determined by the Town of Wiggins. Kiowa Park LLC/LDI will pay the cost of providing water.

Town of Wiggins
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6. The improvements described in Paragraphs 3 – 5 are hereinafter referred to as the Improvements.
7. Kiowa Park LLC/LDI is responsible for all seeding and maintenance activities (watering, weed mitigation, mowing, etc.) on Outlot E until sufficient growth of the vegetation has occurred and the Town gives final acceptance of the Improvements.
8. If Kiowa Park LLC/LDI fails to timely comply with any of the terms and conditions of this Letter Agreement, and if such noncompliance is not cured within 30 days of written notice by the Town, the Town may draw upon the Guarantee to complete, repair or maintain the Improvements. If the Guarantee is insufficient or unavailable, the Town may complete such work at Kiowa Park LLC/LDI's expense who shall reimburse the Town for such costs within 30 days of written notice.
9. Upon Final Acceptance of the Improvements, the Town shall return the remaining Guarantee to Kiowa Park LLC/LDI.

Please indicate your approval and acceptance of the foregoing terms and conditions by signing where indicated below and returning a signed letter to the Town.

If you have any questions, please contact me.

Sincerely,

Tom Acre, Town Manager

AGREED AND ACCEPTED:

KIOWA PARK, LLC

By: _____

Printed Name: _____

Title: _____

Kiowa Park

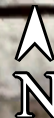
Out-Lot Southwest Corner
Coyote Lane and Wildcat Parkway

Legend

OUTLOT E

Google Earth

Image © 2023 Airbus



100 ft