



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

November 17, 2021 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/88240245344> 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 October 27, 2021
2. Approval of Bills November 2021

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

1. Review and Consideration of a Plat for Vasquez Minor Subdivision.
 - a. Vasquez Minor Subdivision Plat
 - b. Resolution No. 41-2021 – A Resolution Approving the Final Plat for the Vasquez Minor Subdivision Located on Johnson Avenue

VI. CONSIDERATION OF RESOLUTION NO. 40-2021 – A Resolution Approving an Independent Contractor Agreement with Stephanie Harman

1. Resolution No. 40-2021

VII. 2022 DRAFT BUDGET UPDATE DISCUSSION

VIII. ADJOURNMENT

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



MINUTES OF MEETING

TOWN OF WIGGINS BOARD OF TRUSTEES MEETING

October 27, 2021 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, October 27, 2021. Mayor Jeff Palmer called the meeting to order at 7:04 p.m. the following Trustees answered roll call: Mayor Jeff Palmer and Mayor Pro-Tem David Herbstman Trustees: Bruce Miller and Bryan Flax were present. Trustees Mark Strickland, Chad Forbes and Jerry Schwindt, joined via Zoom. Staff present were Chief of Police, Craig Miller and Deb Lee, Town Clerk. Tom Acre, Town Manager; and Melinda Culley, Town Attorney joined via Zoom.

APPROVAL OF AGENDA

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

CONSENT AGENDA

Motion was made by Trustee Bruce Miller to approve the consent agenda. Second was made by Mayor Pro Tem David Herbstman. Roll Call: The consent agenda was approved unanimously.

REPORTS

Town Manager: The Town Manager's report was given by Tom Acre.

Everyone is invited to the Ceremonial Groundbreaking for High Plains Bank on November 10, 2021 at 10:30 am. They are in the process of getting their grading and foundation permits. They are working on revisions on the building itself, but they want to go ahead and get started.

Governor Polis came out to meet with Stagecoach Meats. Stagecoach Meats was recently awarded a REDI grant. Governor Polis appeared to enjoy the visit and believes the Governor learned a lot about what Stagecoach Meats processes.

Met with Xcel gas regarding natural gas capacity questions. The north end of town has high-capacity constraints. If a line is high capacity, Xcel takes care of the enhancements. Developers take care of low-capacity issues. The Farm and Kiowa Park subdivisions do not have high-capacity issues. Developers should contact Xcel with questions and let Xcel know their needs. Developers should work directly with Xcel.

Continues to work with USDA on the water and wastewater projects. The phases for the sewer plant might be rearranged to do the projects simultaneously. We need the WWTF first and then put the effluent pipeline in.

Met with the CDPHE on the RO brine. Discussed ideas on how to move forward. With the with the failing wet test issue, we requested CDPHE to let us consider organisms like the fathead minnow in the stream, since the organism that the wet test looks for is not even found out in our area.



He toured the new Northglenn Recreation Center with his wife. It was a \$57 million project. They have a theater attached to the recreation center.

Had the levee inspection by the US Army Corps of Engineers. They were impressed with how our levee looks. They suggested a yearly levee day. They would help by providing educational material to people. We need to have a drill to place the logs across the road to be ready in case it is needed. Some of the new people in Town may not understand why the levee is here and how important it is for the Town of Wiggins.

Continuing to work with Roberts 81. They have investors asking about the water. Explaining the water court cases, the current one and we have plenty of wet water. Hopefully that will help them keep moving forward with investors.

Last Saturday we held Coffee with the Community. The event participation was what could be expected for the first time and short notice. We will try it again and may need to try several attempts.

Attended the Morgan County Economic Development Corporation meeting. The draft budget was reviewed and will be finalized next month. The economy is such that businesses are poaching employees from other businesses.

Will be meeting with Morgan County Quality Water next week. We will talk a little bit more about the potential emergency intercept and get cost information to include on the 2022 Town budget.

