



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

March 23, 2022 at 7:00 P.M.

**304 CENTRAL AVENUE
WIGGINS, CO 80654**

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

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

MEETING AGENDA

I. INTRODUCTIONS

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

II. CONSENT AGENDA

1. Approval of Board of Trustees Meeting Minutes February 23, 2022
2. Approval of Bills March 2022

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. PROCLAMATION

VI. PUBLIC HEARINGS: *(Public input will be taken during the public hearings).*

Public Hearing and Consideration of a Final Plat for the Emerald Minor Subdivision

1. Resolution 08-2022 – A Resolution Approving the Final Plat for the Emerald Minor Subdivision Located on Emerald Street
 - a. Emerald Minor Subdivision Plat

Public Hearing and Consideration of Rezoning Portions of the Woods First Addition Subdivision to the Industrial (ID) Zoning District

1. Ordinance 04-2022 - An Ordinance Rezoning Portions of the Woods First Addition Subdivision to the Industrial (ID) Zoning District

Public Hearing and Consideration of An Ordinance Amending the Wiggins Land Development Code

1. Ordinance 05-2022 - An Ordinance Amending the Wiggins Land Development Code Concerning Building Permits and Boundary Line Adjustments

VII. CONSIDERATION OF RESOLUTION NO. 09-2022

A Resolution Recognizing the CDOT Click IT or Ticket (CIOT) Grant Funding for Occupant Restraint Enforcement

1. Resolution 09-2022

VIII. ADJOURNMENT

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



MINUTES OF MEETING

TOWN OF WIGGINS BOARD OF TRUSTEES MEETING

February 23, 2022 at 7:00 p.m.

CALL TO ORDER & ROLL CALL

A regular meeting of the Town Board of Trustees for the Town of Wiggins, Colorado was held on Wednesday, February 23, 2022. Mayor Jeff Palmer called the meeting to order at 7:06 p.m. The following Trustees answered roll call: Mayor Jeff Palmer; Mayor Pro-Tem David Herbstman; Trustees Bruce Miller and Jerry Schwindt were present. Trustees Mark Strickland and Chad Forbes joined by Zoom. Trustee Bryan Flax was absent. Staff present were Hope Becker, Town Planning and Zoning Administrator; Beau Warden, Public Works Supervisor and Deb Lee, Town Clerk. Tom Acre, Town Manager and Craig Miller, Chief of Police joined through Zoom.

APPROVAL OF AGENDA

Motion was made by Trustee Jerry Schwindt to approve the agenda with a last name correction in the minutes for Trustee Jerry Schwindt. Seconded by Mayor Pro Tem David Herbstman. Roll Call: The agenda was approved unanimously.

CONSENT AGENDA AND BILLS

Questions were asked about hot patch, lime they are putting down and a steel for trailer. They were answered by the Town Manager, Tom Acre. Mayor Pro-Tem David Herbstman said that South Main Street is much improved. Motion was made by Trustee Bruce Miller to approve the consent agenda. Second was made by Mark Strickland. Roll Call: the consent agenda was approved unanimously.

TOWN MANAGER REPORT

Town Manager:

- He and the Chief of Police met with Trent Kerr and representatives of the school district about the new school construction and parking issues.
- Met with ProCode to do a hand-off on building codes.
- Attended second "Just Transition" meeting.
- Met with Road Map to Recovery sponsored by DOLA and the State for COVID-19 recovery.
- Attended CML Legislative Workshop in Denver. Reminded the Board about signing up for the CML Conference in Breckenridge.
- The Northeast Regional Opioid Council had a meeting.
- Met with both Country Hardware and Stage Coach Meats on how they can get more involved and an upcoming REDI Grant from DOLA. He offered services to help with grants that need to be applied for through the Town.
- Met with a waste energy group that is looking at 80 acres West of Roberts 81.
- He is meeting with Jerry Tripp about a potential sale of a tract in Roberts 81.
- Had an update from Tim with Cornerstone.
- The Wiggins Business Alliance is having two meetings coming up and they are listed on the back of the water bills.



- Working on water with USDA and had a meeting with Central Water Conservancy District.
- Questions were asked by the Board. Beau Warden, Public Works Supervisor and Tom Acre, Manager answered the questions.

Chief of Police:

- He had the Northeast Colorado Chiefs and Sheriffs meeting two weeks ago. There was a lot of discussion about crime in the surrounding areas. There is a crew out of Commerce City that has been driving down I-76 to Sterling and out to Akron stealing cars and trading them back and forth.
- There is talk about starting a task force for stolen vehicles. Morgan County has been hit by storage unit burglaries.
- A representative from Flock Security. They are selling license plate readers that can be set at certain areas looking for stolen vehicles or someone that is wanted and notify the Police Department.
- Attended Triad Senior Citizen meeting and gave them fraud prevention information. They talked about getting people signed up for Code Red.
- The Police Department had extra DUI patrols over Super Bowl Weekend and President's Day weekend. Trustee Miller asked what the extra patrol was as there were 60 patrols listed on the report. Chief Miller answered the question.

BOARD OF TRUSTEES REPORTS:

The Trustees had no report.

FINANCIALS ACTUAL TO BUDGET:

The Mayor asked how the Building Permits are looking. The Town Manager and Hope answered his questions. The Farm's phasing is about 34 homes a year. The Mayor asked questions about housing and which were answered by the Town Manager.

PUBLIC COMMENT:

The Mayor, Jeff Palmer opened the meeting for public comments at 7:38 p.m. No public was present who wished to speak. Public comment was closed at 7:39 p.m.

PUBLIC HEARINGS:

Adoption of the 2018 International Building Code, International Residential Code, International Mechanical Code, International Fuel Gas Code, International Energy Conservation Code, International Property Maintenance Code, International Existing Building Code, International Swimming Pool & Spa Code and Adopting the Editions of the Colorado Plumbing Code and the National Electric Code as Currently Adopted by the State of Colorado.

Mayor Jeff Palmer, opened the public hearing at 7:41 p.m.

Hope provided her report reviewing the changes and amendments that were made to the draft building code ordinance. Jonathan Gesick from ProCode attended the hearing via ZOOM to answer additional questions from the Board of Trustees that specifically pertained to the building codes.

The Public Comment portion of the Public Hearing was opened at 7:48 p.m. There were no public comments made during this time. The Public Comment portion of the Public Hearing was closed at 7:49 p.m.



The Public Hearing was closed at 7:49 p.m.

The Board reviewed the information presented during the Public Hearing. The Trustees and the Mayor discussed the changes that were made and expressed their thanks to staff for all the hard work.

CONSIDERATION OF ORDINANCE 01-2022 (Second Reading)

An Ordinance Adopting by Reference the 2018 Editions of the International Building Code, International Residential Code, International Mechanical Code, International Fuel Gas Code, International Energy Conservation Code, International Property Maintenance Code, International Existing Building Code, International Swimming Pool & Spa Code and Adopting the Editions of the International Plumbing Code and the National Electric Code as Currently Adopted by the State of Colorado.

Motion was made by Mayor Pro-Tem David Herbstman to approve Ordinance No. 02-2022. Seconded by Trustee Bruce Miller. Roll Call: Ordinance No. 01-2022 was unanimously approved.

CONSIDERATION OF ORDINANCE NO. 02-2022

Consideration of an Ordinance Including Certain Property into the Boundaries of the Roberts 81 Business Improvement District.

Motion was made by Trustee Mark Strickland to approve Ordinance No. 02-2022. Seconded by Trustee Jerry Schwindt. Roll Call: Ordinance No. 02-2022 was unanimously approved.

CONSIDERATION OF RESOLUTION NO. 03-2022

Consideration of a Resolution Ratifying and Adopting the Town of Wiggins Schedule of Service Fees.

Staff presented changes that were made to Schedule of Fees reflective of discussions that have been held with Board of Trustees since they were introduced in January and discussed at the February Work Session.

Motion was made by Trustee Mark Strickland to approve Resolution No. 03-2022. Seconded by Trustee Bruce Miller. Roll Call: Resolution 03-2022 was unanimously approved.

CONSIDERATION OF RESOLUTION NO. 07-2022

Consideration of Resolution No. 07-2022 – A Resolution approving the Colorado Regional Opioid Council Intergovernmental Agreement and Other Documents Necessary for the Town's Participation in the Opioid Response Region 4 Council.

Motion was made by Trustee Jerry Schwindt to approve Resolution No. 07-2022. Seconded by Mayor Pro-Tem David Herbstman. Roll Call: Resolution 07-2022 was unanimously approved.

CONSIDERATION OF ORDINANCE NO. 03-2022

Consideration of Ordinance No. 03-2022 – An Ordinance Adopting a Municipal Court Fine and Fee Schedule for Ordinance Violations.

Motion was made by Trustee Jerry Schwindt to approve Ordinance No. 03-2022. Seconded by Trustee Mark Strickland. Roll Call: Ordinance 03-2022 was unanimously approved.



ADJOURNMENT

Mayor Palmer adjourned the meeting at 8:46 p.m.

Respectfully submitted by:

A handwritten signature in blue ink, appearing to read "Dee", is positioned above a horizontal line.

Deborah Lee, Town Clerk

TOWN of WIGGINS - BILLS PAID
March 2022

Vendor Name	Description	Amount Paid
BAESSLER HOMES	Utility Refund	\$95.68
BANK OF THE WEST	Credit Card Payment	\$2,007.58
BLOEDORN LUMBER	Misc Supplies	\$1,162.56
BLUE LIGHTNING	Internet/Phone	\$442.97
BNSF RAILWAY COMPANY	Railroad Protective Liability Insurance	\$1,266.00
CASELLE, INC	Financial Software Support	\$879.00
CHS	Propane	\$2,418.90
CITY OF FORT MORGAN	Glassey Farm Pump Electric	\$16.34
COLORADO ANALYTICAL LABORATORY	Water Analysis	\$2,805.10
CORE & MAIN	Meter Repair	\$1,023.51
COUNTRY HARDWARE	Public Works Supplies	\$1,578.95
EMIL, KIMBERLY A	Judge Salary	\$312.50
FORD FARMS	Lime Rock	\$3,999.94
FORT MORGAN RESERVOIR & IRRIGATION C	Assessment	\$3,140.00
GOLF & SPORT SOLUTIONS	Parks & Rec Equipment	\$420.00
HAYES POZNANOVIC KORVER, LLC	Water Rights-Attorney Fees	\$6,218.00
INVOICE CLOUD	Monthly invoice fees	\$317.10
JARVIS	Monthly Subscription	\$175.00
KAMMERER, WILLIAM M.	Water Shares Lease/Purch Paymt	\$3,510.42
KELLY, PC	Town Attorney Fees	\$4,665.50
LEAF	Copier Lease	\$159.00
MORGAN COUNTY QUALITY WATER	Road U, 3261	\$34.36
MORGAN COUNTY REA	Utilities: Electric	\$7,810.30
PITNEY BOWES (LEASE)	Postage Machine Lease	\$287.70
PRAIRE MOUNTAIN MEDIA	Legal notices	\$341.59
PROCEDURE INC.	Building Permit Fees	\$20,835.44
PROFESSIONAL MANAGEMENT SYSTEMS	Contract Accounting	\$7,447.50
RH WATER & WASTEWATER, INC.	Water-WWTF Contract Operator	\$5,780.00
STRANGE, CHAD	Dead Tree Cutting	\$525.00
STUB'S GAS & OIL, INC.	Public Works Fuel	\$750.59
TREATMENT TECHNOLOGY	Chemicals	\$1,860.00
UNCC	Water & Sewer Locate Fees	\$52.00
USA BLUEBOOK	Public Works Supplies	\$158.43
VERIZON WIRELESS	Water System Communication Sys	\$32.04
VIAERO WIRELESS	Cell Phone Charges & Supplies	\$870.69
WELLER FABRICATION & MACHINE	Planning & Zoning Signs Steel	\$132.00
WEX BANK	Fuel-WPD	\$762.72
WIGGINS FARM AND AUTO SUPPLY	Misc Supplies	\$641.98
WOLF WASTE, LLC	Trash removal	\$249.00
XCEL ENERGY	Utilities: Natural Gas	\$1,102.42

Total: \$86,287.81

Approved: _____



Date: 03/18/2022

INCIDENT ANALYSIS - DAY

Date 03/03/2022

Time 08:55:38

Report CFS03

Agency Wiggins Police Dept.

Dates 02/01/2022 Thru 02/28/2022

Activity	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Total
Agency: WPD Wiggins Police Dept.								
01100 Fraud	0	0	0	1	0	0	0	1
02660 Harass/threat	1	0	0	0	0	0	0	1
02700 Susp Pers/veh/inc	0	0	0	0	0	1	3	4
03000 Community Policing	0	0	1	1	0	0	0	2
03010 Assist Other Agency	3	1	0	1	1	2	2	10
03020 Bar Check	0	0	0	0	0	0	1	1
03060 Funeral Assist	0	0	0	0	1	0	0	1
03080 Medical Assist	0	0	0	0	1	0	2	3
03100 Welfare Check	1	2	0	0	1	2	0	6
03120 Extra Patrol	9	7	3	10	5	4	6	44
03121 Vacation House Check	2	1	1	1	2	1	4	12
03540 Traffic Accident	0	1	0	0	0	0	0	1
03600 Driving Complaint	0	1	2	0	0	0	0	3
03610 Parking Complaint	0	0	1	0	0	0	0	1
03720 Bicycle/Golf/ATV Reg.	0	2	0	0	0	0	0	2
03730 Lost/found	0	0	0	0	0	0	1	1
03760 Information	0	2	2	0	1	0	0	5
04000 Alarm	0	0	0	1	0	0	0	1
07530 Traffic Contact	3	1	2	1	4	9	2	22
07580 Vehicle Inspection	0	0	0	2	1	0	0	3
09001 911-Welfare Check	0	2	0	1	0	0	0	3
09900 Follow Up/Investigation	1	4	2	0	0	1	1	9
09902 Civil Issues	0	1	2	0	0	0	0	3
35DU Traffic Contact-DUI Inv	1	0	0	0	0	5	9	15
35HR Traffic Accident-H & R	0	1	0	0	0	0	0	1
SEO Select Enforce Off Init	0	1	7	2	7	5	1	23
Wiggins Police Dept. Agency Total	21	27	23	21	24	30	32	178
Total	21	27	23	21	24	30	32	178

TOWN OF WIGGINS
COMBINED CASH INVESTMENT
FEBRUARY 28, 2022

COMBINED CASH ACCOUNTS

01-10210	HIGH PLAINS-MAIN CHECKING	3,607,883.17
01-10750	UTILITY CASH CLEARING ACCOUNT	1,245.54
	TOTAL COMBINED CASH	3,609,128.71
01-20200	ACCOUNTS PAYABLE	(45.93)
01-10100	CASH ALLOCATED TO OTHER FUNDS	(3,609,082.78)
	TOTAL UNALLOCATED CASH	.00

CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO GENERAL FUND	1,011,156.22
20	ALLOCATION TO WATER ENTERPRISE	863,974.30
30	ALLOCATION TO SEWER ENTERPRISE	1,113,996.33
40	ALLOCATION TO SALES TAX CAPITAL IMPROVEMENT	605,827.37
50	ALLOCATION TO CONSERVATION TRUST	14,128.56
	TOTAL ALLOCATIONS TO OTHER FUNDS	3,609,082.78
	ALLOCATION FROM COMBINED CASH FUND - 01-10100	(3,609,082.78)
	ZERO PROOF IF ALLOCATIONS BALANCE	.00

TOWN OF WIGGINS
BALANCE SHEET
FEBRUARY 28, 2022

GENERAL FUND

ASSETS

10-10100	CASH IN COMBINED CASH FUND	1,011,156.22	
10-10110	PETTY CASH (T. MANAGER)	44.30	
10-10120	PETTY CASH (T. CLERK)	808.39	
10-10240	CASH IN BANK COMM HALL FUND SA	18,808.32	
10-10250	COLOTRUST FUND	107.09	
10-10260	CASH IN USE TAX FUND	267,277.31	
10-10290	CD 1718--PERFORM DEP GDM DEVEL	253.80	
10-10310	CASH W/ COUNTY TREASURER	18,830.49	
10-10500	PROPERTY TAXES RECEIVABLE	403,665.00	
10-11500	ACCOUNTS RECEIVABLE	102,514.20	
	TOTAL ASSETS		1,823,465.12

LIABILITIES AND EQUITY

LIABILITIES

10-20200	ACCOUNTS PAYABLE	36,234.12	
10-20210	PAYABLE TO SCHOOL DISTRICT	6,531.54	
10-22210	DEFERRED PROPERTY TAX	403,665.00	
10-22710	FED/ FICA TAXES PAYABLE	(32,982.23)	
10-22720	STATE W/H TAXES PAYABLE	7,761.58	
10-22740	POLICE PENSION PAYABLE	5,807.94	
10-22760	DEFERRED COMP CONTRIB PAYABLE	(3,910.76)	
10-22770	UNEMPLOYMENT PAYABLE	(836.96)	
10-22790	GARNISHMENT PAYABLE	323.75	
10-22820	HEALTH INSURANCE PAYABLE	(18,288.63)	
10-22830	LIFE INSURANCE PAYABLE	25.20	
10-22840	VISION INSURANCE PAYABLE	2,430.00	
10-25320	FUND BALANCE	1,393,524.25	
	TOTAL LIABILITIES		1,800,284.80

FUND EQUITY

UNAPPROPRIATED FUND BALANCE:			
REVENUE OVER EXPENDITURES - YTD	23,180.32		
BALANCE - CURRENT DATE		23,180.32	
TOTAL FUND EQUITY			23,180.32
TOTAL LIABILITIES AND EQUITY			1,823,465.12