Central Water Conservation District is getting their final pieces to the pipeline constructed for the Knievel property and also are ready to start on their first recharge pond.

He's busy with staff administration and working on the budget.

He answered questions from the Board. Manager Acre let the board know about how the Christmas plans are going and the exciting things the Town has planned.

Chief of Police, Craig Miller: The biggest thing was that he met with the school to discuss traffic issues that continue to fester. They are going to explore the flow of traffic. He has noticed an increase in conflict at Blue Lightning and the people are parking when dropping off kids. H has spoken to parents about dropping kids off across the street and the kids going across the street to school. It's unacceptable.

Board of Trustees Reports:

Mayor Jeff Palmer spoke about Governor Polis being here. He let the Governor know we need access to a little more funds, childcare, focus on qualified workers, and getting the youth into some kind of trade.

Financials: Actual to Budget: The Board had questions that the manager answered.

PUBLIC COMMENT

The Mayor, Jeff Palmer opened the meeting for public comments at 7:32. Matt O'Patik needs the Christmas plans, times and dates. Staff will get with him to get things figured out. Public comment closed at 7:34.



PUBLIC HEARING

The Mayor, Jeff Palmer, opened the public hearing at 7:34 pm on an application for a Special Review Use for Arrowhead Trash located at 221 Main Street. Hope Becker, Planning and Zoning Administrator introduced the applicant and provided her staff report. The Board had no questions for staff.

The applicant was invited to speak on the application. Testimony was given by Troy and Jodi Freauuff with Arrowhead Trash regarding their plans for the building, why they made the request, how they plan to operate at the location, and their future plans.

The following people spoke in favor of Arrowhead Trash to be able to have their business at 221 Main Street:

Fred Midcap; 5143 Rd 3: They will be an asset for this town.

Matt O'Patik; 218 Main: Wants the Board to think about allowing them in and what it will do if they do not allow them in.

Glenn Neal; 105 E. Central: The Assisted Living went through special review. It sat empty for 3 years. Do not tie their hands for this project. Other businesses are looking at what the Board is doing tonight. He supports this business.

Dustin Bruntz; 3446 CR T: He supports Arrowhead Trash and Troy Freauuff fully. If he moves to Keenesburg, his business will move.

Jeremy Reed; 401 Suzann St: He supports Arrowhead Trash. It's a vital service. They care about customer service and customer satisfaction. That building used to be an ambulance service which is the same type use of the facility as Arrowhead Trash. That building has been empty for four years. He fully supports the business moving in there.

Keith Neal; 5515 CR Q: He supports the business moving in.

Comments from attendees on Zoom:

Tavin Freauuff: He is not currently a resident. His dad owns the business and he fully supports his dad and the business. The building has been empty for a lot more years than he can remember.

The public hearing was closed at 8:07 pm.

The Board had the following to say:

Mayor Pro Tem David Herbstman thanked everyone. After listening to the presentation, he believes that the Town can improve Main Street and have this business.

Mayor Palmer asked Manager Acre and Planning and Zoning Administrator, Hope Becker, for their vision of Main Street. They believe it can become more vibrant like the downtown area of other cities and towns. The Mayor



believes that the Town can allow this business in and still have a vibrant Main Street. He appreciates the risk Arrowhead Trash took to get the trash service going and thanked the Freauuffs for coming into Wiggins.

Trustee Forbes does not see any harm in bringing the business to Wiggins. He said it would take a substantial amount of money to change that building into something else. He'd like to pursue the recycling idea that Arrowhead Trash had discussed.

Trustee Flax likes the idea and supports them coming in.

Trustee Strickland said that no one on the Board is trying to push businesses away.

Trustee Schwindt said there were issues that propped up, but they have all been taken care of. He supports the business coming to Wiggins.

Trustee Miller said we should not put it to the businesses to lose money. We can't do that.

CONSIDERATION OF RESOLUTION NO. 33-2021

A Resolution Approving a Special Review Use for Arrowhead Trash Located at 221 Main Street.