TOWN OF WIGGINS
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2022

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
10-31100 CURRENT PROPERTY TAX	22,480.61	22,480.61	499,772.00	477,291.39	4.5
10-31200 SPECIFIC OWNERSHIP	2,204.83	5,029.30	25,000.00	19,970.70	20.1
10-31300 1% TOWN SALES TAX	22,537.93	44,015.45	200,000.00	155,984.55	22.0
10-31301 USE TAX	13,095.00	40,734.12	120,000.00	79,265.88	34.0
10-31420 CIGARETTE TAX	.00	247.00	1,800.00	1,553.00	13.7
10-31810 SEVERENCE TAX	.00	.00	6,500.00	6,500.00	.0
10-31820 FRANCHISE FEE-MORGAN CTY REA	.00	2,291.00	8,000.00	5,709.00	28.6
10-31821 FRANCHISE FEE-XCEL ENERGY	1,894.13	2,902.71	8,000.00	5,097.29	36.3
10-31823 FRANCHISE FEE-WIGGINS TELE	.00	904.46	2,750.00	1,845.54	32.9
10-32110 LIQUOR LICENSE (15%)	.00	.00	175.00	175.00	.0
10-32210 BUILDING PERMITS	9,526.66	28,239.24	50,000.00	21,760.76	56.5
10-33410 GRANTS (DOLA CARES ACT)	100.00	100.00	.00	(100.00)	.0
10-33412 DOLA EIAF 2021	.00	.00	82,500.00	82,500.00	.0
10-33415 FEDERAL GRANT--ARP	.00	.00	146,160.00	146,160.00	.0
10-33430 MISCELLANEOUS FEES	.00	395.38	.00	(395.38)	.0
10-33530 HIGHWAY USERS TAX	.00	4,135.12	38,000.00	33,864.88	10.9
10-33550 ADDITIONAL MOTOR VEHICLE	551.75	1,232.64	6,000.00	4,767.36	20.5
10-33800 ROAD & BRIDGE	2,564.77	2,564.77	38,000.00	35,435.23	6.8
10-34215 VIN INSPECTIONS	55.00	115.00	250.00	135.00	46.0
10-34220 BUILDING DEVELOPMENT REVIEW	3,000.00	3,250.00	5,000.00	1,750.00	65.0
10-34221 BUILDING INSPECTION PLAN REV	.00	.00	1,000.00	1,000.00	.0
10-34283 SOFTBALL REG FEES	.00	.00	2,000.00	2,000.00	.0
10-34284 BASEBALL REG FEES	2,905.00	2,905.00	11,000.00	8,095.00	26.4
10-34286 VOLLEYBALL REG FEES	.00	.00	1,000.00	1,000.00	.0
10-34287 SOCCER REG FEES	2,155.00	2,465.00	1,500.00	(965.00)	164.3
10-34289 MISCELLANEOUS ACTIVITY FEES	.00	.00	2,000.00	2,000.00	.0
10-35110 COURT FINES-MUNICIPAL	965.00	4,110.00	30,000.00	25,890.00	13.7
10-36010 DOG LICENSES/CLINIC	50.00	110.00	300.00	190.00	36.7
10-36011 BUSINESS LICENSES	130.00	1,905.85	3,500.00	1,594.15	54.5
10-36012 CONTRACTOR LICENSES	225.00	425.00	1,800.00	1,375.00	23.6
10-36013 GOLF CART LICENSES	80.00	100.00	150.00	50.00	66.7
10-36100 INTEREST ON SAVINGS	.00	.00	10.00	10.00	.0
10-36310 BUILDING & FARM RENT	.00	1,115.00	6,000.00	4,885.00	18.6
10-36500 CONTRIBUTIONS/DONATIONS	.00	200.00	.00	(200.00)	.0
10-36511 GRANTS--LEAF	700.00	700.00	.00	(700.00)	.0
10-36512 GRANTS--DUI	1,000.00	1,000.00	.00	(1,000.00)	.0
10-39160 TRANSFER FROM SALES TAX FUND	.00	.00	50,000.00	50,000.00	.0
10-39210 SALE OF FIXED ASSETS	.00	475.00	.00	(475.00)	.0
 TOTAL FUND REVENUE	 86,220.68	 174,147.65	 1,348,167.00	 1,174,019.35	 12.9

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2022

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>GENERAL GOVERNMENTAL</u>					
10-410-13 FINANCIAL AUDIT	.00	.00	9,000.00	9,000.00	.0
10-410-32 PROFESSIONAL SERVICES	.00	2,734.06	15,000.00	12,265.94	18.2
10-410-34 CODIFICATION	.00	.00	12,000.00	12,000.00	.0
10-410-35 COPIER LEASE	39.75	151.43	477.00	325.57	31.8
10-410-40 EMPLOYEE TRAINING	.00	110.00	5,000.00	4,890.00	2.2
10-410-41 TELEPHONE & INTERNET	67.39	149.37	800.00	650.63	18.7
10-410-42 UTILITIES--ELECTRIC	69.74	220.48	3,000.00	2,779.52	7.4
10-410-43 OFFICE BLDG REPAIRS & MAINT	19.98	(926.73)	2,000.00	2,926.73	(46.3)
10-410-44 POSTAGE METER LEASE	.00	.00	525.00	525.00	.0
10-410-45 UTILITES-GAS	485.63	485.63	1,200.00	714.37	40.5
10-410-46 CELL PHONE	383.02	383.02	980.00	596.98	39.1
10-410-48 TRASH	.00	.00	270.00	270.00	.0
10-410-52 INSURANCE & BONDS	.00	977.64	25,000.00	24,022.36	3.9
10-410-54 ADVERTISING	.00	500.00	250.00	(250.00)	200.0
10-410-55 POSTAGE & SHIPPING	.00	101.24	1,500.00	1,398.76	6.8
10-410-58 TRAVEL & MEETINGS	.00	.00	3,500.00	3,500.00	.0
10-410-61 OPERATING SUPPLIES	4.99	692.09	10,000.00	9,307.91	6.9
10-410-68 COPIER EXPENSE	.00	273.88	600.00	326.12	45.7
10-410-70 IT SUPPORT	.00	.00	15,000.00	15,000.00	.0
10-410-71 COMPUTER SOFTWARE	317.10	980.23	3,000.00	2,019.77	32.7
10-410-90 DUES & SUBSCRIPTIONS	20.00	20.00	2,500.00	2,480.00	.8
10-410-91 NEWSLETTERS & PUBLICATIONS	341.59	702.37	.00	(702.37)	.0
TOTAL GENERAL GOVERNMENTAL	1,749.19	7,554.71	111,602.00	104,047.29	6.8
<u>ADMINISTRATION DEPARTMENT</u>					
10-411-15 ADMINISTRATION DEPT EMPLOYEES	7,083.74	14,167.48	86,649.00	72,481.52	16.4
10-411-20 EMPLOYEE BENEFITS	789.87	1,579.74	13,847.00	12,267.26	11.4
10-411-22 FICA & MEDICARE	536.40	1,072.80	6,629.00	5,556.20	16.2
10-411-23 457 RETIREMENT	283.76	567.52	6,190.00	5,622.48	9.2
10-411-25 UNEMPLOYMENT INS	12.67	30.19	254.00	223.81	11.9
10-411-26 WORKERS' COMPENSATION	.00	97.00	150.00	53.00	64.7
10-411-27 EMPLOYEE APPRECIATION	.00	.00	1,000.00	1,000.00	.0
10-411-28 TA VEHICLE STIPEND	.00	.00	1,000.00	1,000.00	.0
TOTAL ADMINISTRATION DEPARTMENT	8,706.44	17,514.73	115,719.00	98,204.27	15.1

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2022

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>JUDICIAL DEPARTMENT</u>					
10-412-00 CONTRACT-JUDGE	625.00	937.50	3,600.00	2,662.50	26.0
10-412-01 CONTRACT-TOWN PROSECUTOR	.00	390.00	3,000.00	2,610.00	13.0
10-412-35 COPIER LEASE	23.85	90.86	125.00	34.14	72.7
10-412-41 TELEPHONE & INTERNET	.00	.00	100.00	100.00	.0
10-412-55 POSTAGE	.00	55.62	50.00	(5.62)	111.2
10-412-61 OFFICE SUPPLIES	.00	33.14	150.00	116.86	22.1
10-412-68 COPIER EXPENSE	.00	.00	200.00	200.00	.0
10-412-70 IT SUPPORT	.00	.00	100.00	100.00	.0
10-412-71 COMPUTER SOFTWARE	.00	.00	200.00	200.00	.0
TOTAL JUDICIAL DEPARTMENT	648.85	1,507.12	7,525.00	6,017.88	20.0
<u>MAYOR & LEGISLATIVE BOARDS</u>					
10-413-10 MAYOR COMPENSATION	200.00	400.00	2,400.00	2,000.00	16.7
10-413-11 BOARD OF TRUSTEES COMPENSATION	240.00	480.00	2,880.00	2,400.00	16.7
10-413-12 BOARD OF TRUSTEES APPRECIATION	.00	.00	500.00	500.00	.0
10-413-22 FICA & MEDICARE	33.66	67.32	404.00	336.68	16.7
10-413-26 WORKER'S COMPENSATION	.00	21.00	140.00	119.00	15.0
10-413-40 BOARD OF TRUSTEES TRAINING	.00	.00	3,000.00	3,000.00	.0
10-413-51 E & O INSURANCE	.00	2,984.63	2,000.00	(984.63)	149.2
10-413-58 BOARD TRAVEL & MEETINGS	.00	.00	5,000.00	5,000.00	.0
10-413-90 DUES & SUBSCRIPTIONS	.00	.00	2,500.00	2,500.00	.0
TOTAL MAYOR & LEGISLATIVE BOARDS	473.66	3,952.95	18,824.00	14,871.05	21.0
<u>ELECTIONS</u>					
10-414-00 ELECTIONS	1,025.00	1,025.00	3,000.00	1,975.00	34.2
TOTAL ELECTIONS	1,025.00	1,025.00	3,000.00	1,975.00	34.2
<u>TREASURER'S OFFICE</u>					
10-415-15 COLLECTIONS (TREASURERS FEE)	449.61	449.61	8,000.00	7,550.39	5.6
10-415-30 TOWN LEGAL	4,665.50	11,416.50	35,000.00	23,583.50	32.6
10-415-40 REPORTING & PUBLISHING	.00	67.16	1,200.00	1,132.84	5.6
TOTAL TREASURER'S OFFICE	5,115.11	11,933.27	44,200.00	32,266.73	27.0
<u>ECONOMIC DEVELOPMENT</u>					
10-416-50 ECONOMIC DEVELOPMENT	.00	.00	20,000.00	20,000.00	.0
10-416-51 MEMBERSHP FEE/DUES	.00	.00	4,500.00	4,500.00	.0
TOTAL ECONOMIC DEVELOPMENT	.00	.00	24,500.00	24,500.00	.0

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2022

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>COMMUNITY DEVELOPMENT</u>					
10-417-30 COMMUNITY MEETING	.00	.00	1,000.00	1,000.00	.0
10-417-35 COPIER LEASE	.00	.00	95.00	95.00	.0
10-417-44 POSTAGE	.00	.00	105.00	105.00	.0
10-417-55 POSTAGE MACHINE LEASE	.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	500.00	500.00	.0
10-417-68 COPIER EXPENSE	.00	.00	120.00	120.00	.0
10-417-70 IT SUPPORT	.00	.00	200.00	200.00	.0
10-417-71 COMPUTER SOFTWARE	.00	.00	100.00	100.00	.0
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	.00	.00	5,340.00	5,340.00	.0
<u>PLANNING & ZONING</u>					
10-418-30 LEGAL/ENGINEERING SUPPORT	.00	.00	3,500.00	3,500.00	.0
10-418-35 COPIER LEASE	.00	.00	95.00	95.00	.0
10-418-40 STAFF TRAINING	.00	.00	1,000.00	1,000.00	.0
10-418-41 TELEPHONE & INTERNET	.00	.00	425.00	425.00	.0
10-418-44 POSTAGE	.00	.00	105.00	105.00	.0
10-418-49 COMMISSION TRAINING	.00	.00	500.00	500.00	.0
10-418-51 MEMBERSHIPS/PUBLICATIONS	.00	.00	200.00	200.00	.0
10-418-54 NOTICES/PUBLICATION	132.00	137.88	1,000.00	862.12	13.8
10-418-55 POSTAGE	.00	.00	420.00	420.00	.0
10-418-61 OFFICE SUPPLIES	35.40	35.40	50.00	14.60	70.8
10-418-68 COPIER EXPENSE	.00	.00	100.00	100.00	.0
10-418-70 IT SUPPORT	.00	.00	100.00	100.00	.0
10-418-71 COMPUTER SOFTWARE	.00	.00	100.00	100.00	.0
10-418-93 COMPREHENSIVE PLAN	.00	.00	82,500.00	82,500.00	.0
10-418-94 ZONING MAP	.00	.00	5,000.00	5,000.00	.0
10-418-97 LAND DEVELOPMENT CODE	.00	.00	37,500.00	37,500.00	.0
10-418-98 IMPACT FEE STUDY	.00	.00	30,000.00	30,000.00	.0
TOTAL PLANNING & ZONING	167.40	173.28	162,595.00	162,421.72	.1

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2022

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>COMMUNITY PROGRAMS</u>					
10-419-00 FOURTH OF JULY FESTIVAL	11.99	74.49	20,000.00	19,925.51	.4
10-419-01 WIGGINS OLD TIME CHRISTMAS	3,004.35	5,597.62	4,000.00	(1,597.62)	139.9
10-419-02 FALL HARVEST FEST	.00	.00	4,000.00	4,000.00	.0
10-419-05 BUSINESS DIST BEAUTIFICATION	.00	.00	2,000.00	2,000.00	.0
10-419-10 EVENTS COORINATOR	.00	.00	25,000.00	25,000.00	.0
10-419-20 DONATIONS	.00	.00	10,000.00	10,000.00	.0
10-419-50 ECONOMIC DEVELOPMENT	-40.76	40.76	.00	(40.76)	.0
10-419-58 COMMUNITY MEETING	.00	.00	2,000.00	2,000.00	.0
10-419-62 MAIN STREET PROGRAMS	.00	.00	20,000.00	20,000.00	.0
10-419-65 TREES/TREE PLANTING	.00	.00	2,000.00	2,000.00	.0
10-419-66 PLANTERS	.00	.00	1,500.00	1,500.00	.0
10-419-91 NEWSLETTER/EVENT POSTCARD	.00	.00	1,200.00	1,200.00	.0
10-419-99 OTHER MISCELLANEOUS	.00	30.00	.00	(30.00)	.0
TOTAL COMMUNITY PROGRAMS	3,057.10	5,742.87	91,700.00	85,957.13	6.3

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2022

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>POLICE DEPARTMENT</u>					
10-421-02 CONTRACT SERVICES	45.00	198.00	3,600.00	3,402.00	5.5
10-421-04 EQUIPMENT	(15.42)	(15.42)	45,250.00	45,265.42	.0
10-421-15 POLICE SALARIES	10,907.00	20,864.00	179,727.00	158,863.00	11.6
10-421-20 EMPLOYEE BENEFITS	1,445.60	2,891.20	28,649.00	25,757.80	10.1
10-421-21 VEHICLE/MOBILE EQUIPMENT	.00	.00	6,000.00	6,000.00	.0
10-421-22 FICA & MEDICARE	168.79	311.92	13,749.00	13,437.08	2.3
10-421-23 PENSION-FPPA	975.54	1,923.67	16,175.00	14,251.33	11.9
10-421-24 DEATH & DISABILITY-FPPA	69.32	136.47	2,876.00	2,739.53	4.8
10-421-25 UNEMPLOYMENT INSURANCE	23.28	48.01	539.00	490.99	8.9
10-421-26 WORKERS' COMPENSATION	.00	1,916.50	7,510.00	5,593.50	25.5
10-421-28 FARM HOUSE UTILITIES-GAS & ELC	229.08	658.53	.00	(658.53)	.0
10-421-29 UNIFORMS	.00	.00	3,000.00	3,000.00	.0
10-421-30 PROFESSIONAL LEGAL SERVICES	.00	.00	1,000.00	1,000.00	.0
10-421-35 COPIER LEASE	7.95	30.29	95.00	64.71	31.9
10-421-40 TRAINING	.00	2,382.30	3,000.00	617.70	79.4
10-421-41 TELEPHONE & INTERNET	.00	.00	2,735.00	2,735.00	.0
10-421-42 COM CENTER PHONE LINE	76.24	76.24	1,821.00	1,744.76	4.2
10-421-43 REPAIRS AND MAINTENANCE (AUTO)	203.90	213.14	5,525.00	5,311.86	3.9
10-421-44 UTILITIES-ELECTRIC	69.75	220.49	750.00	529.51	29.4
10-421-45 UTILITIES-GAS	.00	461.78	400.00	(61.78)	115.5
10-421-46 CELL PHONE	423.51	423.51	350.00	(73.51)	121.0
10-421-48 TRASH	.00	.00	270.00	270.00	.0
10-421-49 OTHER MISCELLANEOUS	44.98	44.98	1,000.00	955.02	4.5
10-421-52 INSURANCE & BONDS	.00	4,322.91	25,000.00	20,677.09	17.3
10-421-55 PRINTING	.00	745.00	800.00	55.00	93.1
10-421-61 OFFICE/GEN OPERATING SUPPLIES	290.44	323.05	1,000.00	676.95	32.3
10-421-62 FUEL	388.48	482.68	8,500.00	8,017.32	5.7
10-421-64 CRIME PREVENTION	12.50	12.50	500.00	487.50	2.5
10-421-68 COPIER EXPENSE	.00	.00	100.00	100.00	.0
10-421-70 IT SUPPORT	.00	.00	2,500.00	2,500.00	.0
10-421-71 COMPUTER SOFTWARE	.00	.00	9,760.00	9,760.00	.0
10-421-72 AMUNITION	.00	.00	1,700.00	1,700.00	.0
10-421-73 LEXIPOLE	.00	.00	2,239.00	2,239.00	.0
10-421-85 ANIMAL CONTROL	.00	.00	100.00	100.00	.0
10-421-90 MEMBERSHIP DUES	.00	.00	253.00	253.00	.0
TOTAL POLICE DEPARTMENT	15,365.94	38,671.75	376,473.00	337,801.25	10.3

BUILDING INSPECTION DEPARTMENT

10-424-20 BUILDING INSPECTIONS MATERIALS	.00	68.45	1,000.00	931.55	6.9
10-424-30 DEVELOPMENT REVIEW MISC EXP	.00	.00	5,000.00	5,000.00	.0
10-424-31 COMMERCIAL BUILDING REVIEW	.00	9,874.84	5,000.00	(4,874.84)	197.5
10-424-32 RESIDENTIAL BUILDING REVIEW	10,960.60	10,960.60	5,000.00	(5,960.60)	219.2
10-424-40 EMPLOYEE TRAINING	.00	.00	2,000.00	2,000.00	.0
TOTAL BUILDING INSPECTION DEPARTMEN	10,960.60	20,903.89	18,000.00	(2,903.89)	116.1

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2022

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PUBLIC WORKS ADMINISTRATION</u>					
10-430-11 SALARY - PW MAINTENANCE(1)	6,077.95	12,193.51	30,779.00	18,585.49	39.6
10-430-12 SALARY-PW MAINTENANCE(2)	156.84	197.94	.00 (197.94)	.0
10-430-15 SALARY-PW SEASONAL (MOWING)	186.12	186.12	6,000.00	5,813.88	3.1
10-430-16 PW EMPLOYEES-FULL TIME	.00	.00	32,718.00	32,718.00	.0
10-430-20 EMPLOYEE BENEFITS - PW	361.40	722.80	13,857.00	13,134.20	5.2
10-430-22 FICA & MEDICARE	464.35	908.49	4,493.00	3,584.51	20.2
10-430-23 457 RETIREMENT	63.74	127.48	1,603.00	1,475.52	8.0
10-430-25 UNEMPLOYMENT INSURANCE - PW	12.09	26.14	181.00	154.86	14.4
10-430-26 WORKERS' COMPENSATION - PW	.00	1,029.00	8,250.00	7,221.00	12.5
TOTAL PUBLIC WORKS ADMINISTRATION	7,322.49	15,391.48	97,881.00	82,489.52	15.7
<u>PUBLIC WORKS & STREETS DEPT</u>					
10-431-00 UNIFORMS - PW	.00	209.18	3,500.00	3,290.82	6.0
10-431-20 REPAIRS-EQUIPMENT & VEHICLES	299.34	4,507.10	9,500.00	4,992.90	47.4
10-431-21 STREETS-SIGNS & MATERIAL	.00	949.99	10,000.00	9,050.01	9.5
10-431-22 REPAIRS & MAINTENANCE-STREETS	4,609.96	5,238.32	.00 (5,238.32)	.0
10-431-23 EQUIPMENT RENTAL	.00	.00	200.00	200.00	.0
10-431-24 REPAIRS & MAINTENANCE-STREETS	.00	33.96	10,000.00	9,966.04	.3
10-431-25 FARM HOUSE MAINT	.00	301.03	1,000.00	698.97	30.1
10-431-28 FARM HOUSE UTILITIES	.00	.00	2,700.00	2,700.00	.0
10-431-35 COPIER LEASE	7.95	30.29	95.00	64.71	31.9
10-431-39 GIS	.00	.00	250.00	250.00	.0
10-431-40 EMPLOYEE TRAINING	.00	.00	2,500.00	2,500.00	.0
10-431-41 UTILITIES - ELECTRIC	92.60	266.18	1,500.00	1,233.82	17.8
10-431-43 BUILDING MAINT	373.57	492.40	3,000.00	2,507.60	16.4
10-431-45 UTILITIES-GAS	485.63	485.63	1,200.00	714.37	40.5
10-431-46 CELL PHONE	219.17	219.17	975.00	755.83	22.5
10-431-47 TELEPHONE & INTERNET	67.39	149.37	800.00	650.63	18.7
10-431-48 TRASH	.00	.00	540.00	540.00	.0
10-431-52 INSURANCE - PW	.00	3,189.24	9,611.00	6,421.76	33.2
10-431-55 POSTAGE & SHIPPING-PW	.00	18.53	.00 (18.53)	.0
10-431-60 STREET LIGHTING - PW	882.48	1,764.96	9,600.00	7,835.04	18.4
10-431-61 OFFICE SUPPLIES	.00	.00	1,400.00	1,400.00	.0
10-431-62 FUEL - PW	1,132.45	1,544.97	8,500.00	6,955.03	18.2
10-431-63 CONTRACT REFUSE REMOVAL - PW	249.00	498.00	2,000.00	1,502.00	24.9
10-431-65 TREE PROGRAM	.00	.00	1,500.00	1,500.00	.0
10-431-66 PEST/WEED CONTROL - PW	.00	.00	1,600.00	1,600.00	.0
10-431-68 COPIER EXPENSE	.00	.00	78.00	78.00	.0
10-431-70 IT SUPPORT	.00	.00	2,500.00	2,500.00	.0
10-431-71 COMPUTER SOFTWARE	.00	.00	424.00	424.00	.0
10-431-74 EQUIPMENT- CAPITAL OUTLAY	.00	.00	2,250.00	2,250.00	.0
10-431-99 OTHER MISCELLANEOUS - PW	190.21	2,044.61	.00 (2,044.61)	.0
TOTAL PUBLIC WORKS & STREETS DEPT	8,609.75	21,942.93	87,223.00	65,280.07	25.2

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2022

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>STORMWATER</u>					
10-432-59 STORMWATER ENGINEERING/DESIGN	.00	.00	5,000.00	5,000.00	.0
10-432-60 STORMWATER CONSTRUCTION	.00	.00	50,000.00	50,000.00	.0
10-432-61 RETENTION/DETENTION POND MAINT	.00	.00	5,000.00	5,000.00	.0
10-432-62 CULVERT/DITCH MAINT	.00	.00	1,000.00	1,000.00	.0
10-432-63 3RD AVE STORM LIFT STATION	.00	.00	1,000.00	1,000.00	.0
10-432-64 STREET SWEEPING	.00	.00	500.00	500.00	.0
10-432-65 LEVEE REPAIR & MAINT	.00	.00	2,000.00	2,000.00	.0
TOTAL STORMWATER	.00	.00	64,500.00	64,500.00	.0
<u>PARK & RECREATION</u>					
10-451-11 SALARIES - P&R DIRECTOR (SEAS)	.00	.00	17,991.00	17,991.00	.0
10-451-12 SALARIES - SUMMER HELP (SEAS)	841.95	1,655.97	16,141.00	14,485.03	10.3
10-451-16 SALARIES-PW FULL-TIME	.00	.00	5,006.00	5,006.00	.0
10-451-22 FICA P&R	64.42	126.70	641.00	514.30	19.8
10-451-25 UNEMPLOYMENT INSURANCE	1.69	2.89	25.00	22.11	11.6
10-451-26 WORKERS' COMPENSATION	.00	514.25	1,500.00	985.75	34.3
10-451-30 SPECIAL EVENTS - P&R	.00	.00	1,000.00	1,000.00	.0
10-451-38 CELL PHONE	137.63	137.63	490.00	352.37	28.1
10-451-39 TELEPHONE & INTERNET	67.39	149.37	1,200.00	1,050.63	12.5
10-451-40 TRAINING	.00	.00	1,000.00	1,000.00	.0
10-451-41 UTILITIES - ELECTRIC	1,079.68	1,506.54	12,000.00	10,493.46	12.6
10-451-43 PARK REPAIR AND MAINTENANCE	210.00	210.00	15,000.00	14,790.00	1.4
10-451-44 CAPITAL OUTLAY - PARKS	.00	.00	15,000.00	15,000.00	.0
10-451-48 TRASH	.00	.00	800.00	800.00	.0
10-451-55 NEWSLETTERS/POSTCARDS	.00	.00	1,200.00	1,200.00	.0
10-451-60 BACKGROUNDCHECKS	.00	.00	735.00	735.00	.0
10-451-61 OPERATING SUPPLIES - P&R	.00	.00	4,500.00	4,500.00	.0
10-451-62 PARKS & RECREATION PROGRAMS	.00	175.00	3,000.00	2,825.00	5.8
10-451-70 IT SUPPORT	.00	.00	100.00	100.00	.0
10-451-71 COMPUTER SOFTWARE	.00	175.00	2,100.00	1,925.00	8.3
10-451-83 SOFTBALL	.00	.00	2,000.00	2,000.00	.0
10-451-84 BASEBALL	.00	.00	10,100.00	10,100.00	.0
10-451-86 VOLLEYBALL	.00	.00	1,000.00	1,000.00	.0
10-451-87 SOCCER	.00	.00	1,200.00	1,200.00	.0
10-451-88 SUMMER ACTIVITY	.00	.00	2,000.00	2,000.00	.0
10-451-90 UNIFORMS & EQUIPMENT P&R	.00	.00	500.00	500.00	.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	2,402.76	4,653.35	116,529.00	111,875.65	4.0
TOTAL FUND EXPENDITURES	65,604.29	150,967.33	1,345,611.00	1,194,643.67	11.2
NET REVENUE OVER EXPENDITURES	20,616.39	23,180.32	2,556.00	(20,624.32)	906.9

TOWN OF WIGGINS
BALANCE SHEET
FEBRUARY 28, 2022

WATER ENTERPRISE

ASSETS

20-10100	CASH IN COMBINED CASH FUND	863,974.30	
20-10120	CASH ON HAND	50.00	
20-10210	WATER ENTERPRISE CLEARING ACCT	7,603.69	
20-10250	COLOTRUST-WATER FUND	107.09	
20-10251	HIGH PLAINS WATER ENTPR FUND	182,717.63	
20-10260	COLOTRUST - DEVELOPMENT FEES	107.16	
20-10261	2011 USDA DEBT SERV RESERVE	101,232.88	
20-10262	2013 USDA DEBT SERV RESERVE	154,532.50	
20-10270	COLOTRUST-WATER BOND ACCOUNT	22.11	
20-10271	63.23% BOTW DEBT SERVICE	721.86	
20-10273	2020 BOTW LOAN--SINKING FUND	319,803.77	
20-10280	COLOTRUST-WATER BOND RESERVE	108.09	
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	107.15	
20-11500	ACCOUNTS RECEIVABLE	61,024.98	
20-14000	CWCB LOAN PROCEEDS ESCROW	1,133,775.50	
20-16100	LAND	661,549.57	
20-16200	WATER RIGHTS	4,916,334.11	
20-16300	CONSTRUCTION IN PROGRESS	46,000.00	
20-16400	PLANT EQUIPMENT	7,346,946.20	
20-16401	OTHER EQUIPMENT	28,834.06	
20-16410	ACCUMULATED DEPRECIATION	(1,642,525.25)	
	TOTAL ASSETS		14,460,206.08

LIABILITIES AND EQUITY

LIABILITIES

20-20200	ACCOUNTS PAYABLE	27,925.02	
20-20300	ACCRUED COMPENSATED ABSENCES	3,946.96	
20-20301	ACCR'D COMP ABS--CURR. PORTION	986.74	
20-20400	ACCRUED INTEREST PAYABLE	137,407.82	
20-22530	2013 USDA	481,333.12	
20-22540	REVENUE BOND PAYABLE-REA	2,783,729.68	
20-22550	BOTW LOAN--63.23% WATER	1,827,739.03	
20-22600	CAPITAL LEASES PAYABLE	262,928.57	
20-22650	2017 CWCB NOTE PAYABLE	2,408,850.00	
20-22900	CUSTOMER DEPOSIT LIABILITY	26,443.00	
	TOTAL LIABILITIES		7,961,289.94

FUND EQUITY

20-27900	RETAINED EARNINGS	6,232,405.58	
	UNAPPROPRIATED FUND BALANCE:		
20-29001	SUSPENSE	201,931.60	
	REVENUE OVER EXPENDITURES - YTD	64,578.96	
	BALANCE - CURRENT DATE		266,510.56

TOWN OF WIGGINS
BALANCE SHEET
FEBRUARY 28, 2022

WATER ENTERPRISE

TOTAL FUND EQUITY

6,498,916.14

TOTAL LIABILITIES AND EQUITY

14,460,206.08

TOWN OF WIGGINS
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2022

WATER ENTERPRISE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
20-34000 WATER SALES	58,402.78	115,909.08	882,000.00	766,090.92	13.1
20-34001 CUSTOMER DEPOSITS	.00	445.00	35,000.00	34,555.00	1.3
20-34002 BULK WATER SALES	.00	436.00	3,000.00	2,564.00	14.5
20-34440 TAP FEES & ACQUISITION FEES	31,500.00	54,500.00	800,000.00	745,500.00	6.8
20-34450 MISCELLANEOUS WATER INCOME	1,250.00	2,800.00	15,000.00	12,200.00	18.7
20-36000 WATER DEVELOPMENT CONTRIBUTION	200.00	200.00	.00	200.00	.0
20-36001 RENTAL INCOME	.00	.00	12,000.00	12,000.00	.0
 TOTAL FUND REVENUE	 91,352.78	 174,290.08	 1,747,000.00	 1,572,709.92	 10.0

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2022

WATER ENTERPRISE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PROFESSIONAL SERVICES</u>					
20-410-13 FINANCIAL AUDIT	.00	.00	4,000.00	4,000.00	.0
20-410-30 LEGAL SERVICE	.00	.00	5,000.00	5,000.00	.0
20-410-31 WATER RIGHTS EXPENSES	6,218.00	21,142.00	95,000.00	73,858.00	22.3
20-410-32 PROFESSIONAL SERVICES	15.91	12,564.19	90,000.00	77,435.81	14.0
20-410-33 POSTAGE	.00	92.70	2,000.00	1,907.30	4.6
20-410-34 WATER DEPOSIT REFUND	.00	.00	1,000.00	1,000.00	.0
20-410-38 PROFESSIONAL SERVICES	.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	.00	105.00	105.00	.0
20-410-59 DESIGN/SYSTEM ENGINEERING	.00	.00	5,000.00	5,000.00	.0
TOTAL PROFESSIONAL SERVICES	6,233.91	33,798.89	216,105.00	182,306.11	15.6
<u>WATER ADMINISTRATION</u>					
20-411-12 EMPLOYEE SALARY-ADMINISTRATION	.00	.00	65,793.00	65,793.00	.0
20-411-15 ADMINISTRATION DEPT EMPLOYEES	5,601.60	11,203.20	.00	11,203.20	.0
20-411-20 EMPLOYEE BENEFITS	548.11	1,096.22	10,505.00	9,408.78	10.4
20-411-22 FICA & MEDICARE	422.10	844.20	5,033.00	4,188.80	16.8
20-411-23 457 RETIREMENT	251.18	502.36	5,116.00	4,613.64	9.8
20-411-25 UNEMPLOYMENT INSURANCE	9.46	23.26	197.00	173.74	11.8
20-411-26 WORKERS' COMPENSATION	.00	.00	145.00	145.00	.0
20-411-72 UTILITY BILLING SOFTWARE EXP	.00	.00	2,920.00	2,920.00	.0
TOTAL WATER ADMINISTRATION	6,832.45	13,669.24	89,709.00	76,039.76	15.2
<u>PUBLIC WORKS ADMINISTRATION</u>					
20-430-11 SALARY-PW MAINTENANCE	1,062.58	2,125.16	30,040.00	27,914.84	7.1
20-430-15 EMPL SALARY-PW P/T SEASONAL	.00	.00	1,950.00	1,950.00	.0
20-430-20 EMPLOYEE BENEFITS	180.70	361.40	5,730.00	5,368.60	6.3
20-430-22 FICA & MEDICARE	67.86	135.72	2,298.00	2,162.28	5.9
20-430-23 457 RETIREMENT	31.88	63.76	901.00	837.24	7.1
20-430-25 UNEMPLOYMENT INSURANCE	1.76	3.96	90.00	86.04	4.4
20-430-26 WORKERS' COMPENSATION	.00	354.75	3,345.00	2,990.25	10.6
TOTAL PUBLIC WORKS ADMINISTRATION	1,344.78	3,044.75	44,354.00	41,309.25	6.9
<u>SUPPLIES</u>					
20-431-22 EQUIPMENT REPAIRS AND MAINT	.00	.00	5,000.00	5,000.00	.0
20-431-82 FUEL	.00	53.06	6,000.00	5,946.94	.9
20-431-75 VEHICLE REPAIR	.00	.00	5,000.00	5,000.00	.0
TOTAL SUPPLIES	.00	53.06	16,000.00	15,946.94	.3

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2022

WATER ENTERPRISE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OPERATIONS</u>					
20-432-00 LINE MAINTENANCE	.00	.00	2,500.00	2,500.00	.0
20-432-05 UTILITY LOCATE EXPENSE	27.27	191.57	.00	(191.57)	.0
20-432-30 CONTRACT OPERATOR	.00	.00	6,000.00	6,000.00	.0
20-432-35 COPIER LEASE	39.75	151.43	477.00	325.57	31.8
20-432-37 ANALYTICAL/SAMPLING EXPENSE	1,249.80	2,137.50	12,000.00	9,862.50	17.8
20-432-39 GIS	.00	.00	1,125.00	1,125.00	.0
20-432-40 TELEPHONE & INTERNET	167.35	313.41	800.00	486.59	39.2
20-432-41 UTILITIES-ELECTRIC	4,009.93	10,486.35	70,000.00	59,513.65	15.0
20-432-45 UTILITIES-GAS	700.44	700.44	500.00	(200.44)	140.1
20-432-46 CELL PHONE	.00	.00	764.00	764.00	.0
20-432-48 TRASH	.00	.00	100.00	100.00	.0
20-432-49 UTILITIES-PROPANE	2,089.05	4,167.06	100.00	(4,067.06)	4167.1
20-432-50 PERMIT FEES	.00	.00	300.00	300.00	.0
20-432-52 INSURANCE AND BONDS	.00	4,696.34	8,000.00	3,303.66	58.7
20-432-53 BOOSTER STATION MAINTENANCE	.00	.00	12,000.00	12,000.00	.0
20-432-54 WATER MAIN INSTALLATION EXP	.00	.00	7,500.00	7,500.00	.0
20-432-55 METER INSTALL EXPENSE	1,167.27	1,202.26	30,000.00	28,797.74	4.0
20-432-56 MAINTENANCE (PLANT) RO	52.21	211.00	15,000.00	14,789.00	1.4
20-432-57 TREATMENT/OPERATING SUPPLIES	.00	.00	7,500.00	7,500.00	.0
20-432-59 WATER WELL MAINTENANCE	158.43	158.43	1,000.00	841.57	15.8
20-432-61 OFFICE SUPPLIES	.00	.00	1,500.00	1,500.00	.0
20-432-68 COPIER EXPENSE	.00	282.18	390.00	107.82	72.4
20-432-70 IT SUPPORT	.00	.00	500.00	500.00	.0
20-432-85 WATER LEASES	.00	.00	70,000.00	70,000.00	.0
20-432-87 EQUIPMENT	.00	.00	5,000.00	5,000.00	.0
20-432-90 CAPITAL IMPROVEMENT PROJECT	.00	.00	100,000.00	100,000.00	.0
20-432-99 OTHER MISCELLANEOUS EXPENSE	.00	3,920.50	1,000.00	(2,920.50)	392.1
TOTAL OPERATIONS	9,661.50	28,618.47	354,056.00	325,437.53	8.1
<u>DEBT SERVICE</u>					
20-471-09 LOAN PMT-CWCB	.00	.00	45,000.00	45,000.00	.0
20-471-11 LOAN PAYMENT-USDA	.00	.00	147,000.00	147,000.00	.0
20-471-12 LEASE/PURCHASE PAYMTS-KAMMERER	7,020.84	10,531.26	42,125.00	31,593.74	25.0
20-471-13 BOTW SINKING FUND PYMT	.00	.00	40,000.00	40,000.00	.0
20-471-14 BOTW INTEREST PYMT	.00	19,995.45	95,000.00	75,004.55	21.1
TOTAL DEBT SERVICE	7,020.84	30,526.71	369,125.00	338,598.29	8.3
TOTAL FUND EXPENDITURES	31,093.48	109,711.12	1,089,349.00	979,637.88	10.1
NET REVENUE OVER EXPENDITURES	60,259.30	64,578.96	657,651.00	593,072.04	9.8