Motion was made by Mayor Pro Tem David Herbstman to approve Resolution No. 33-2021. Seconded by Trustee Bruce Miller. Roll Call: Resolution 33-2021 was unanimously approved.

CONSIDERATION OF ORDINANCE NO. 09-2021

An Ordinance Amending the Wiggins Land Development Code Concerning Site Plans, Planned Development Districts and Other Matters.

Motion was made by Mayor Pro Tem David Herbstman, to approve Ordinance No. 09-2021. Seconded Trustee Mark Strickland. Roll Call: Ordinance No. 09-2021 was unanimously approved.

CONSIDERATION OF RESOLUTION NO. 34-2021

A Resolution Providing That Certain Elected and/or Appointed Officials of the Town of Wiggins Shall be Deemed Not to be "Employees" Within the Meaning of the Workers' Compensation Laws.

Motion was made by Trustee Bryan Flax to approve Resolution No. 34-2021. Seconded by Trustee Mark Strickland. Roll Call: Resolution No. 34-2021 was unanimously approved.

CONSIDERATION OF ORDINANCE NO. 10-2021

An Ordinance Authorizing the Sale and Conveyance of Approximately 13.36 Acres of Property Owned by the Town of Wiggins.

Motion was made by Mayor Pro Tem David Herbstman, to approve Ordinance No. 10-2021. Seconded Trustee Jerry Schwindt. Roll Call: Ordinance No. 10-2021 was unanimously approved



CONSIDERATION OF RESOLUTION NO. 35-2021

A Resolution Approving a Purchase Contract to Buy and Sell Real Estate.

Motion was made by Trustee Jerry Schwindt to approve Resolution No. 35-2021. Seconded by Trustee Bruce Miller. Roll Call: Resolution 35-2021 was unanimously approved.

CONSIDERATION OF RESOLUTION NO. 36-2021

A Resolution Approving a Dryland Farm Lease

Motion was made by Trustee Bruce Miller to approve Resolution No. 36-2021. Seconded by Trustee Jerry Strickland. Roll Call: Resolution No. 36-2021 was unanimously approved.

CONSIDERATION OF RESOLUTION NO. 37-2021

A Resolution Setting Water and Sewer Investment Fees (Tap Fees) for the Town of Wiggins, Colorado.

Motion was made by Trustee Bruce Miller to approve Resolution No. 37-2021. Seconded by Mayor Pro Tem David Herbstman. Roll Call: Resolution 37-2021 was unanimously approved.

Consideration of Resolution No. 37-2021 – A Resolution Setting Water and Sewer Investment Fees (Tap Fees) for the Town of Wiggins, Colorado.

A motion was made by Mayor Pro-Tem David Herbstman to amend Resolution No. 37-2021 to take effect immediately. Seconded by Trustee Bruce Miller. Roll Call: Motion to amend Resolution No. 37-2021 to take effect immediately was unanimously approved.

CONSIDERATION OF RESOLUTION NO. 38-2021

Resolution Approving the 2021 Operating Plan and Budget for the Roberts 81 Business Improvement District.

Motion was made by Trustee Bruce Miller to approve Resolution No. 38-2021. Seconded by Trustee Jerry Schwindt. Roll Call: Resolution 38-2021 was unanimously approved.

CONSIDERATION OF RESOLUTION NO. 39-2021

A Resolution of the Board of Trustees for the Town of Wiggins, Colorado, Supporting the Wiggins School RE 50J District Building for our Future Bond Issue 5W.

Motion was made by Trustee Bryan Flax to approve Resolution No. 39-2021. Seconded by Trustee Mark Strickland. Roll Call: Resolution No. 39-2021 was unanimously approved.

LIQUOR LICENSE AUTHORITY

Consideration of Liquor License Renewal for Louie's Liquors Inc. Motion was made by Trustee Bryan Flax to approve the Liquor License Renewal. Seconded by Trustee Jerry Schwindt. Roll Call: Renewal of Liquor License of Louie's Liquor was unanimously approved.