TOWN OF WIGGINS
BALANCE SHEET
FEBRUARY 28, 2022

SEWER ENTERPRISE

ASSETS

30-10100	CASH IN COMBINED CASH FUND	1,113,996.33	
30-10250	COLOTRUST FUND	107.09	
30-10251	HIGH PLAINS SEWER ENTPR FUND	63,621.50	
30-10260	COLOTRUST SEWER PROJECT	107.09	
30-10271	36.77% BOTW DEBT SERVICE	1,746.84	
30-10273	2020 BOTW LOAN--SINKING FUND	185,974.73	
30-10282	2020 BOTW LOAN--D.S. RESERVE	148,803.41	
30-10290	CD 1726--STORM SEWER WGNS SCH	12,131.28	
30-11500	ACCOUNTS RECEIVABLE	24,411.63	
30-16100	LAND	821,659.00	
30-16200	BUILDINGS	130,310.00	
30-16300	CONSTRUCTION IN PROGRESS	22,867.50	
30-16400	EQUIPMENT	2,118,488.31	
30-16401	OTHER EQUIPMENT	25,098.72	
30-16410	ACCUMULATED DEPRECIATION-EQ	(717,624.34)	
TOTAL ASSETS			3,951,699.09

LIABILITIES AND EQUITY

LIABILITIES

30-20200	ACCOUNTS PAYABLE	(29,992.82)	
30-20300	ACCRUED COMPENSATED ABSENCES	3,946.96	
30-20301	ACCR'D COMP ABS--CURR. PORTION	986.74	
30-20400	ACCRUED INTEREST PAYABLE	11,663.59	
30-22550	BOTH 36.77% SEWER LOAN	1,062,880.97	
30-22900	CUSTOMER DEPOSIT LIABILITY	7,429.00	
30-22905	DEVELOPER PERFORMANCE DEPOSIT	11,750.00	
TOTAL LIABILITIES			1,068,664.44

FUND EQUITY

30-27900	RETAINED EARNINGS	2,754,631.27	
UNAPPROPRIATED FUND BALANCE:			
30-29001	SUSPENSE	106,220.12	
	REVENUE OVER EXPENDITURES - YTD	22,183.26	
BALANCE - CURRENT DATE		128,403.38	
TOTAL FUND EQUITY			2,883,034.65
TOTAL LIABILITIES AND EQUITY			3,951,699.09

TOWN OF WIGGINS
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2022

SEWER ENTERPRISE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
30-33420 DOLA GRANT	.00	.00	155,000.00	155,000.00	.0
30-34000 SEWER SALES	20,995.13	41,925.97	248,400.00	206,474.03	16.9
30-34001 CUSTOMER DEPOSITS	.00	130.00	35,000.00	34,870.00	.4
30-34440 TAP FEES	14,000.00	26,000.00	320,000.00	294,000.00	8.1
30-39110 TRANSFER FROM SALES TAX FUND	.00	.00	85,000.00	85,000.00	.0
TOTAL FUND REVENUE	34,995.13	68,055.97	843,400.00	775,344.03	8.1

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2022

SEWER ENTERPRISE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PROFESSIONAL SERVICES</u>					
30-410-13 FINANCIAL AUDIT	.00	.00	8,000.00	8,000.00	.0
30-410-30 LEGAL SERVICE	.00	.00	500.00	500.00	.0
30-410-32 PROFESSIONAL SERVICES	9.09	2,752.15	15,000.00	12,247.85	18.4
30-410-33 POSTAGE	.00	92.70	2,100.00	2,007.30	4.4
30-410-34 SEWER DEPOSIT REFUND	.00	.00	500.00	500.00	.0
30-410-35 COPIER LEASE	39.75	151.40	477.00	325.60	31.7
30-410-40 TRAINING	.00	.00	1,000.00	1,000.00	.0
30-410-44 POSTAGE MACHINE LEASE	.00	.00	105.00	105.00	.0
30-410-67 OFFICE SUPPLIES	.00	.00	200.00	200.00	.0
30-410-68 COPIER EXPENSE	.00	.00	600.00	600.00	.0
TOTAL PROFESSIONAL SERVICES	48.84	2,996.25	28,482.00	25,485.75	10.5

SEWER ADMINISTRATION

30-411-14 EMPL SALARY'S-ADMINISTRATION	.00	.00	45,524.00	45,524.00	.0
30-411-15 ADMINISTRATION DEPT EMPLOYEES	5,601.60	11,203.20	.00 (11,203.20)	.0
30-411-20 EMPLOYEE BENEFITS	548.10	1,096.20	7,162.00	6,065.80	15.3
30-411-22 FICA & MEDICARE	422.12	844.24	3,483.00	2,638.76	24.2
30-411-23 457 RETIREMENT	251.16	502.32	3,610.00	3,107.68	13.9
30-411-25 UNEMPLOYMENT INSURANCE	9.46	23.26	137.00	113.74	17.0
30-411-26 WORKERS' COMPENSATION	.00	.00	145.00	145.00	.0
30-411-70 IT SUPPORT	.00	.00	250.00	250.00	.0
30-411-72 UTILITY SOFTWARE EXP	.00	.00	2,920.00	2,920.00	.0
TOTAL SEWER ADMINISTRATION	6,832.44	13,669.22	63,231.00	49,561.78	21.6

PUBLIC WORKS ADMINISTRATION

30-430-11 SALARY-PW MAINTENANCE	1,062.58	2,125.16	.00 (2,125.16)	.0
30-430-12 SALARY-PW MAINTENANCE	663.11	1,286.39	30,040.00	28,753.61	4.3
30-430-13 EMPL SALARY-PW P/T SEASONAL	.00	.00	1,950.00	1,950.00	.0
30-430-20 EMPLOYEE BENEFITS	180.70	361.40	5,730.00	5,368.60	6.3
30-430-22 FICA & MEDICARE	118.60	234.15	2,298.00	2,063.85	10.2
30-430-23 457 RETIREMENT	31.88	63.76	901.00	837.24	7.1
30-430-25 UNEMPLOYMENT	3.08	5.97	149.00	143.03	4.0
30-430-26 WORKERS' COMPENSATION	.00	215.50	90.00 (125.50)	239.4
TOTAL PUBLIC WORKS ADMINISTRATION	2,059.95	4,292.33	41,158.00	36,865.67	10.4

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2022

SEWER ENTERPRISE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>WWTP</u>					
30-431-22 EQUIPMENT MTNCE & REPAIRS	.00	.00	10,000.00	10,000.00	.0
30-431-41 UTILITIES-ELECTRIC	.00	.00	11,000.00	11,000.00	.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	5,000.00	5,000.00	.0
30-431-59 ENGINEERING DESIGN	.00	.00	5,000.00	5,000.00	.0
30-431-62 FUEL	.00	53.06	3,500.00	3,446.94	1.5
30-431-74 CAPITAL OUTLAY WWTP	.00	.00	25,000.00	25,000.00	.0
30-431-75 VEHICLE REPAIRS	.00	.00	5,000.00	5,000.00	.0
TOTAL WWTP	.00	53.06	65,776.00	65,722.94	.1
<u>OPERATIONS</u>					
30-432-00 LINE MAINTENANCE	.00	.00	12,000.00	12,000.00	.0
30-432-30 CONTRACT OPERATOR	.00	.00	6,000.00	6,000.00	.0
30-432-39 COMPUTER SOFTWARE-GIS	.00	.00	1,125.00	1,125.00	.0
30-432-41 UTILITIES(ELECTRIC)	1,778.63	6,173.95	25,000.00	18,826.05	24.7
30-432-42 TELEPHONE/INTERNET	135.28	217.26	800.00	582.74	27.2
30-432-45 UTILITIES --GAS	485.64	485.64	100.00	(385.64)	485.6
30-432-46 CELL PHONE	.00	.00	764.00	764.00	.0
30-432-50 PERMIT FEES	.00	.00	1,650.00	1,650.00	.0
30-432-51 ANALYTICAL/SAMPLING EXPENSE	430.00	1,155.00	4,500.00	3,345.00	25.7
30-432-52 INSURANCE AND BONDS	.00	4,696.32	8,000.00	3,303.68	58.7
30-432-53 SEWER CLEANING/VIDEO	.00	.00	15,000.00	15,000.00	.0
30-432-55 GENERAL MAINT CENT LIFT ST	.00	.00	1,000.00	1,000.00	.0
30-432-56 GENERAL MAINT OF PLANT	168.48	168.48	2,500.00	2,331.52	6.7
30-432-57 GENERAL MAINT JOHNSON LT ST	.00	.00	2,000.00	2,000.00	.0
30-432-59 ENGINEERING DESIGN	.00	.00	15,000.00	15,000.00	.0
30-432-60 TREATMENT OPERATIONS	.00	229.84	10,000.00	9,770.16	2.3
30-432-61 OFFICE SUPPLIES	.00	273.89	1,500.00	1,226.11	18.3
30-432-75 CAPITAL OUTLAY - LINES	1,266.00	1,266.00	331,730.00	330,464.00	.4
30-432-99 OTHER MISCELLANEOUS EXPENSE	.00	.00	1,000.00	1,000.00	.0
TOTAL OPERATIONS	4,264.03	14,666.38	439,669.00	425,002.62	3.3
<u>DEBT SERVICE</u>					
30-471-13 BOTW SINKING FUND PYMT	.00	.00	80,000.00	80,000.00	.0
30-471-14 BOTW INTEREST PYMT	.00	10,195.47	.00	(10,195.47)	.0
TOTAL DEBT SERVICE	.00	10,195.47	80,000.00	69,804.53	12.7
TOTAL FUND EXPENDITURES	13,205.26	45,872.71	718,316.00	672,443.29	6.4
NET REVENUE OVER EXPENDITURES	21,789.87	22,183.26	125,084.00	102,900.74	17.7

TOWN OF WIGGINS
BALANCE SHEET
FEBRUARY 28, 2022

SALES TAX CAPITAL IMPROVEMENT

ASSETS

40-10100	CASH IN COMBINED CASH FUND	605,827.37	
40-10250	COLOTRUST FUND	107.09	
40-10251	HIGH PLAINS 1% TAX FUND	15,173.44	
40-11500	ACCOUNTS RECEIVABLE	36,453.77	
	TOTAL ASSETS		657,561.67

LIABILITIES AND EQUITY

LIABILITIES

40-25320	FUND BALANCE	613,545.02	
	TOTAL LIABILITIES		613,545.02

FUND EQUITY

	UNAPPROPRIATED FUND BALANCE:		
	REVENUE OVER EXPENDITURES - YTD	44,016.65	
	BALANCE - CURRENT DATE	44,016.65	
	TOTAL FUND EQUITY		44,016.65
	TOTAL LIABILITIES AND EQUITY		657,561.67

TOWN OF WIGGINS
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2022

SALES TAX CAPITAL IMPROVEMENT

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>REVENUES</u>					
40-31300	1% TOWN SALES TAX	22,537.91	44,015.43	200,000.00	155,984.57	22.0
40-36100	INTEREST EARNED	.58	1.22	5.00	3.78	24.4
	TOTAL FUND REVENUE	22,538.49	44,016.65	200,005.00	155,988.35	22.0

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2022

SALES TAX CAPITAL IMPROVEMENT

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CAPITAL PROJECTS</u>					
40-430-00 CAPITAL PROJECTS - SEWER	.00	.00	85,000.00	85,000.00	.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	.00	60,000.00	60,000.00	.0
TOTAL CAPITAL PROJECTS	.00	.00	220,000.00	220,000.00	.0
TOTAL FUND EXPENDITURES	.00	.00	220,000.00	220,000.00	.0
NET REVENUE OVER EXPENDITURES	22,538.49	44,016.65	(19,995.00)	(64,011.65)	220.1

TOWN OF WIGGINS
BALANCE SHEET
FEBRUARY 28, 2022

CONSERVATION TRUST

ASSETS

50-10100	CASH IN COMBINED CASH FUND	14,128.56	
50-10250	COLOTRUST FUND	107.09	
50-10251	HIGH PLAINS CNSRVTN TRST FUND	14,219.79	
		<hr/>	
	TOTAL ASSETS		28,455.44
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LIABILITIES AND EQUITY

LIABILITIES

50-25320	FUND BALANCE	24,873.13	
		<hr/>	
	TOTAL LIABILITIES		24,873.13

FUND EQUITY

UNAPPROPRIATED FUND BALANCE:			
REVENUE OVER EXPENDITURES - YTD	3,582.31		
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BALANCE - CURRENT DATE		3,582.31	
		<hr/>	
	TOTAL FUND EQUITY		3,582.31
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	TOTAL LIABILITIES AND EQUITY		28,455.44
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TOWN OF WIGGINS
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2022

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)	3,582.31	3,582.31	10,000.00	6,417.69	35.8
50-36100	INTEREST EARNED	.00	.00	10.00	10.00	.0
	TOTAL FUND REVENUE	3,582.31	3,582.31	10,010.00	6,427.69	35.8

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2022

CONSERVATION TRUST

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMINISTRATION</u>					
50-411-11 GROUNDSKEEPER SALARY	.00	.00	5,460.00	5,460.00	.0
50-411-22 FICA	.00	.00	418.00	418.00	.0
50-411-25 UNEMPLOYMENT	.00	.00	16.00	16.00	.0
50-411-26 WORKERS' COMPENSATION	.00	.00	100.00	100.00	.0
TOTAL ADMINISTRATION	.00	.00	5,994.00	5,994.00	.0
<u>PARK OPERATIONS</u>					
50-452-60 REPAIRS AND MAINTENANCE	.00	.00	3,000.00	3,000.00	.0
TOTAL PARK OPERATIONS	.00	.00	3,000.00	3,000.00	.0
TOTAL FUND EXPENDITURES	.00	.00	8,994.00	8,994.00	.0
NET REVENUE OVER EXPENDITURES	3,582.31	3,582.31	1,016.00	(2,566.31)	352.6



PROCLAMATION

- WHEREAS,** The Town of Wiggins stands in unwavering solidarity with the people of the sovereign nation of Ukraine as they defend themselves against Russia's unprovoked invasion and war against their democracy and sovereign right to exist as an independent nation; and
- WHEREAS,** The Town of Wiggins stands with other countries, private corporations, religious leaders, states and cities from around the world in condemning this horrific act of aggression by Russia, and demands the immediate cessation of all hostilities; and
- WHEREAS,** In these moments of crisis, the leadership demonstrated by President Zelensky, members of the Ukrainian armed forces and the citizens of Ukraine are a beacon of resolve and commitment to democratic principles and values; and
- WHEREAS,** The public servants at the local level in Ukraine should be recognized as they continue to practice servant leadership under the most dangerous of conditions to provide essential municipal services;

NOW, THEREFORE BE IT PROCLAIMED, by the Mayor and Board of Trustees of the Town of Wiggins:

Condemns the acts of Russian aggression

Supports the government and people of the sovereign nation of Ukraine

Urges the Town of Wiggins community to contribute resources to aid the people of Ukraine

Deborah Lee, Town Clerk

Jeffrey Palmer, Mayor



STAFF SUMMARY

Board of Trustee Meeting
March 23, 2022

DATE: March 16, 2022

AGENDA ITEM NUMBER: 6-1

TOPIC: Public Hearing and Consideration of Resolution 08-2022- Approving the Final Plat for the Emerald Minor Subdivision Located on Emerald Street

STAFF MEMBER RESPONSIBLE: Hope Becker, Planning & Zoning Administrator

BAKGROUND:

309 Emerald Street is located at the end of Emerald Street and across the road from the Town's sewer plant. It consists of approximately nine lots with one single family home located on the far north lots. The southern two-thirds of the lots are vacant. The satellite picture below exhibits other buildings; however, the applicant has already removed them with a demolition permit in preparation of building new residential homes.



SUMMARY:

The applicant, Kyle Doney, is proposing to replat Lots 27 thru 35 in block 13 located in original Town Corona, into three new lots. The proposed lots will be approximately 10,125 square feet, 9,000 square feet and 9,000 square feet in size. The three lots are shown below. Two of the proposed lots are currently vacant. The subject properties are located in the Multi-Family Residential (R-2) Zone district.

The Planning and Zoning Commissioners held a public hearing on March 8, 2022 to review the minor subdivision plat application. The Commissioners reviewed and approved a recommendation to the Board of Trustees to approve the minor subdivision plat.

**STAFF ANALYSIS:****COMPREHENSIVE PLAN:**

The Comprehensive Plan supports the development of Wiggins' vacant lots. It encourages the construction of "residential areas in Wiggins to maintain [its] quality of life and overall low-density development pattern." (Comprehensive Plan, VI-25)

LAND DEVELOPMENT CODE (LDC):

The applicant's lots are currently zoned Multi-Family Residential (R2). The LDC requires residential lots to be a minimum of 8,750 square feet to meet minimum requirements for construction. Individually, the lots do not meet minimum LDC requirements for residential construction. Per the LDC, construction also cannot occur across lot lines.

No new public infrastructure is required in conjunction to one of the projected lots with this replat because it has an existing house on the lot. The applicant will be responsible for the cost of water and sewer taps for the two newly created vacant lots when building permits are

approved. Per the Land Development Code (LDC), a 10-foot public utility easement is located along the rear of the subject properties. The applicant will also be responsible for providing grade plans with the building permit applications.

FISCAL IMPACT:

The Town of Wiggins expenditure budget will not be directly impacted. With the development of additional single-family homes, property taxes will be collected for each new parcel of land.

APPLICABILITY TO TOWN OBJECTIVES AND GOALS TO PROVIDE SERVICES:

The Town of Wiggins has several infill lots in the residential zones. The approval of this plat will allow the applicant to construct additional single-family homes. The development of residential homes may contribute to the maintenance of the property which may keep weeds, trash, and debris at a minimum. Another family residing within town limits may also provide additional spent tax revenue dollars at local businesses and restaurants.

OPTIONS AVAILABLE TO THE BOARD OF TRUSTEES

The Board of Trustees may approve this request for the Minor Subdivision Plat, approve the Minor Subdivision Plat with conditions, or disapprove the Minor Subdivision Plat.

MOTION FOR APPROVAL:

I make the motion to adopt Resolution 08-2022 – A Resolution Approving the Final Plat for the Emerald Minor Subdivision Located on Emerald Street.

ACTION REQUESTED:

Motion, Second, Roll-Call Vote.

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

**TOWN OF WIGGINS
RESOLUTION NO. 08-2022**

**A RESOLUTION APPROVING THE FINAL PLAT FOR THE EMERALD MINOR SUBDIVISION
LOCATED ON EMERALD STREET**

WHEREAS, there has been submitted to the Board of Trustees of the Town of Wiggins a request for approval of a final plat for the Emerald Minor Subdivision; and

WHEREAS, all materials related to the proposed final plat have been reviewed by the Town Staff and the Wiggins Planning Commission and found to be in compliance with the Town of Wiggins' subdivision and zoning ordinances and related Town ordinances, regulations, and policies; and

WHEREAS, The Wiggins Planning Commission has held a properly noticed public hearing on the application, and has forwarded to the Board of Trustees a recommendation of approval; and

WHEREAS, the Board of Trustees has duly considered the proposed final plat and has held a properly noticed public hearing on the application; and

WHEREAS, the Board of Trustees find that the proposed final plat should be approved.

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

Section 1. The Board of Trustees of the Town of Wiggins hereby approves the final plat for the Emerald Minor Subdivision.

INTRODUCED, READ, AND ADOPTED THIS 23RD DAY OF MARCH, 2022.