The Board of Trustees went into an Executive Session at 10:07pm.



EXECUTIVE SESSION

Executive Session to discuss a personnel matter under C.R.S. Section 34-6-402(4) (f) and not involving: any specific employees who have requested discussion of the matter in open session; any member of this body or any elected official; the appointment of any person to fill an office of this body or an elected official; or personnel policies that do not require the discussion of matters personal to particular employees – Employee compensation.

Motion was made by Trustee Mark Strickland to adjourn for the Executive Session. Seconded by Mayor Pro-Tem David Herbstman. Roll Call: Motion to adjourn to the Executive Session was unanimously approved.

The Board of Trustees came out of Executive Session 10:30 pm.

REPORT FROM EXECUTIVESESSION

The Board of Trustees gave general direction to the Town Manager regarding employee compensation. No formal action was taken.

ADJOURNMENT

Mayor Palmer adjourned the meeting at 10:31pm.

Respectfully submitted:

Deborah Lee, Town Clerk

**Town of Wiggins-Bills Paid
November 2021**

Vendor Name	Description	Amount Paid
BANK OF THE WEST	Credi Card Payments	\$2,314.17
BLUE LIGHTNING	Internet/Phone	\$509.77
CASH	Petty Cash	\$150.00
CHS	Propane	\$277.29
CITY OF FORT MORGAN	Glassey Farm	\$8.17
COLORADO ANALYTICAL LABORATORY	Water and WWTF Sample Analysis	\$654.00
COSTCO	Computer Equipment	\$1,639.98
COUNTRY HARDWARE	Misc Supplies	\$443.77
EMIL, KIMBERLY A	Municipal Judge Salary	\$312.50
JULIAN MATLOCK	Utility Refund	\$85.12
KAMMERER, WILLIAM M.	Water Shares Lease/Purch Paymt	\$3,510.42
KARA YLITALO	Utility Refund	\$31.56
LEAF	Copier Lease	\$159.00
PREMIERE COPIER INC	Copier Expense	\$384.90
PROFESSIONAL MANAGEMENT SOLUTIONS	Contract Accountant	\$1,260.00
PURCHASE POWER	Postage	\$1,200.00
REICKS REPAIR	Welding Repair	\$85.00
RH WATER & WASTEWATER, INC.	Contract Water & WWTF Operator	\$800.00
STUB'S GAS & OIL, INC.	Public Works Equip Fuel	\$1,490.18
TREATMENT TECHNOLOGY	Treatment Chemicals	\$1,515.00
UNCC	Utility Locate Notification	\$54.12
USA BLUEBOOK	Utility Locate Flags	\$117.52
WELLER FABRICATION & MACHINE	Kubota Forklift Repair	\$411.30
WEX BANK	Fuel	\$563.72
WICKHAM TRACTOR COMPANY	Kubota Repair	\$161.07
WIGGINS FARM AND AUTO SUPPLY	Vehicle/equipment repair	\$713.63
WIGGINS SUPER'S 1846	Misc Supplies	\$32.58
WOLF WASTE, LLC	Trash removal	\$249.00
XCEL ENERGY	Utilities - Natural Gas	\$257.80

Total: \$19,391.57

Approved: 

Date: 11/12/2021

INCIDENT ANALYSIS - DAY

Date 11/11/2021

Time 16:45:11

Report CFS03

Agency Wiggins Police Dept.