TOWN OF WIGGINS, COLORADO

Jeffrey Palmer, Mayor

ATTEST:

Deborah Lee, Town Clerk



Town of Wiggins
Planning & Zoning Department
 304 E Central Avenue * Wiggins, CO 80654
 Phone: (970) 483-6161 * Fax: (970) 483-7364
www.wigginsco.com

LAND USE APPLICATION

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

STAFF USE ONLY		
FILE NAME: EMERALD STREET MINOR SUBDIVISION		
FILE NO: P&Z 01-2022	DATE SUBMITTED: 11/1/2021	FEES PAID: \$3,000

Project Name: 309 EMERALD ST

Project Physical Address (if applicable): 309 EMERALD ST WIGGINS, CO 80654-5016

Project Description:

We will be subdividing the lot in order to split it into 3 separate parcels. Parcel 1A will retain the current home and garage. Parcel 2A and 3A will be developed with manufactured homes and garages on each lot.

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

Subdivision Name: (If applicable) SUBD CORONA ORIGINAL TOWN WI
 SUBD CORONA ORIGINAL TOWN WI BLOCK 13 LOT 27 THRU- LOT 35 ALL LTS 27 - 34 & PT LT 35

Filing No. _____ **Lot No.** _____ **Block No.** _____ **Section** _____ **Township** _____ **Range** _____

PROPERTY OWNER (Attach separate sheets if multiple)	AUTHORIZED REPRESENTATIVE
Name/Company: FC INVESTMENTS LLC SERIES 8	Company/Firm:
Contact Person: Kyle Doney	Contact Person:
Address: PO Box 353	Address:
City/State/Zip: Golden CO 80401	City/State/Zip:
Phone: 303 359 4617	Phone:
Email: Kyle@Lvnrealestate.com	Email:
MINERAL RIGHTS OWNER (Attach separate sheets if multiple)	MINERAL LEASE OWNER (Attach separate sheets if multiple)
Name/Company:	Name/Company:
Address:	Address:
City/State/Zip:	City/State/Zip:
LAND-USE & SUMMARY INFORMATION	
Present Zoning: r2	Gross Site Density (du/ac):
Proposed Zoning: r2	# Lots/Units Proposed:
Gross Acreage: .63 / 27,456 sf	

SERVICE PROVIDERS	
Electric: <u>REA</u>	Gas: <u>Xcel</u>
Special District:	Fire District: <u>Wiggins</u>
Water: (If other than Town)	Sewer: (If other than Town)

DEVELOPMENT REVIEW FEES			
ANNEXATION		SITE SPECIFIC (COMMERCIAL)	
<input type="checkbox"/> Annexation	\$3,500.00	<input type="checkbox"/> Commercial Infill Final Dev Plan	\$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 checked="" type="checkbox"/> Final Development Plan (Res)	\$3,000.00	<input 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		VACATION	
<input type="checkbox"/> Minor Subdivision	\$2,500.00	<input type="checkbox"/> Vacation of Easement/R.O.W.	\$1,000.00
VARIANCE		BOUNDARY LINE/LOT MERGERS	
<input type="checkbox"/> Residential	<input type="checkbox"/> Residential Variance Application	<input checked="" type="checkbox"/> Boundary Line Adj / Lot Merger	\$350.00
<input type="checkbox"/> Commercial	<input type="checkbox"/> Commercial Variance Application		

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: [Signature]

Date: 10/25/2021

Property Owner Signature: _____

Date: _____

STATE OF COLORADO)
) ss.

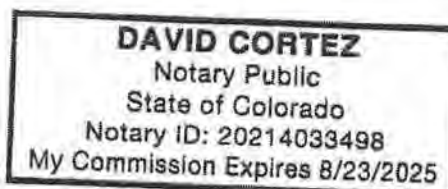
County of Jefferson

The foregoing instrument was acknowledged before me this 25 day of October, 2021.

By DAVID CORTEZ

My commission expires: 08/23/2025

Witness my hand and official seal.

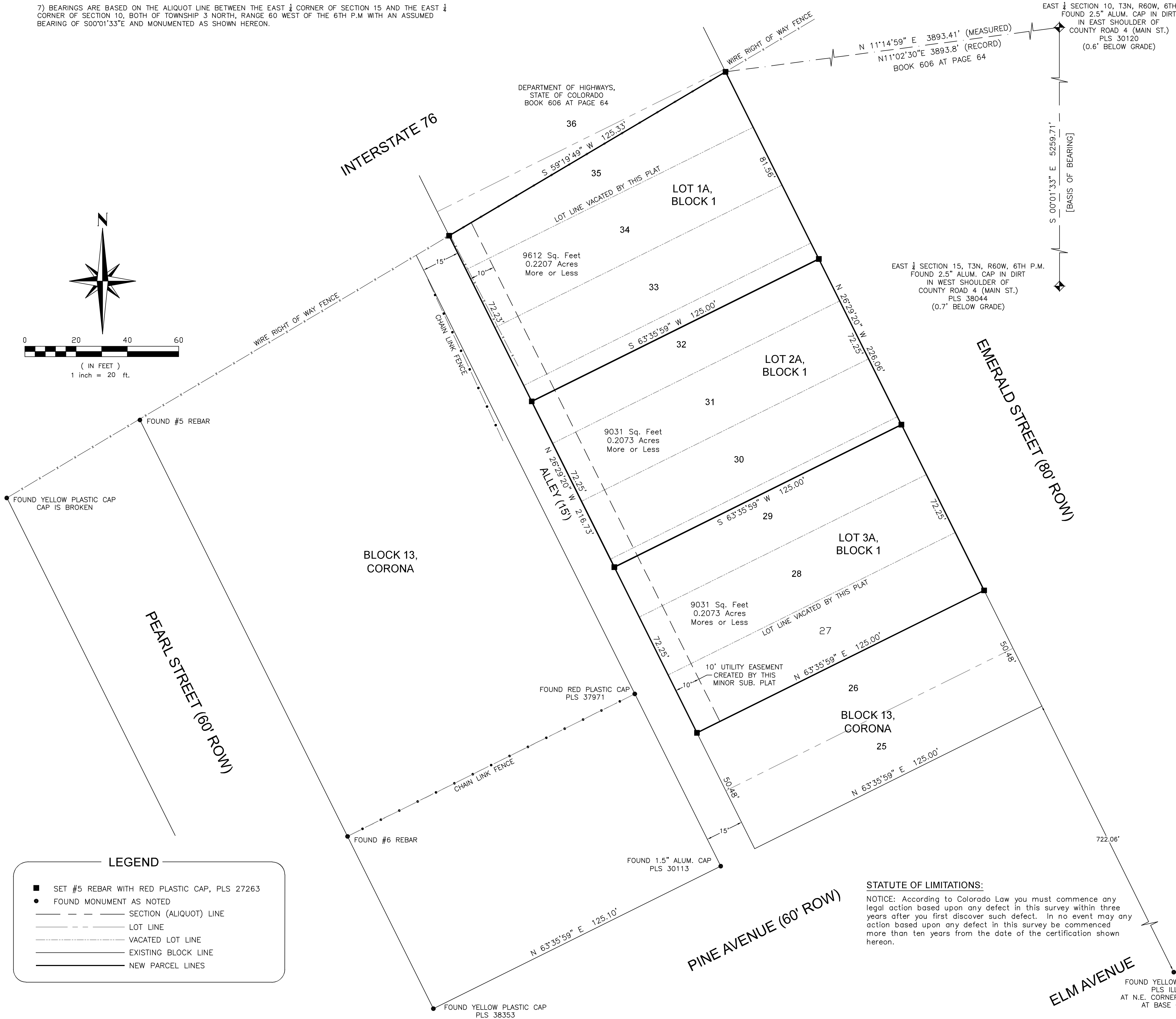


Notary Public

EMERALD SUBDIVISION
MINOR SUBDIVISION - FINAL PLAT
A RE-SUBDIVISION OF LOTS 27 THROUGH 35, BLOCK 13, ORIGINAL TOWN OF CORONA,
SITUATED IN THE S.E. 1/4 OF SECTION 10, T3N, R60W OF THE 6TH P.M.
TOWN OF WIGGINS, COUNTY OF MORGAN, STATE OF COLORADO
SHEET 1 OF 1

GENERAL NOTES:

- 1) DATE OF SURVEY FIELD WORK FOR THE BOUNDARY WAS SEPTEMBER 2021.
- 2) UTILITY LINES MAY EXIST, INCLUDING BELOW GROUND, ABOVE GROUND AND OVERHEAD.
- 3) DIMENSIONS SHOWN HEREON ARE FIELD MEASURED UNLESS NOTED AS RECORD.
- 4) DIMENSIONS SHOWN HEREON ARE IN U.S. SURVEY FEET AND ARE REPRESENTED AS FEET AND DECIMAL FEET.
- 5) SEE CORONA PLAT AS ONE OF THE MANY REFERENCE DOCUMENTS USED IN THE SURVEYING PROCESS TO DETERMINE THE BOUNDARY OF THE PROPERTY DESCRIBED HEREON.
- 6) STREET AND AVENUE RIGHT-OF-WAY IS FROM THE RECORDED PLAT OF CORONA PLAT.
- 7) BEARINGS ARE BASED ON THE ALIQUOT LINE BETWEEN THE EAST 1/4 CORNER OF SECTION 15 AND THE EAST 1/4 CORNER OF SECTION 10, BOTH OF TOWNSHIP 3 NORTH, RANGE 60 WEST OF THE 6TH P.M. WITH AN ASSUMED BEARING OF S00°01'33"E AND MONUMENTED AS SHOWN HEREON.



PURPOSE:

THE PURPOSE OF THIS MINOR SUBDIVISION PLAT IS TO CREATE THREE (3) NEW PARCELS FROM THE EXISTING LOTS 27 THROUGH 35, BLOCK 13, ORIGINAL TOWN OF CORONA..

OWNERSHIP AND DEDICATION

KNOWN BY ALL PERSONS BY THESE PRESENTS, THAT THE UNDERSIGNED _____ BEING THE OWNER OF THE LAND SHOWN IN THIS FINAL PLAT AND DESCRIBED AS FOLLOWS:

LOTS 27, 28, 29, 30, 31, 32, 33, 34 AND 35, EXCEPT THAT PART OF LOT 35 SOLD TO COLORADO STATE HIGHWAY DEPARTMENT RECORDED IN BOOK 606 AT PAGE 64 BLOCK 13, ORIGINAL TOWN OF CORONA, NOW WIGGINS, COUNTY OF MORGAN, STATE OF COLORADO.

HAVE LAID OUT, SUBDIVIDED AND PLATTED SAID LAND AS PER DRAWING HEREON CONTAINED UNDER THE NAME AND STYLE OF THE EMERALD SUBDIVISION, A SUBDIVISION OF A PART OF THE TOWN OF WIGGINS, COUNTY OF MORGAN, STATE OF COLORADO, AND BY THESE PRESENTS DOES HEREBY DEDICATE TO THE TOWN OF WIGGINS THE STREETS, AVENUES (AND OTHER PUBLIC PLACES, TRACTS/OUTLOTS) AS SHOWN ON THE ACCOMPANYING PLAT FOR THE PUBLIC USE THEREOF FOREVER AND DOES FURTHER DEDICATE TO THE USE OF THE TOWN OF WIGGINS AND ALL SERVING PUBLIC UTILITIES (AND OTHER APPROPRIATE ENTITIES) THOSE PORTIONS OF SAID REAL PROPERTY WHICH ARE SO DESIGNATED AS EASEMENTS AS SHOWN. IT IS EXPRESSLY UNDERSTOOD AND AGREED BY THE UNDERSIGNED THAT ALL EXPENSES AND COSTS INVOLVED IN CONSTRUCTING AND INSTALLING SANITARY SEWER SYSTEM WORKS AND LINES, STORM DRAINAGE WORKS AND LINES, WATER SYSTEM WORKS AND LINES, GAS SERVICE LINES, ELECTRICAL SERVICE WORKS AND LINES, LANDSCAPING, CURBS, GUTTERS, STREET PAVEMENT, SIDEWALKS, AND OTHER UTILITIES AND SERVICES SHALL BE GUARANTEED AND PAID FOR BY THE SUBDIVIDER OR ARRANGEMENTS MADE BY THE SUBDIVIDER THEREOF WHICH ARE APPROVED BY THE TOWN OF WIGGINS, COLORADO, AND SUCH SUMS SHALL NOT BE PAID BY THE TOWN OF WIGGINS, AND THAT ANY ITEM SO CONSTRUCTED OR INSTALLED WHEN ACCEPTED BY THE TOWN OF WIGGINS SHALL BECOME THE SOLE PROPERTY OF SAID TOWN OF WIGGINS, COLORADO, EXCEPT PRIVATE ROADWAY CURBS, GUTTER AND PAVEMENT AND ITEMS OWNED BY MUNICIPALITY FRANCHISED UTILITIES, OTHER SERVING PUBLIC ENTITIES, WHICH WHEN CONSTRUCTED OR INSTALLED SHALL REMAIN AND/OR BECOME THE PROPERTY OF SUCH MUNICIPALITY FRANCHISED UTILITIES, OTHER SERVING PUBLIC ENTITIES AND SHALL NOT BECOME THE PROPERTY OF THE TOWN OF WIGGINS, COLORADO.

OWNER:
FC INVESTMENTS, LLC, SERIES 8

BY: _____

ITS: _____

STATE OF COLORADO }
COUNTY OF _____ } SS

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS ____ DAY OF _____, 2022.

WITNESS MY HAND AND OFFICIAL SEAL.

NOTARY PUBLIC

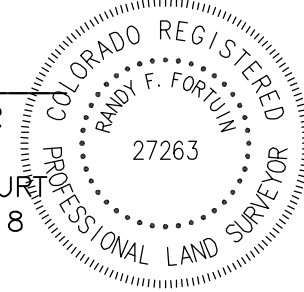
MY COMMISSION EXPIRES

SURVEYORS CERTIFICATE

I, RANDY FORTUIN, A LICENSED PROFESSIONAL LAND SURVEYOR IN THE STATE OF COLORADO DO HEREBY CERTIFY THAT THE SURVEY REPRESENTED BY THIS PLAT WAS MADE UNDER MY SUPERVISION AND THE MONUMENTS SHOWN THEREON ACTUALLY EXIST AND THIS PLAT ACCURATELY REPRESENTS SAID SURVEY.

FOR REVIEW

LICENSED LAND SURVEYOR
CBM SURVEYS, INC.
1418 SOUTH ADDISON COURT
AURORA, COLORADO, 80018
720-373-8376



TOWN MANAGER

THIS IS TO CERTIFY THAT THE FINAL PLAT OF THE EMERALD SUBDIVISION WAS APPROVED ON THIS ____ DAY OF _____, 2022 BY RESOLUTION NO. ____ AND THAT THE MAYOR OF THE TOWN OF WIGGINS ON BEHALF OF THE TOWN OF WIGGINS, HEREBY ACKNOWLEDGES SAID PLAT UPON WHICH THIS CERTIFICATE IS ENDORSED FOR ALL PURPOSES INDICATED THEREON.

ATTEST: _____
MAYOR

CLERK AND RECORDER CERTIFICATE

THIS DOCUMENT WAS FILED FOR RECORDS IN THE OFFICE OF HE CLERK AND RECORDER OF

MORGAN COUNTY AT ____M. ON THE ____DAY OF _____, 2022 IN
BOOK ____ PAGE____, RECEPTION NO. _____

COUNTY CLERK AND RECORDER

BY: _____
DEPUTY

STATUTE OF LIMITATIONS:

NOTICE: According to Colorado Law you must commence any legal action based upon any defect in this survey within three years after you first discover such defect. In no event may any action based upon any defect in this survey be commenced more than ten years from the date of the certification shown hereon.

CBM SURVEYS, INC. LAND SURVEYING SERVICES	1418 S. Addison Ct. Aurora, CO 80018 720-373-8376 cbmsurveys@comcast.net	CBM
EMERALD SUBDIVISION / MINOR SUBDIVISION PLAT ORIGINALLY LOTS 27-35, BLOCK 13, ORIGINAL TOWN OF CORONA	S.E. 1/4, SECTION 10, T3N, R60W, 6TH P.M. COUNTY OF MORGAN, STATE OF COLORADO	SURVEYS
Drawn: RF	Date: 02-28-2022	Scale: 1"=20'
Check: JF	Job No.: 21-2720	212720MSP.DWG
		1 of 1

**TOWN OF WIGGINS
P & Z RESOLUTION NO. 01-2022**

A RESOLUTION RECOMMENDING APPROVAL OF THE EMERALD MINOR SUBDIVISION PLAT

WHEREAS, Kyle Doney of LVN Real Estate has submitted a Land Use application for a Minor Subdivision - Final Plat to the Planning & Zoning Commission for the property located on 307 Emerald Street, Wiggins, CO 80654 (the "Property"); and,

WHEREAS, the legal description for the Property is currently lots 27 thru 35, block 13, Original Town of Corona, situated in the S.E. 1/4 Section 10, T3N, R60W of the 6TH P.M. Town of Wiggins, County of Morgan, State of Colorado; and,

WHEREAS, the Property is zoned Multi-Family Residential (R2) and consists of more than three (3) lots; and,

WHEREAS, the Wiggins Land Development Code requires a minimum lot size of 8,750 square feet in the Multi-Family Residential (R2) zone district; and,

WHEREAS, the proposed plat will replat lots 27 thru 35 into three (3) lots; 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 Minor Subdivision and Final Plat should be approved.


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 of the Minor Subdivision - Final Plat for the Emerald Minor Subdivision.

INTRODUCED, RECOMMENDED, AND RESOLVED THIS 8TH DAY OF MARCH, 2022.

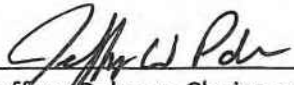
TOWN OF WIGGINS, COLORADO

ATTEST:



Deborah Lee, Town Clerk





Jeffrey Palmer, Chairman



MINUTES OF MEETING

TOWN OF WIGGINS PLANNING AND ZONING COMMISSION

March 8, 2021 at 7:00 p.m.

CALL TO ORDER & ROLL CALL

A regular meeting of the Planning and Zoning Commission for the Town of Wiggins, Colorado was held on Tuesday, March 8, 2021 in person. Chairman Jeff Palmer called the meeting to order at 7:06 p.m. The following Commissioners answered roll call: Chairman Jeff Palmer, Commissioners Stan Baumgartner, and Jerry Schwindt. Commissioner Jo Ann Rohn-Cook was absent. Staff present were Town Manager, Tom Acre; Town Clerk, Deb Lee; and Planning and Zoning Administrator, Hope Becker.

APPROVAL OF AGENDA

Motion was made by Commissioner Jerry Schwindt to approve the agenda as written. Second was made by Commissioner Stan Baumgartner. Roll Call: Unanimously approved.