Dates 10/01/2021

Thru 10/31/2021

Activity		Sun	Mon	Tue	Wed	Thur	Fri	Sat	Total
Agency:	WPD Wiggins Police Dept.								
01100	Fraud	0	0	0	0	1	1	0	2
01510	Shots Fired	1	0	0	0	0	0	0	1
02300	Drunkenness	0	0	0	0	0	0	1	1
02660	Harass/threat	0	0	0	0	1	0	0	1
02670	Local Ordinance Violation	1	1	0	0	2	3	2	9
02671	Dog At Large	0	0	0	2	1	1	0	4
02672	Fireworks	0	0	0	0	0	1	0	1
02700	Susp Pers/veh/inc	1	1	0	1	1	0	2	6
03000	Community Policing	1	0	1	0	0	0	0	2
03010	Assist Other Agency	3	0	2	2	0	1	1	9
03020	Bar Check	0	0	0	0	0	0	3	3
03055	Remove A Party	0	0	0	0	0	1	0	1
03070	Keep The Peace	0	0	0	0	0	1	0	1
03080	Medical Assist	0	0	1	0	0	2	1	4
03100	Welfare Check	0	0	0	3	2	2	2	9
03120	Extra Patrol	13	9	5	10	6	11	16	70
03121	Vacation House Check	0	0	0	0	1	0	2	3
03590	Traffic Ctrl	0	0	0	0	0	0	1	1
03600	Driving Complaint	0	0	1	0	0	0	1	2
03610	Parking Complaint	2	0	0	0	0	0	0	2
03680	Warrant Attempt/arrest	0	0	0	0	0	0	1	1
03720	Bicycle/Golf/ATV Reg.	1	0	0	0	0	1	0	2
03730	Lost/found	0	1	0	0	0	0	0	1
03760	Information	0	0	0	0	1	1	0	2
03770	Return Phone Call	1	0	0	0	0	0	0	1
04000	Alarm	1	0	0	0	0	0	2	3
07410	Disturbance	0	0	0	0	1	0	0	1
07510	Abandoned Vehicle	0	0	0	0	0	1	1	2
07520	Motorist Assist	0	0	0	0	0	1	0	1
07530	Traffic Contact	0	1	3	7	5	12	5	33
07580	Vehicle Inspection	0	2	0	1	3	3	1	10
07700	Juv Problem	0	1	0	0	0	0	0	1
09000	Fire Investigation LE	1	0	0	0	1	1	0	3
09001	911-Welfare Check	1	0	0	0	1	2	1	5
09006	Registered Sex Offender	8	3	0	0	0	0	3	14
09900	Follow Up/Investigation	3	1	3	0	1	1	3	12
09902	Civil Issues	1	0	0	0	0	2	0	3
35DU	Traffic Contact-DUI Inv	1	0	0	0	2	0	0	3
S2T	Safe2Tell	0	0	0	0	0	1	0	1
SEO	Select Enforce Off Init	1	1	3	7	5	11	2	30
Wiggins Police Dept. Agency Total		41	21	19	33	35	61	51	261
Total		41	21	19	33	35	61	51	261

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TOWN OF WIGGINS
COMBINED CASH INVESTMENT
OCTOBER 31, 2021

COMBINED CASH ACCOUNTS

01-10210	HIGH PLAINS-MAIN CHECKING	3,365,700.92
01-10750	UTILITY CASH CLEARING ACCOUNT	3,331.41
		<hr/>
	TOTAL COMBINED CASH	3,369,032.33
01-10100	CASH ALLOCATED TO OTHER FUNDS	(3,369,032.33)
		<hr/>
TOTAL UNALLOCATED CASH		.00
		<hr/> <hr/>

CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO GENERAL FUND	1,018,668.66
20	ALLOCATION TO WATER ENTERPRISE	757,901.25
30	ALLOCATION TO SEWER ENTERPRISE	1,066,998.50
40	ALLOCATION TO SALES TAX CAPITAL IMPROVEMENT	518,499.98
50	ALLOCATION TO CONSERVATION TRUST	6,963.94
		<hr/>
	TOTAL ALLOCATIONS TO OTHER FUNDS	3,369,032.33
	ALLOCATION FROM COMBINED CASH FUND - 01-10100	(3,369,032.33)
		<hr/>
ZERO PROOF IF ALLOCATIONS BALANCE		.00
		<hr/> <hr/>