APPROVAL OF MINUTES FROM DECEMBER 7, 2021

Motion was made by Commissioner Jerry Schwindt to approve the minutes from December 7, 2021. Second was made by Commissioner Stan Baumgartner. Roll Call: Unanimously approved.

PUBLIC HEARING – CONSIDERATION OF EMERALD MINOR SUBDIVISION PLAT

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

Planning and Zoning Administrator Hope Becker provided the staff report and information to the Commissioners regarding the application for a minor subdivision plat approval. The land is zoned R2 multi-family. The applicant desired to amend the nine lots into three residential lots for the purpose of constructing two additional new homes. The Land Development Code dictates that the application is reviewed by the Planning & Zoning Commissioners and final approved by the Board of Trustees. Hope went over the criteria listed in the Land Development Code that the Commissioners must use when determining a Minor Subdivision Plat application. The applicant was reported as having met the requirements of both planning tools.

Kyle Doney, the applicant, attended the meeting via Zoom. He explained that they would be placing two new manufactured homes with garages on to the two new parcels. The existing house would remain on the third parcel of land as is.

Public Comment was opened at 7:16 p.m. Comments from the public were as follows:

Lori Pruett of 302 Pearl Street participated via zoom and supports the applicant's request. The applicant has already cleaned up the property of its tattered buildings. Lori asked the applicant questions pertaining to the proposed landscaping. The applicant stated that the landscaping

would be predominately xeriscaping to take advantage of water conservation. Lori also asked if the properties would have one home on each lot or one home total. The applicant verified that there would be two additional homes placed on each lot with garages.

Public Comment was closed at 7:20 p.m.

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

The Commissioners deliberated regarding the minor subdivision plat application. The Commissioners requested Hope pull up a zoning map on the big screen. Chairman Palmer asked about the alley access and what type of clean up would be required to maintain town access. Staff indicated that the alley was still present on the plat and the 10' utility easement would assist with alley access.

CONSIDERATION OF PLANNING AND ZONING RESOLUTION 01-2022: A resolution recommending approval of the Emerald Minor Subdivision Plat.

Motion was made by Commissioner Jerry Schwindt to adopt P&Z Resolution 01-2022 – A resolution recommending approval of the Emerald Minor Subdivision Plat. Seconded by Commissioner Stan Baumgartner. Roll Call: Unanimously approved.

PUBLIC HEARING – CONSIDERATION OF REZONING PORTIONS OF THE WOODS FIRST ADDITION SUBDIVISION

The Public Hearing was opened by Chairman Jeff Palmer at 7:25 p.m.

Planning and Zoning Administrator Hope Becker provided the staff report and information on the application to the Commissioners regarding the rezoning of some four properties located in the Woods First Addition Subdivision. The properties being considered for rezoning are currently zoned Industrial (ID), Multi-Family (R-2), and Mobile Home Parks District (MHPD). Town staff initiated the request to change the rezoning from ID to provide conformity with existing use of the properties and to promote future industrial development.

Public Comment was opened at 7:36 p.m. Comments from the public were as follows:

Chris Musgrave of 00877 CR A, Wiggins, owner of Stage Coach Meats located in the proposed rezoning area. He recently purchased lots 13-15 which is situated next to the Stage Coach Meats meat packing plant on Third Avenue. Chris support the rezoning of the lots so that he can construct an addition to his meat packing building. He also supports the rezoning of the lot to the south of his property as he is concerned that it would not be a good mix for mobile homes to be situated so close to the meat packing plant.

Public Comment closed at 7:39 p.m.

The Public Hearing was closed at 7:39 p.m.

The Commissioners deliberated regarding the rezoning agenda item. There were no further questions or concerns.

CONSIDERATION OF PLANNING AND ZONING RESOLUTION 02-2022: A Resolution
Recommending that Portions of the Woods First Addition Subdivision be Rezoned to the
Industrial (ID) Zoning District

Motion was made by Commissioner Jerry Schwindt to adopt P&Z Resolution 02-2022 – A Resolution of the Planning & Zoning Commission Recommending that Portions of the Woods First Addition Subdivision be Rezoned to the Industrial (ID) Zoning District. Seconded by Commissioner Stan Baumgartner. Roll Call: Unanimously approved.

PUBLIC HEARING - CONSIDERATION OF AMENDMENT TO THE LAND DEVELOPMENT CODE

The Public Hearing was opened by Chairman Jeff Palmer at 7:49 p.m.

Planning and Zoning Administrator Hope Becker provided the staff report and information to the Commissioners regarding the Land Development Code (LDC) amendment proposal. Staff suggested amending the boundary line and lot merging sections of the LDC to streamline the process for property owners who desire to construct only one building on their properties that consist of multiple lots. The LDC does not allow property owners to construct across lot lines. The LDC required property owners with more than three lots to proceed through a lengthy and costly hearing process before the Planning & Zoning commissioners and Board of Trustees to replat their lots into one lot. This amendment would allow for property owners to go through an application process, staff review, and be administratively approved by the Town Manager. This amendment would only apply to property owners who desired to construct one building on the property. Properties being subdivided for multiple lots/buildings would still proceed through the subdivision hearing process.

Hope also provided information to the Commissioners regarding suggested changes to the LDC for building permits pertaining to driveways and sidewalks. The Board of Trustees recently approved updating the Town's Building Code to the 2018 International Building Codes and approved updates to the Town's Fee Schedule. Both approvals indicate that "new" driveways and extensions and sidewalks would require building permits from the Town. Repairs to driveways and sidewalks would not require building permits. Staff is recommending an amendment to the LDC to provide additional conformity to the building codes and fee schedule documents so that all Town documents were reflecting the same information.

The Commissioners deliberated regarding the rezoning agenda item. Chairperson Palmer provided additional clarity to the public from previous Board of Trustee meetings, stating that "new" driveways, driveway extensions, and sidewalks would require a building permit but that repairs would not. Town Manager, Tom Acre, also provided information that property owners would still be required to acquire permits for areas in the Town's right of way; this included public sidewalks.

Public Comment was opened at 7:51 p.m. No Public Comments were presented. Public Comment was closed at 7:52 p.m.

The Public Hearing was closed at 7:52 p.m.

The Commissioners deliberated regarding the rezoning agenda item. There were no further questions or concerns.

CONSIDERATION OF PLANNING AND ZONING RESOLUTION 03-2022: A Resolution
Recommending Approval of an Ordinance Amending the Wiggins Land Development Code
Concerning Building Permits and Boundary Line Adjustments

Motion was made by Commissioner Jerry Schwindt to adopt P&Z Resolution 03-2022 – A Resolution Recommending Approval of an Ordinance Amending the Wiggins Land Development Code Concerning Building Permits and Boundary Line Adjustments. Seconded by Commissioner Stan Baumgartner. Roll Call: Unanimously approved.

ADJOURNMENT

Chairman Jeff Palmer, upon receiving no further comments or concerns from the Commissioners, adjourned the meeting at 7:57 p.m.

Respectfully submitted:



Deborah Lee, Town Clerk



STAFF SUMMARY

Board of Trustee Meeting
March 23, 2022

DATE: March 16, 2022

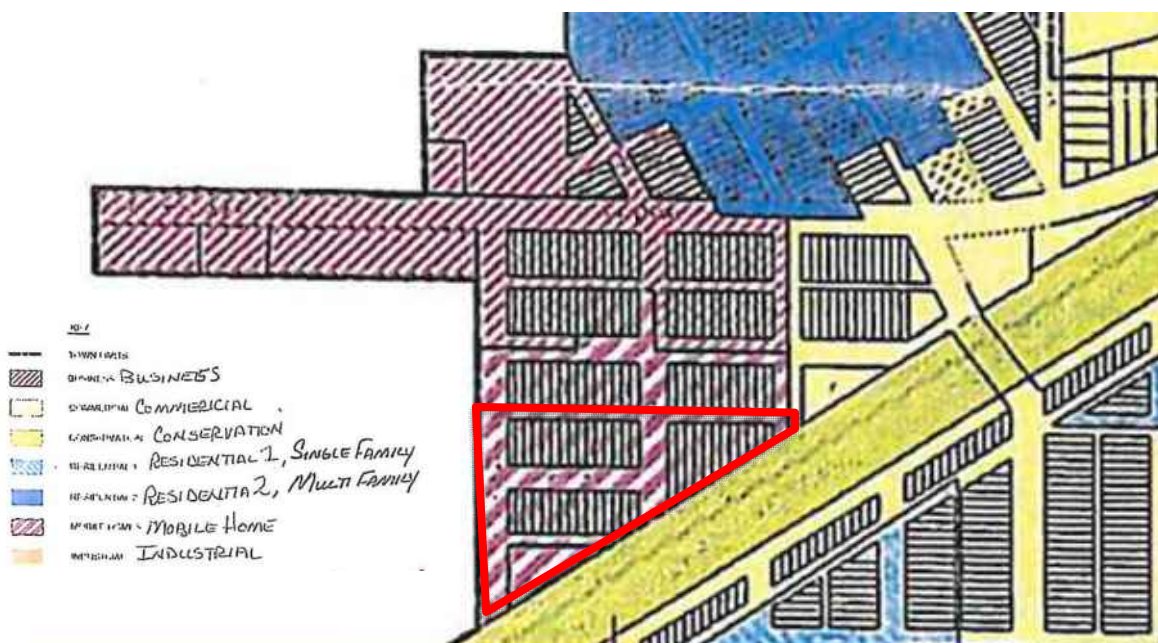
AGENDA ITEM NUMBER: 6-2

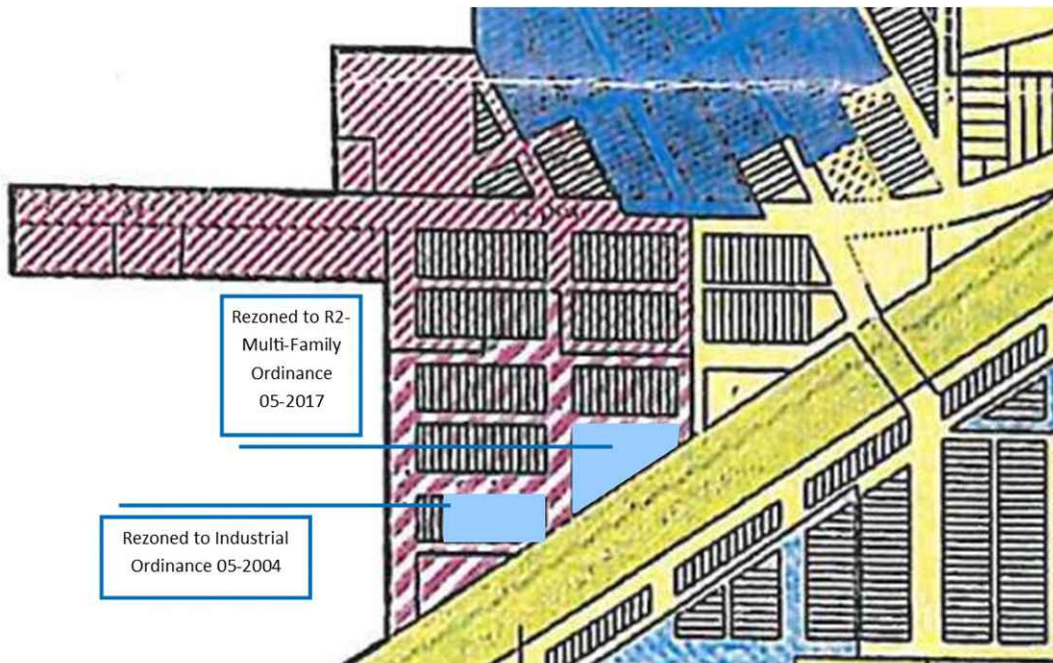
TOPIC: Public Hearing and Consideration of Ordinance 04-2022-A Rezoning of Portions of the Woods First Addition Subdivision to the Industrial (ID) Zoning District

STAFF MEMBER RESPONSIBLE: Hope Becker, Planning & Zoning Administrator

BACKGROUND:

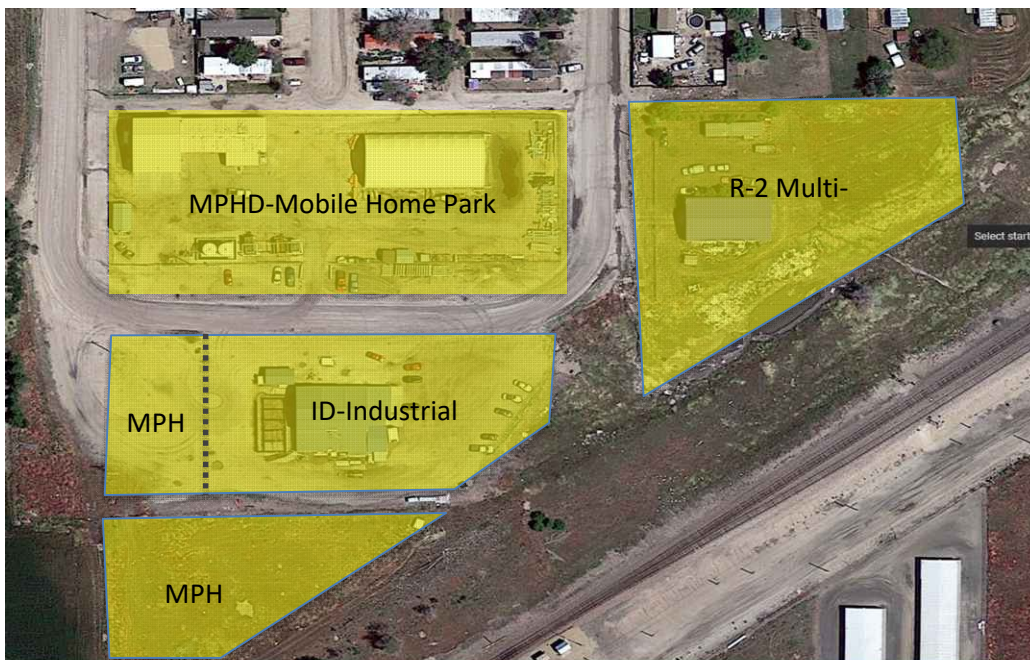
The section of Woods First Addition Subdivision in Wiggins bounded by Granite Street on the west, Agate Street in the east, Third Avenue on the north and the BNSF Railroad on the south is a mixture of structures and businesses that are of industrial nature. The current 2003 Zoning Map used by the Town depicts the area as being zoned as MHPD. Staff researched town records and discovered zoning amendments that are not reflected on this zoning map. The current zoning map and the amendments are shown in the following two illustrations. For example, the 1991 Town of Wiggins Comprehensive Plan Zoning Map shows the CDOT property as zoned Industrial.





SUMMARY:

Staff is requesting a zoning map amendment for the area encompassing approximately three-acres. The impacted properties are zoned a mix of Industrial District (ID), Mobile Home Park District (MPHD), and Multi-Family (R-2) zones.



Stagecoach Meats is a growing business located on Third Avenue that provides meat processing services. The previous property owners went through a Rezoning hearing for lots 1-12 to rezone from MHPD to ID. The previous owners also requested a Special Review Use approval for the establishment of a meat processing business. Both applications were approved in April of 1998.

CDOT has its maintenance buildings located on the corner of Granite Street and Third Avenue and spans the entire length of Third Avenue. Their first building was placed at this location in 1947 which was prior to the Town of Wiggins' incorporation in 1974. The property is zoned MHPD in the 2003 Zoning Map with pre-existing industrial like activities present. The 1991 Comprehensive Plan also displays this property as Industrial.

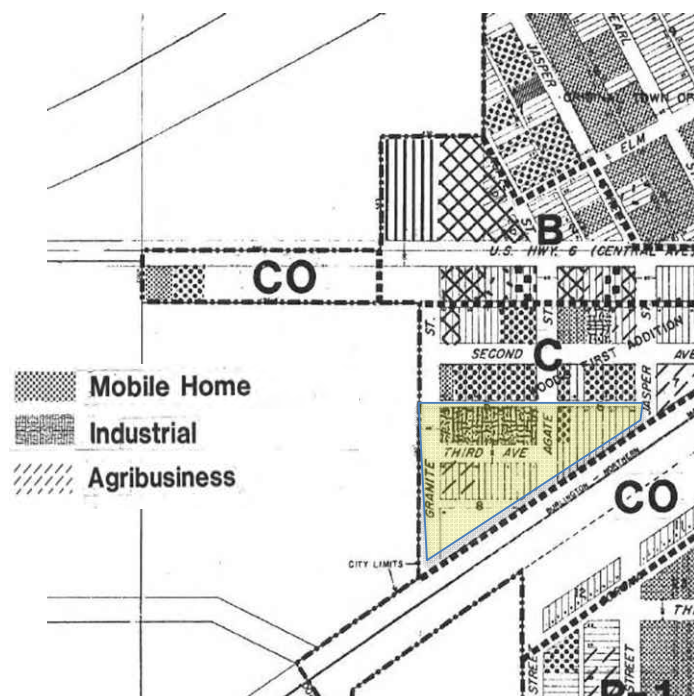
The oversized building constructed on the property at the southeast corner of Agate Street and Third Avenue was rezoned Multi-Family (R-2) District in 2017. The property owner at that time was also approved for a Special Review Use for dorm style housing for Work-Force employees.

There is a vacant piece of land to the South of Stagecoach Meats that is also being included in the Industrial re-zoning. It is currently zoned MHPD. The property has not been developed and is currently accessible only by Granite Street.

Staff was able to communicate with each property owner for each of the properties being proposed for rezonings. Staff has not received any objections towards rezoning recommendations.

The Planning and Zoning Commissioners held a public hearing on March 8, 2022 to review the zoning change recommendations made by Town Staff. The Commissioners approved a recommendation to the Board of Trustees to approve the rezoning changes to this part of the Woods subdivision from MHPD to ID.

STAFF ANALYSIS



COMPREHENSIVE PLAN:

The Existing Land Use & Zoning Map from the Town of Wiggins 1991 Comprehensive Plan shows the properties zoned Agri-Business, Mobile Home, and Industrial. Development patterns within this area include commercial and industrial. The Comprehensive Plan encourages Wiggins to “promote the sound and orderly development of Wiggins in a manner that will provide a well-balanced land use pattern and which will preserve and enhance the qualities and characteristics that make Wiggins a desirable place to live.” (Wiggins Comprehensive Plan, VI-23). The goal is to make appropriate transitions from these areas and to industrial uses to match what have

already been allowed in this district and what the Comprehensive Plan sets.

The Comprehensive Plan encourages Wiggins to “promote the sound and orderly development of Wiggins in a manner that will provide a well-balanced land use pattern and which will preserve and enhance the qualities and characteristics that make Wiggins a desirable place to live.” (Wiggins Comprehensive Plan, VI-23).

Objectives for Consideration:

Please note that the criteria below are from the Town of Wiggins Zoning Comprehensive Plan as overall objectives for future Industrial land uses (Page VI-27). They are numbered here for ease of use.