TOWN OF WIGGINS
BALANCE SHEET
OCTOBER 31, 2021

GENERAL FUND

ASSETS

10-10100	CASH IN COMBINED CASH FUND	1,018,668.66	
10-10110	PETTY CASH (T. MANAGER)	44.30	
10-10120	PETTY CASH (T. CLERK)	658.39	
10-10240	CASH IN BANK COMM HALL FUND SA	18,803.58	
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		1,830,822.82

LIABILITIES AND EQUITY

LIABILITIES

10-20200	ACCOUNTS PAYABLE	3,573.63	
10-22210	DEFERRED PROPERTY TAX	403,665.00	
10-22710	FED/ FICA TAXES PAYABLE	(39,241.57)	
10-22720	STATE W/H TAXES PAYABLE	7,097.58	
10-22740	POLICE PENSION PAYABLE	4,025.31	
10-22760	DEFERRED COMP CONTRIB PAYABLE	(1,490.33)	
10-22770	UNEMPLOYMENT PAYABLE	(1,042.80)	
10-22820	HEALTH INSURANCE PAYABLE	(22,322.15)	
10-22825	AFLAC PAYABLE	(43.36)	
10-22830	LIFE INSURANCE PAYABLE	3.92	
10-22840	VISION INSURANCE PAYABLE	2,354.00	
10-25320	FUND BALANCE	763,048.39	
	TOTAL LIABILITIES		1,119,627.62

FUND EQUITY

UNAPPROPRIATED FUND BALANCE:			
REVENUE OVER EXPENDITURES - YTD	711,195.20		
BALANCE - CURRENT DATE		711,195.20	
TOTAL FUND EQUITY			711,195.20
TOTAL LIABILITIES AND EQUITY			1,830,822.82

TOWN OF WIGGINS
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
10-31100 CURRENT PROPERTY TAX	401,632.39	401,632.39	403,665.00	2,032.61	99.5
10-31200 SPECIFIC OWNERSHIP	26,552.71	26,552.71	18,500.00	(8,052.71)	143.5
10-31300 1% TOWN SALES TAX	206,066.58	206,066.58	130,000.00	(76,066.58)	158.5
10-31301 USE TAX	128,014.72	128,014.72	75,000.00	(53,014.72)	170.7
10-31420 CIGARETTE TAX	1,804.41	1,804.41	1,000.00	(804.41)	180.4
10-31810 SEVERENCE TAX	7,996.49	7,996.49	15,000.00	7,003.51	53.3
10-31820 FRANCHISE FEE-MORGAN CTY REA	8,675.00	8,675.00	8,000.00	(675.00)	108.4
10-31821 FRANCHISE FEE-XCEL ENERGY	7,834.75	7,834.75	8,000.00	165.25	97.9
10-31823 FRANCHISE FEE-WIGGINS TELE	3,312.71	3,312.71	2,200.00	(1,112.71)	150.6
10-31900 PENALTIES & INTEREST	410.77	410.77	.00	(410.77)	.0
10-32110 LIQUOR LICENSE (15%)	236.25	236.25	200.00	(36.25)	118.1
10-32210 BUILDING PERMITS	107,947.00	107,947.00	64,000.00	(43,947.00)	168.7
10-33410 GRANTS (DOLA CARES ACT)	73,858.13	73,858.13	.00	(73,858.13)	.0
10-33415 FEDERAL GRANT--ARP	151,745.18	151,745.18	.00	(151,745.18)	.0
10-33430 MISCELLANEOUS FEES	4,614.37	4,614.37	.00	(4,614.37)	.0
10-33530 HIGHWAY USERS TAX	40,823.10	40,823.10	32,000.00	(8,823.10)	127.6
10-33550 ADDITIONAL MOTOR VEHICLE	6,727.51	6,727.51	5,000.00	(1,727.51)	134.6
10-33800 ROAD & BRIDGE	45,694.41	45,694.41	28,000.00	(17,694.41)	163.2
10-34210 SPECIAL POLICE SERVICES	95.00	95.00	.00	(95.00)	.0
10-34215 VIN INSPECTIONS	555.00	555.00	.00	(555.00)	.0
10-34220 BUILDING DEVELOPMENT REVIEW	6,024.84	6,024.84	5,000.00	(1,024.84)	120.5
10-34221 BUILDING INSPECTION PLAN REV	250.00	250.00	.00	(250.00)	.0
10-34282 PARKS & REC FEES	7,563.69	7,563.69	9,000.00	1,436.31	84.0
10-34284 BASEBALL REG FEES	7,640.00	7,640.00	.00	(7,640.00)	.0
10-34286 VOLLEYBALL REG FEES	860.00	860.00	.00	(860.00)	.0
10-34287 SOCCER REG FEES	885.00	885.00	.00	(885.00)	.0
10-34289 MISCELLANEOUS ACTIVITY FEES	385.00	385.00	.00	(385.00)	.0
10-34290 MISCELLANEOUS FEES	1,511.00	1,511.00	.00	(1,511.00)	.0
10-35110 COURT FINES-MUNICIPAL	43,467.00	43,467.00	15,000.00	(28,467.00)	289.8
10-36000 OTHER MISCELLANEOUS	4,694.52	4,694.52	.00	(4,694.52)	.0
10-36005 CASH OVER/SHORT	(.01)	(.01)	.00	.01	.0
10-36010 DOG LICENSES/CLINIC	450.00	450.00	300.00	(150.00)	150.0
10-36011 BUSINESS LICENSES	4,399.80	4,399.80	1,000.00	(3,399.80)	440.0
10-36012 CONTRACTOR LICENSES	2,075.00	2,075.00	1,200.00	(875.00)	172.9
10-36013 GOLF CART LICENSES	350.00	350.00	100.00	(250.00)	350.0
10-36030 DONATIONS & SPECIAL EVENTS	25.00	25.00	.00	(25.00)	.0
10-36040 INSURANCE PROCEEDS	46,200.80	46,200.80	.00	(46,200.80)	.0
10-36100 INTEREST ON SAVINGS	14.06	14.06	.00	(14.06)	.0
10-36310 BUILDING & FARM RENT	4,080.00	4,080.00	6,000.00	1,920.00	68.0
10-36420 REFUNDS	6,563.02	6,563.02	.00	(6,563.02)	.0
10-36500 CONTRIBUTIONS/DONATIONS	380.00	380.00	.00	(380.00)	.0
10-36501 DONATIONS--SPECIAL EVENTS	1,590.00	1,590.00	.00	(1,590.00)	.0
10-36511 GRANTS--LEAF	3,940.98	3,940.98	.00	(3,940.98)	.0
10-36512 GRANTS--DUI	1,739.00	1,739.00	.00	(1,739.00)	.0
10-36513 GRANTS--TRAINING	2,107.00	2,107.00	.00	(2,107.00)	.0
 TOTAL FUND REVENUE	 1,371,792.18	 1,371,792.18	 828,165.00	 (543,627.18)	 165.6