Objectives:

1. Encourage the expansion of the existing commercial core area along Highway 6; establish a “Town Center” utilizing a mix of public and commercial uses.
2. Promote a positive political and regulatory environment to encourage growth and development of the tax base.
3. Promote integrated, multi-use development on commercial sites.
4. Facilitate coordination between town-sponsored economic development efforts and the Morgan County Economic Development Corporation.
5. Support industrial development that mitigates negative impacts on the environment and adjacent land uses.
6. Encourage concentrated or clustered arrangements of commercial development and the location of commercial activity centers at the intersections of arterials or collectors and arterials.
7. Promote small business and industry retention and development within Wiggins.

LAND DEVELOPMENT CODE (LDC):

What is zoning and how is zoning important to communities? Assigning zoning districts is the action or process of assigning land or property to a different category of restrictions on use and development. Zoning laws are the necessary rules that dictate how we can and can’t use our property. They help minimize conflict between landowners and users by ensuring industrial zones are a safe distance from residential areas thereby minimizing the negative impact of industrial zones to residents. It helps protect the local environment and keeps property values stable. Zoning needs in communities may change over time to accommodate the needs of residents and provide better uses for the land as the community changes.

Three of the four impacted properties exhibit existing Industrial like businesses, services, or structures. The fourth property, the vacant lot to the south of Stagecoach Meats, has been included in this re-zoning request so that it is not landlocked by industrial zones.

The Residential zoning district regards the building of residential structures, including single-family residences, multi-family residences, and mobile homes. Since there are so many different types of dwellings that people call home, a municipality will typically have multiple

residential districts so that the varying differences can be regulated within the LDC. The LDC provides a description or purpose for each zone district as follows:

2.08 Mobile Home Park District (MPHD)

A. Purpose. The Mobile Home (MH) District provides a residential zone for mobile home parks within the Town of Wiggins. This district allows the use/siting of the types of mobile homes and manufactured homes that may not qualify for location in other residential zone districts. For the purposes of the Mobile Home Park District (MHPD), the term “mobile home(s)” shall include “manufactured homes(s)”.

2.07 Residential District (R-2)

A. Purpose. This zone district provides areas for low- to moderate-density residential development and allows for two-family housing units.

Similar to commercial zoning, industrial zoning focuses on business. However, the difference is that industrial zoning regulates companies based on environmental factors, such as noise, air quality, and use. Typical businesses designated to industrial sectors include airports, manufacturing plants, emergency response facilities, and heavy equipment businesses.

2.11 Industrial District (ID)

A. Purpose. Land areas to be used primarily for research and development, warehousing, product assembly and manufacturing and other service, distribution, and industrial uses that conform with local, state, and federal environmental standards.

The LDC requires the Planning Commission to review proposed changes to rezoning requests and make recommendations to the Board of Trustees after considering the goals and objectives of the Comprehensive Plan. It is also the responsibility of the Planning Commission to advise the Board of Trustees if the adoption of the proposed amendment would necessitate a comprehensive plan amendment. (Land Development Code, page 2-36)

FISCAL IMPACT:

Approving this Ordinance has no negative impact on the Town’s adopted budget. There will be some attorney fees for the reviews of the ordinance.

APPLICABILITY TO TOWN OBJECTIVES AND GOALS TO PROVIDE SERVICES:

Over the years, the use of the properties proposed for rezoning have undergone changes in their use. These uses support the requested zoning change to benefit the public. Staff considers this rezoning request as being in harmony with the Town’s Comprehensive Plan, Land Development Code, and the community’s growth patterns. Staff makes its recommendation based on the following:

- The rezoning allows conformity of land use that is compatible with Wiggins Comprehensive Plan.
- The rezoning will be more suitable with the existing and potential future land use.

- The change in zoning classification will not have an adverse impact on public facilities including schools, transportation network or utilities.
- The zoning change may encourage industrial development of the empty lots.

Staff does not see a negative result to rezoning these four lots to the Industrial District since the majority of them already have existing industrial natured businesses and structures. The rezoning may also encourage additional growth to vacant areas.

OPTIONS AVAILABLE TO THE BOARD OF TRUSTEES

The Board of Trustees may approve this request for the Rezoning, or disapprove the Rezoning.

MOTION FOR APPROVAL:

I make the motion to adopt Ordinance 04-2022: An Ordinance Approving those Portions of the Woods First Addition Subdivision be Rezoned to the Industrial (ID) Zoning District.

ACTION REQUESTED:

Motion, Second, Roll-Call Vote.

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

**TOWN OF WIGGINS
ORDINANCE NO. 04-2022**

**AN ORDINANCE REZONING PORTIONS OF THE WOODS FIRST ADDITION
SUBDIVISION TO THE INDUSTRIAL (ID) ZONING DISTRICT**

WHEREAS, there has been submitted to the Board of Trustees a request for approval for rezoning for those lots and blocks of the Woods First Addition Subdivision described in Section 1, below, from the zoning districts identified in Section 1 to the Industrial (ID) zoning district; and

WHEREAS, these requests for rezoning have been submitted by the Town of Wiggins as part of a legislative rezoning of certain properties to update old zoning designations that no longer reflect current or anticipated uses on the properties; and

WHEREAS, the Wiggins Planning and Zoning Commission held a properly noticed public hearing on the application, at which the applicant and other interested persons presented testimony to the Commission and at which a number of documents were made a part of the record; and

WHEREAS, all materials related to the proposed rezoning have been reviewed by Town staff and the Wiggins Planning and Zoning Commission and found with conditions to be in compliance with the Town of Wiggins Land Development Code and related Town ordinances, regulations, and policies; and

WHEREAS, the Board of Trustees considered the proposed rezonings at a duly noticed public hearing held; and

WHEREAS, the Board of Trustees finds that the proposed rezonings are consistent with the applicable criteria of the Town of Wiggins Land Development Code and related Town ordinances, regulations, and policies and that the application should be approved; and

WHEREAS, no protests were received by the Town pursuant to C.R.S. § 31-23-305.

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

Section 1. The Board of Trustees of the Town of Wiggins, Colorado does hereby rezone the following parcels to the Industrial (ID) zoning district:

Parcel #1

Owner: Douglas J & Karen S Chalk

Property Address: Vacant Lot – Granite Street

Legal Description Woods First Add, WI Block: 08 Lot: 16

Lot Size: 22,340 sq ft

Current Zoning: MHPD

New Zoning: Industrial

General Location: Vacant lot at the end of Granite St.–3 blocks south of Central Ave.

Parcel #2

Owner: Colorado Department of Transportation
Property Address: 200 Granite Street
Legal Description: Woods First Add, WI Block: 05 Lot: 16 thru Lot: 30
Lot Size: 52,500 sq ft
Current Zoning: MHPD
New Zoning: Industrial
General Location: Located on Granite Street – 2 blocks south of Central Avenue

Parcel #3

Owner: Stage Coach Meats
Property Address: 600 W 3rd Avenue
Legal Description: Woods First Add, WI Block: 08 Lot: 13 thru Lot: 15
Lot Size: 9,375 sq ft
Current Zoning: MHPD
New Zoning: Industrial
General Location: Located on West 3rd Avenue

Parcel #4

Owner: Scott Ira Peter
Property Address: Lot on Agate Street
Legal Description: Woods First Add, WI Block: 06 Lot: 13 thru Lot: 24
Lot Size: 43,400 sq ft
Current Zoning: R2-Multifamily
New Zoning: Industrial
General Location: Located on corner of W 3rd Avenue & Agate Street

Section 2. 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.

**INTRODUCED, READ, ADOPTED, APPROVED, AND ORDERED PUBLISHED
BY TITLE ONLY THIS 23RD DAY OF MARCH, 2022.**

TOWN OF WIGGINS, COLORADO

Jeffrey Palmer, Mayor

ATTEST:

Deborah Lee, Town Clerk

I, Deborah Lee, Town Clerk of the Town of Wiggins, Colorado, hereby certify and attest that the foregoing Ordinance No. 04-2022 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 23rd day of March, 2022. This Ordinance was published in The Fort Morgan Times on _____, 2022.

**WIGGINS PLANNING AND ZONING COMMISSION
RESOLUTION NO. 02-2022**

**A RESOLUTION OF THE WIGGINS PLANNING AND ZONING COMMISSION
RECOMMENDING THAT PORTIONS OF THE WOODS FIRST ADDITION
SUBDIVISION BE REZONED TO THE INDUSTRIAL (ID) ZONING DISTRICT**

WHEREAS, there has been submitted to the Wiggins Planning and Zoning Commission a request for approval for rezoning for those lots and blocks of the Woods First Addition Subdivision described in Section 1, below, from the zoning districts identified in Section 1 to the Industrial (ID) zoning district; and

WHEREAS, all materials related to the proposed rezonings have been reviewed by Town Staff and found to be in compliance with Town ordinances, regulations, and policies; and

WHEREAS, after a duly-noticed public hearing, at which evidence and testimony were entered into the record, the Planning and Zoning Commission finds that the proposed rezonings should be approved.

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

Section 1. The Planning and Zoning Commission of the Town of Wiggins recommends the following parcels be rezoned to the Industrial (ID) zoning district:

Parcel #1

Owner: Douglas J & Karen S Chalk
Property Address: Vacant Lot – Granite Street
Legal Description Woods First Add, WI Block: 08 Lot: 16
Lot Size: 22,340 sq ft
Current Zoning: MHPD
New Zoning: Industrial
General Location: Vacant lot at the end of Granite St.–3 blocks south of Central Ave.

Parcel #2

Owner: Colorado Department of Transportation
Property Address: 200 Granite Street
Legal Description: Woods First Add, WI Block: 05 Lot: 16 thru Lot: 30
Lot Size: 52,500 sq ft
Current Zoning: MHPD
New Zoning: Industrial
General Location: Located on Granite Street – 2 blocks south of Central Avenue

Parcel #3

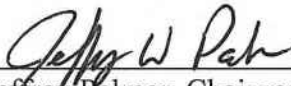
Owner: Stage Coach Meats
Property Address: 600 W 3rd Avenue
Legal Description: Woods First Add, WI Block: 08 Lot: 13 thru Lot: 15
Lot Size: 9,375 sq ft

Current Zoning: MHPD
New Zoning: Industrial
General Location: Located on West 3rd Avenue

Parcel #4

Owner: Scott Ira Peter
Property Address: Lot on Agate Street
Legal Description: Woods First Add, WI Block: 06 Lot: 13 thru Lot: 24
Lot Size: 43,400 sq ft
Current Zoning; R2-Multifamily
New Zoning: Industrial
General Location: Located on corner of W 3rd Avenue & Agate Street

INTRODUCED, READ, AND ADOPTED THIS 8TH DAY OF MARCH, 2022.



Jeffrey Palmer, Chairperson

ATTEST:



Deborah Lee, Town Clerk





MINUTES OF MEETING

TOWN OF WIGGINS PLANNING AND ZONING COMMISSION

March 8, 2021 at 7:00 p.m.

CALL TO ORDER & ROLL CALL

A regular meeting of the Planning and Zoning Commission for the Town of Wiggins, Colorado was held on Tuesday, March 8, 2021 in person. Chairman Jeff Palmer called the meeting to order at 7:06 p.m. The following Commissioners answered roll call: Chairman Jeff Palmer, Commissioners Stan Baumgartner, and Jerry Schwindt. Commissioner Jo Ann Rohn-Cook was absent. Staff present were Town Manager, Tom Acre; Town Clerk, Deb Lee; and Planning and Zoning Administrator, Hope Becker.

APPROVAL OF AGENDA

Motion was made by Commissioner Jerry Schwindt to approve the agenda as written. Second was made by Commissioner Stan Baumgartner. Roll Call: Unanimously approved.

APPROVAL OF MINUTES FROM DECEMBER 7, 2021

Motion was made by Commissioner Jerry Schwindt to approve the minutes from December 7, 2021. Second was made by Commissioner Stan Baumgartner. Roll Call: Unanimously approved.

PUBLIC HEARING – CONSIDERATION OF EMERALD MINOR SUBDIVISION PLAT

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

Planning and Zoning Administrator Hope Becker provided the staff report and information to the Commissioners regarding the application for a minor subdivision plat approval. The land is zoned R2 multi-family. The applicant desired to amend the nine lots into three residential lots for the purpose of constructing two additional new homes. The Land Development Code dictates that the application is reviewed by the Planning & Zoning Commissioners and final approved by the Board of Trustees. Hope went over the criteria listed in the Land Development Code that the Commissioners must use when determining a Minor Subdivision Plat application. The applicant was reported as having met the requirements of both planning tools.

Kyle Doney, the applicant, attended the meeting via Zoom. He explained that they would be placing two new manufactured homes with garages on to the two new parcels. The existing house would remain on the third parcel of land as is.

Public Comment was opened at 7:16 p.m. Comments from the public were as follows:

Lori Pruett of 302 Pearl Street participated via zoom and supports the applicant's request. The applicant has already cleaned up the property of its tattered buildings. Lori asked the applicant questions pertaining to the proposed landscaping. The applicant stated that the landscaping

would be predominately xeriscaping to take advantage of water conservation. Lori also asked if the properties would have one home on each lot or one home total. The applicant verified that there would be two additional homes placed on each lot with garages.

Public Comment was closed at 7:20 p.m.

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

The Commissioners deliberated regarding the minor subdivision plat application. The Commissioners requested Hope pull up a zoning map on the big screen. Chairman Palmer asked about the alley access and what type of clean up would be required to maintain town access. Staff indicated that the alley was still present on the plat and the 10' utility easement would assist with alley access.

CONSIDERATION OF PLANNING AND ZONING RESOLUTION 01-2022: A resolution recommending approval of the Emerald Minor Subdivision Plat.

Motion was made by Commissioner Jerry Schwindt to adopt P&Z Resolution 01-2022 – A resolution recommending approval of the Emerald Minor Subdivision Plat. Seconded by Commissioner Stan Baumgartner. Roll Call: Unanimously approved.

PUBLIC HEARING – CONSIDERATION OF REZONING PORTIONS OF THE WOODS FIRST ADDITION SUBDIVISION

The Public Hearing was opened by Chairman Jeff Palmer at 7:25 p.m.

Planning and Zoning Administrator Hope Becker provided the staff report and information on the application to the Commissioners regarding the rezoning of some four properties located in the Woods First Addition Subdivision. The properties being considered for rezoning are currently zoned Industrial (ID), Multi-Family (R-2), and Mobile Home Parks District (MHPD). Town staff initiated the request to change the rezoning from ID to provide conformity with existing use of the properties and to promote future industrial development.

Public Comment was opened at 7:36 p.m. Comments from the public were as follows:

Chris Musgrave of 00877 CR A, Wiggins, owner of Stage Coach Meats located in the proposed rezoning area. He recently purchased lots 13-15 which is situated next to the Stage Coach Meats meat packing plant on Third Avenue. Chris support the rezoning of the lots so that he can construct an addition to his meat packing building. He also supports the rezoning of the lot to the south of his property as he is concerned that it would not be a good mix for mobile homes to be situated so close to the meat packing plant.

Public Comment closed at 7:39 p.m.

The Public Hearing was closed at 7:39 p.m.

The Commissioners deliberated regarding the rezoning agenda item. There were no further questions or concerns.

CONSIDERATION OF PLANNING AND ZONING RESOLUTION 02-2022: A Resolution
Recommending that Portions of the Woods First Addition Subdivision be Rezoned to the
Industrial (ID) Zoning District

Motion was made by Commissioner Jerry Schwindt to adopt P&Z Resolution 02-2022 – A Resolution of the Planning & Zoning Commission Recommending that Portions of the Woods First Addition Subdivision be Rezoned to the Industrial (ID) Zoning District. Seconded by Commissioner Stan Baumgartner. Roll Call: Unanimously approved.

PUBLIC HEARING - CONSIDERATION OF AMENDMENT TO THE LAND DEVELOPMENT CODE

The Public Hearing was opened by Chairman Jeff Palmer at 7:49 p.m.

Planning and Zoning Administrator Hope Becker provided the staff report and information to the Commissioners regarding the Land Development Code (LDC) amendment proposal. Staff suggested amending the boundary line and lot merging sections of the LDC to streamline the process for property owners who desire to construct only one building on their properties that consist of multiple lots. The LDC does not allow property owners to construct across lot lines. The LDC required property owners with more than three lots to proceed through a lengthy and costly hearing process before the Planning & Zoning commissioners and Board of Trustees to replat their lots into one lot. This amendment would allow for property owners to go through an application process, staff review, and be administratively approved by the Town Manager. This amendment would only apply to property owners who desired to construct one building on the property. Properties being subdivided for multiple lots/buildings would still proceed through the subdivision hearing process.

Hope also provided information to the Commissioners regarding suggested changes to the LDC for building permits pertaining to driveways and sidewalks. The Board of Trustees recently approved updating the Town's Building Code to the 2018 International Building Codes and approved updates to the Town's Fee Schedule. Both approvals indicate that "new" driveways and extensions and sidewalks would require building permits from the Town. Repairs to driveways and sidewalks would not require building permits. Staff is recommending an amendment to the LDC to provide additional conformity to the building codes and fee schedule documents so that all Town documents were reflecting the same information.

The Commissioners deliberated regarding the rezoning agenda item. Chairperson Palmer provided additional clarity to the public from previous Board of Trustee meetings, stating that "new" driveways, driveway extensions, and sidewalks would require a building permit but that repairs would not. Town Manager, Tom Acre, also provided information that property owners would still be required to acquire permits for areas in the Town's right of way; this included public sidewalks.

Public Comment was opened at 7:51 p.m. No Public Comments were presented. Public Comment was closed at 7:52 p.m.

The Public Hearing was closed at 7:52 p.m.

The Commissioners deliberated regarding the rezoning agenda item. There were no further questions or concerns.

CONSIDERATION OF PLANNING AND ZONING RESOLUTION 03-2022: A Resolution
Recommending Approval of an Ordinance Amending the Wiggins Land Development Code
Concerning Building Permits and Boundary Line Adjustments

Motion was made by Commissioner Jerry Schwindt to adopt P&Z Resolution 03-2022 – A Resolution Recommending Approval of an Ordinance Amending the Wiggins Land Development Code Concerning Building Permits and Boundary Line Adjustments. Seconded by Commissioner Stan Baumgartner. Roll Call: Unanimously approved.

ADJOURNMENT

Chairman Jeff Palmer, upon receiving no further comments or concerns from the Commissioners, adjourned the meeting at 7:57 p.m.

Respectfully submitted:



Deborah Lee, Town Clerk



STAFF SUMMARY

Board of Trustee Meeting March 23, 2022

DATE: March 16, 2022

AGENDA ITEM NUMBER: 6-3

TOPIC: Consideration of Ordinance 05-2022- Amending the Wiggins Land Development Code Concerning Building Permits and Boundary Line Adjustments

STAFF MEMBER RESPONSIBLE: Hope Becker, Planning & Zoning Administrator

BACKGROUND

Lots located in the older parts of Wiggins have developed over the years, predominantly with single-family homes. However, the lots were never merged and combined to create one lot prior to the construction of these homes and some businesses. It has not been a high concern until recently with interest from developers to construct new homes on vacant lots scattered through-out town. The Land Development Code (LDC) provides language that describes a strict process to merge more than 3 lots. Staff is seeking a more streamlined approach for property owners to attain a lot size that meets minimum requirements in the LDC in order for them to proceed with construction without building across lot lines.

Fee Schedules are typically updated and approved by the Board of Trustees from time to time. The Board of Trustees updated much of the building departments fee schedule, including fees for new driveways and walkways. An adjustment has been made in the fee schedule and the building codes to exempt the replacement of driveways and sidewalks from the building permit process. Staff is recommending the same change be made in the LDC to maintain conformity.

SUMMARY

Staff has received multiple inquiries and building permit requests pertaining to development on vacant lots within the Town. Many of Wiggins' vacant properties consist of multiple lots that are (on average) approximately 25-feet by 125-feet. The lot sizes vary depending on which subdivision one is looking at. Combined, these lots meet the minimum requirements for development; however, the LDC is clear that construction may not occur across lot lines. This prevents property owners from moving forward with new construction without going through a formal re-platting process.

Staff is also recommending amendment to the LDC's definition and requirements for Building Permits. The Board of Trustees recently adopted the 2018 International Building Codes with amendments and also approved changes to the Town's Fee Schedule based on Staff recommendations. One such change pertained to alterations to existing driveways and sidewalks. The new change does not require these projects to have a building permit.

The Planning and Zoning Commissioners held a meeting on March 8, 2022 to review the staff recommendations for the Land Development Code amendments. The Commissioners reviewed and approved a recommendation to the Board of Trustees to approve the Ordinance amending the Land Development Code with no further amendments.

STAFF ANALYSIS

COMPREHENSIVE PLAN:

Lot Mergers / Boundary Line Adjustments: The Comprehensive Plan encourages property owners to develop their vacant lots. It also encourages property owners to maintain their properties through home and business additions or demolishing structures that are in poor condition and replacing with newer structures. The Comprehensive Plan states that preserving land uses will enable areas in Wiggins to maintain their character, quality of life and overall low-density development pattern.

Building Permit Amendments: The Comprehensive Plan does not address building permit requirements and guidelines. It is predominately used for guidance for Boards and Staff with land uses.

LAND DEVELOPMENT CODE (LDC):

Lot Mergers / Boundary Line Adjustments:

The purpose of boundary line adjustments and lot mergers is to provide property owners the ability to merge lots together or to make "minor boundary line adjustments to adjoin parcels of land without requiring the processing of the entire subdivision plat application." (LDC, 5-22). In section 5.16 of the LDC, the language requires property owners with more than 3 lots to proceed with a minor subdivision plat process, including public hearings with the Planning and Zoning Commissioners and the Board of Trustees. This can be a discouraging and costly process for the property owner as they have to then provide a professional survey and pay for the cost of the re-plat.

Staff is recommending a streamlined process by allowing property owners to combine lots into one lot and have the process approved administratively for the purpose of building on that lot. Property owners would be required to submit an application, supporting documents, go through a staff review process, and record the final approval with Morgan County Clerk & Recorder.

Building Permit Amendments:

The LDC clearly defines building permits being required for “driveways and walkways constructed or altered”. (LDC, page 1-4). Due to recent changes approved by the Board of Trustees in regards to driveways and walkways in the Building Codes and the Fee Schedule, Staff is recommending this change also be reflected in the LDC to provide consistency between all documents used by the Town.

Staff presented the LDC amendments to the Planning and Zoning Commissioners at the March 8, 2022 meeting. The Commissioners did not have additional comments or concerns. The Commissioners are approved a resolution making their recommendations to the Board of Trustees for final approval.

FISCAL IMPACT:

Approving this Ordinance has no negative impact on the Town’s adopted budget. There will be some attorney fees for the reviews of the ordinance.

APPLICABILITY TO TOWN OBJECTIVES AND GOALS TO PROVIDE SERVICES:

The proposed amendments are consistent with the Wiggins Comprehensive Plan. Implementation of the simpler boundary line adjustment / lot merger process for property owners to develop vacant lots within Town may provide encouragement to property owners to move forward with development of these lots.

Providing further clarification of building permits in the LDC will result in less confusion among staff, contractors, and property owners. All documents will reflect the same information.

OPTIONS AVAILABLE TO THE BOARD OF TRUSTEES

The Board of Trustees may approve the ordinance to amend the Land Development Code, approve the ordinance with amendments, or disapprove the ordinance.

MOTION FOR APPROVAL:

I make the motion to adopt Ordinance 05-2022: An Ordinance Amending the Wiggins Land Development Code Concerning Building Permits and Boundary Line Adjustments.

ACTION REQUESTED:

Motion, Second, Roll-Call Vote.

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

**TOWN OF WIGGINS
ORDINANCE NO. 05-2022**

**AN ORDINANCE AMENDING THE WIGGINS LAND DEVELOPMENT CODE
CONCERNING BUILDING PERMITS AND BOUNDARY LINE ADJUSTMENTS**

WHEREAS, the Board of Trustees desires to amend the Wiggins Land Development Code as provided herein.

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

Section 1. Section 01.16.A of the Wiggins Land Development Code is hereby amended to read as follows (words added are underlined; words deleted are ~~stricken through~~):

01.16 Building Permits.

- A. No Building shall be erected, moved (mobile or manufactured home), remodeled (exterior or interior) or structurally altered and no fence erected, roof replaced, or new driveways or walkways constructed ~~or altered~~ unless a permit thereof has been issued by the Zoning Administrator, and no permit shall be issued unless the building or structure proposed is in full conformance with the ordinance.

Section 2. Section 05.16.A of the Wiggins Land Development Code is hereby amended to read as follows (words added are underlined):

05.16 Boundary Line Adjustments

A. Definitions.

Boundary line adjustment means either a lot merger or minor changes in the boundary lines of two or more adjacent platted lots of record (or parcels) where such adjustment does not create additional lots.

Lot merger means the merging of two or more ~~not more than three~~ contiguous lots into one lot for the purpose of building on that lot. ~~a lesser number of lots than had originally existed.~~

Section 3. 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 4. 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.

**INTRODUCED, READ, ADOPTED, APPROVED, AND ORDERED PUBLISHED
BY TITLE ONLY, BY THE BOARD OF TRUSTEES OF THE TOWN OF WIGGINS,
COLORADO THIS 23RD DAY OF MARCH, 2022.**

TOWN OF WIGGINS, COLORADO

Jeffrey Palmer, Mayor

ATTEST:

Deborah Lee, Town Clerk

I, Deborah Lee, Town Clerk of the Town of Wiggins, Colorado, hereby certify and attest that the foregoing Ordinance No. 05-2022 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 23rd day of March, 2022. This Ordinance was published in The Fort Morgan Times on _____, 2022.

**WIGGINS PLANNING COMMISSION
RESOLUTION NO. 03-2022**

**A RESOLUTION RECOMMENDING APPROVAL OF AN ORDINANCE AMENDING
THE WIGGINS LAND DEVELOPMENT CODE CONCERNING BUILDING PERMITS
AND BOUNDARY LINE ADJUSTMENTS**

WHEREAS, there has been proposed an ordinance amending the Wiggins Land Development Code concerning building permits and boundary line adjustments; and

WHEREAS, the Wiggins Planning Commission has held a duly-noticed public hearing to consider such amendments to the Wiggins Land Development Code; and

WHEREAS, after a duly-noticed public hearing, at which evidence and testimony were entered into the record, the Wiggins Planning Commission finds that the proposed ordinance should be approved in essentially the same form as accompanies this Resolution;

NOW, THEREFORE, BE IT RESOLVED BY THE PLANNING COMMISSION OF THE TOWN OF WIGGINS, COLORADO:

Section 1. The Wiggins Planning Commission hereby recommends approval of the proposed ordinance amending the Wiggins Land Development Code concerning building permits and boundary line adjustments.

INTRODUCED, READ, and ADOPTED this 8th day of March, 2022.

TOWN OF WIGGINS, COLORADO

ATTEST:



Deborah Lee, Town Clerk





Jeffrey Palmer, Chairperson



MINUTES OF MEETING

TOWN OF WIGGINS PLANNING AND ZONING COMMISSION March 8, 2021 at 7:00 p.m.

CALL TO ORDER & ROLL CALL

A regular meeting of the Planning and Zoning Commission for the Town of Wiggins, Colorado was held on Tuesday, March 8, 2021 in person. Chairman Jeff Palmer called the meeting to order at 7:06 p.m. The following Commissioners answered roll call: Chairman Jeff Palmer, Commissioners Stan Baumgartner, and Jerry Schwindt. Commissioner Jo Ann Rohn-Cook was absent. Staff present were Town Manager, Tom Acre; Town Clerk, Deb Lee; and Planning and Zoning Administrator, Hope Becker.

APPROVAL OF AGENDA

Motion was made by Commissioner Jerry Schwindt to approve the agenda as written. Second was made by Commissioner Stan Baumgartner. Roll Call: Unanimously approved.

APPROVAL OF MINUTES FROM DECEMBER 7, 2021

Motion was made by Commissioner Jerry Schwindt to approve the minutes from December 7, 2021. Second was made by Commissioner Stan Baumgartner. Roll Call: Unanimously approved.

PUBLIC HEARING – CONSIDERATION OF EMERALD MINOR SUBDIVISION PLAT

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

Planning and Zoning Administrator Hope Becker provided the staff report and information to the Commissioners regarding the application for a minor subdivision plat approval. The land is zoned R2 multi-family. The applicant desired to amend the nine lots into three residential lots for the purpose of constructing two additional new homes. The Land Development Code dictates that the application is reviewed by the Planning & Zoning Commissioners and final approved by the Board of Trustees. Hope went over the criteria listed in the Land Development Code that the Commissioners must use when determining a Minor Subdivision Plat application. The applicant was reported as having met the requirements of both planning tools.

Kyle Doney, the applicant, attended the meeting via Zoom. He explained that they would be placing two new manufactured homes with garages on to the two new parcels. The existing house would remain on the third parcel of land as is.

Public Comment was opened at 7:16 p.m. Comments from the public were as follows:

Lori Pruett of 302 Pearl Street participated via zoom and supports the applicant's request. The applicant has already cleaned up the property of its tattered buildings. Lori asked the applicant questions pertaining to the proposed landscaping. The applicant stated that the landscaping

would be predominately xeriscaping to take advantage of water conservation. Lori also asked if the properties would have one home on each lot or one home total. The applicant verified that there would be two additional homes placed on each lot with garages.

Public Comment was closed at 7:20 p.m.

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

The Commissioners deliberated regarding the minor subdivision plat application. The Commissioners requested Hope pull up a zoning map on the big screen. Chairman Palmer asked about the alley access and what type of clean up would be required to maintain town access. Staff indicated that the alley was still present on the plat and the 10' utility easement would assist with alley access.

CONSIDERATION OF PLANNING AND ZONING RESOLUTION 01-2022: A resolution recommending approval of the Emerald Minor Subdivision Plat.

Motion was made by Commissioner Jerry Schwindt to adopt P&Z Resolution 01-2022 – A resolution recommending approval of the Emerald Minor Subdivision Plat. Seconded by Commissioner Stan Baumgartner. Roll Call: Unanimously approved.

PUBLIC HEARING – CONSIDERATION OF REZONING PORTIONS OF THE WOODS FIRST ADDITION SUBDIVISION

The Public Hearing was opened by Chairman Jeff Palmer at 7:25 p.m.

Planning and Zoning Administrator Hope Becker provided the staff report and information on the application to the Commissioners regarding the rezoning of some four properties located in the Woods First Addition Subdivision. The properties being considered for rezoning are currently zoned Industrial (ID), Multi-Family (R-2), and Mobile Home Parks District (MHPD). Town staff initiated the request to change the rezoning from ID to provide conformity with existing use of the properties and to promote future industrial development.

Public Comment was opened at 7:36 p.m. Comments from the public were as follows:

Chris Musgrave of 00877 CR A, Wiggins, owner of Stage Coach Meats located in the proposed rezoning area. He recently purchased lots 13-15 which is situated next to the Stage Coach Meats meat packing plant on Third Avenue. Chris support the rezoning of the lots so that he can construct an addition to his meat packing building. He also supports the rezoning of the lot to the south of his property as he is concerned that it would not be a good mix for mobile homes to be situated so close to the meat packing plant.

Public Comment closed at 7:39 p.m.

The Public Hearing was closed at 7:39 p.m.

The Commissioners deliberated regarding the rezoning agenda item. There were no further questions or concerns.

CONSIDERATION OF PLANNING AND ZONING RESOLUTION 02-2022: A Resolution
Recommending that Portions of the Woods First Addition Subdivision be Rezoned to the
Industrial (ID) Zoning District

Motion was made by Commissioner Jerry Schwindt to adopt P&Z Resolution 02-2022 – A Resolution of the Planning & Zoning Commission Recommending that Portions of the Woods First Addition Subdivision be Rezoned to the Industrial (ID) Zoning District. Seconded by Commissioner Stan Baumgartner. Roll Call: Unanimously approved.

PUBLIC HEARING - CONSIDERATION OF AMENDMENT TO THE LAND DEVELOPMENT CODE

The Public Hearing was opened by Chairman Jeff Palmer at 7:49 p.m.

Planning and Zoning Administrator Hope Becker provided the staff report and information to the Commissioners regarding the Land Development Code (LDC) amendment proposal. Staff suggested amending the boundary line and lot merging sections of the LDC to streamline the process for property owners who desire to construct only one building on their properties that consist of multiple lots. The LDC does not allow property owners to construct across lot lines. The LDC required property owners with more than three lots to proceed through a lengthy and costly hearing process before the Planning & Zoning commissioners and Board of Trustees to replat their lots into one lot. This amendment would allow for property owners to go through an application process, staff review, and be administratively approved by the Town Manager. This amendment would only apply to property owners who desired to construct one building on the property. Properties being subdivided for multiple lots/buildings would still proceed through the subdivision hearing process.

Hope also provided information to the Commissioners regarding suggested changes to the LDC for building permits pertaining to driveways and sidewalks. The Board of Trustees recently approved updating the Town's Building Code to the 2018 International Building Codes and approved updates to the Town's Fee Schedule. Both approvals indicate that "new" driveways and extensions and sidewalks would require building permits from the Town. Repairs to driveways and sidewalks would not require building permits. Staff is recommending an amendment to the LDC to provide additional conformity to the building codes and fee schedule documents so that all Town documents were reflecting the same information.

The Commissioners deliberated regarding the rezoning agenda item. Chairperson Palmer provided additional clarity to the public from previous Board of Trustee meetings, stating that "new" driveways, driveway extensions, and sidewalks would require a building permit but that repairs would not. Town Manager, Tom Acre, also provided information that property owners would still be required to acquire permits for areas in the Town's right of way; this included public sidewalks.

Public Comment was opened at 7:51 p.m. No Public Comments were presented. Public Comment was closed at 7:52 p.m.

The Public Hearing was closed at 7:52 p.m.

The Commissioners deliberated regarding the rezoning agenda item. There were no further questions or concerns.

CONSIDERATION OF PLANNING AND ZONING RESOLUTION 03-2022: A Resolution
Recommending Approval of an Ordinance Amending the Wiggins Land Development Code
Concerning Building Permits and Boundary Line Adjustments

Motion was made by Commissioner Jerry Schwindt to adopt P&Z Resolution 03-2022 – A Resolution Recommending Approval of an Ordinance Amending the Wiggins Land Development Code Concerning Building Permits and Boundary Line Adjustments. Seconded by Commissioner Stan Baumgartner. Roll Call: Unanimously approved.

ADJOURNMENT

Chairman Jeff Palmer, upon receiving no further comments or concerns from the Commissioners, adjourned the meeting at 7:57 p.m.

Respectfully submitted:



Deborah Lee, Town Clerk



STAFF SUMMARY

Board of Trustee Board Meeting March 23, 2022

DATE: March 14, 2022

AGENDA ITEM NUMBER: 7

TOPIC: Resolution 09-2022 – Recognizing the CDOT-Click it or Ticket (CIOT) Grant Funding for Occupant Restraint Enforcement

STAFF MEMBER RESPONSIBLE: Doug Erickson, Police Officer

BACKGROUND:

CDOT's Office of Transportation Safety (OTS) provides funding for enforcement of Colorado's occupant restraint laws during three enforcement periods from April 1, 2022 through August 5, 2022. Numerous law enforcement agencies applied for the CIOT grant, but not all agencies received the requested amounts. Funding decisions were made based on a number of factors to include agency past performance with occupant protection enforcement, during previous CIOT Periods and throughout the year, as well as unrestrained fatalities in the jurisdiction.

SUMMARY:

The Wiggins Police Department received \$1,500 in CIOT grant funds. The funding will provide overtime for enforcement of Colorado's occupant restraint laws with increased patrols over three pre-determined enforcement periods.

FISCAL IMPACT:

Adoption of this Resolution has a neutral impact on the adopted budget. The CIOT Grant will provide \$1,500 of overtime funding to use for seat belt enforcement. These funds are recognized as additional revenue and appropriated in the 2022 budget.

APPLICABILITY TO TOWN OBJECTIVES AND GOALS TO PROVIDE SERVICES:

This supports the Board's desire to provide a safe environment in the Town of Wiggins by reducing opportunities for injuries as a result of accidents.

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 a motion to adopt Resolution 09-2022 – Recognizing the CDOT-Click it or Ticket (CIOT) Grant Funding for Occupant Restraint Enforcement

ACTION REQUESTED: MOTION, SECOND, ROLL-CALL VOTE

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

**TOWN OF WIGGINS, COLORADO
RESOLUTION 09-2022**

**RECOGNIZING THE CDOT CLICK IT OR TICKET (CIOT) GRANT FUNDING FOR
OCCUPANT RESTRAINT ENFORCEMENT**

WHEREAS, the Town of Wiggins (“Town”) supports providing a safe environment in the Town by reducing opportunities for accidents and injuries caused by unsafe drivers; and,

WHEREAS, the Town Police Department applied for and was awarded a grant from CDOTs Click it or Ticket (CIOT) Grant Funding for Occupant Restraint Enforcement for three (3) enforcement periods from April 1, 2022 to August 5, 2022; and

WHEREAS, this is funding that was not anticipated when the 2022 Budget was adopted; and,

WHEREAS, the Town’s 2022 General Fund Budget revenue and expenditures will increase by \$1,500; and,

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 or his designee to accept the CDOT-LEAF grant in the amount of \$1500.

Section 2. The Town Manager or his designee is authorized to implement the grant in accordance with the grant award.

INTRODUCED, ADOPTED AND RESOLVED THIS 23rd DAY OF MARCH, 2022.

TOWN OF WIGGINS, COLORADO

Jeffrey Palmer, Mayor

ATTEST:

Deborah Lee, Town Clerk