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>GENERAL GOVERNMENTAL</u>					
10-410-13 FINANCIAL AUDIT	7,667.17	7,667.17	4,000.00	(3,667.17)	191.7
10-410-32 PROFESSIONAL SERVICES	15,119.82	15,119.82	15,000.00	(119.82)	100.8
10-410-34 CODIFICATION	.00	.00	12,000.00	12,000.00	.0
10-410-35 COPIER LEASE	397.50	397.50	477.00	79.50	83.3
10-410-40 EMPLOYEE TRAINING	1,893.00	1,893.00	5,000.00	3,107.00	37.9
10-410-41 TELEPHONE & INTERNET	1,032.25	1,032.25	800.00	(232.25)	129.0
10-410-42 UTILITIES--ELECTRIC	1,018.89	1,018.89	3,000.00	1,981.11	34.0
10-410-43 OFFICE BLDG REPAIRS & MAINT	948.31	948.31	4,000.00	3,051.69	23.7
10-410-44 POSTAGE METER LEASE	695.33	695.33	1,400.00	704.67	49.7
10-410-45 UTILITES-GAS	688.81	688.81	1,200.00	511.19	57.4
10-410-46 CELL PHONE	650.65	650.65	980.00	329.35	66.4
10-410-48 TRASH	.00	.00	270.00	270.00	.0
10-410-52 INSURANCE & BONDS	30,647.11	30,647.11	20,000.00	(10,647.11)	153.2
10-410-54 ADVERTISING	161.04	161.04	500.00	338.96	32.2
10-410-55 POSTAGE & SHIPPING	1,367.54	1,367.54	1,200.00	(167.54)	114.0
10-410-58 TRAVEL & MEETINGS	1,386.73	1,386.73	3,500.00	2,113.27	39.6
10-410-61 OPERATING SUPPLIES	11,243.40	11,243.40	5,600.00	(5,643.40)	200.8
10-410-68 COPIER EXPENSE	.00	.00	390.00	390.00	.0
10-410-70 IT SUPPORT	313.98	313.98	15,000.00	14,686.02	2.1
10-410-71 COMPUTER SOFTWARE	862.04	862.04	3,000.00	2,137.96	28.7
10-410-90 DUES & SUBSCRIPTIONS	402.00	402.00	2,500.00	2,098.00	16.1
TOTAL GENERAL GOVERNMENTAL	76,495.57	76,495.57	99,817.00	23,321.43	76.6
<u>ADMINISTRATION DEPARTMENT</u>					
10-411-15 ADMINISTRATION DEPT EMPLOYEES	66,847.27	66,847.27	84,636.91	17,789.64	79.0
10-411-20 EMPLOYEE BENEFITS	7,038.93	7,038.93	13,302.72	6,263.79	52.9
10-411-22 FICA & MEDICARE	5,099.98	5,099.98	6,424.67	1,324.69	79.4
10-411-23 457 RETIREMENT	(47.66)	(47.66)	3,394.11	3,441.77	(1.4)
10-411-25 UNEMPLOYMENT INS	105.57	105.57	253.91	148.34	41.6
10-411-26 WORKERS' COMPENSATION	.00	.00	149.60	149.60	.0
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	79,044.09	79,044.09	110,161.92	31,117.83	71.8

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>JUDICIAL DEPARTMENT</u>					
10-412-00 CONTRACT-JUDGE	3,750.00	3,750.00	3,500.00	(250.00)	107.1
10-412-01 CONTRACT-TOWN PROSECUTOR	3,495.00	3,495.00	2,500.00	(995.00)	139.8
10-412-35 COPIER LEASE	169.30	169.30	286.20	116.90	59.2
10-412-41 TELEPHONE & INTERNET	.00	.00	100.00	100.00	.0
10-412-55 POSTAGE	59.98	59.98	200.00	140.02	30.0
10-412-61 OFFICE SUPPLIES	129.08	129.08	500.00	370.92	25.8
10-412-68 COPIER EXPENSE	.00	.00	234.00	234.00	.0
10-412-70 IT SUPPORT	.00	.00	1,000.00	1,000.00	.0
10-412-71 COMPUTER SOFTWARE	.00	.00	145.83	145.83	.0
TOTAL JUDICIAL DEPARTMENT	7,603.36	7,603.36	8,466.03	862.67	89.8
<u>MAYOR & LEGISLATIVE BOARDS</u>					
10-413-10 MAYOR COMPENSATION	1,800.00	1,800.00	2,400.00	600.00	75.0
10-413-11 BOARD OF TRUSTEES COMPENSATION	2,120.00	2,120.00	2,880.00	760.00	73.6
10-413-12 BOARD OF TRUSTEES APPRECIATION	.00	.00	500.00	500.00	.0
10-413-22 FICA & MEDICARE	299.88	299.88	403.92	104.04	74.2
10-413-26 WORKER'S COMPENSATION	.00	.00	140.00	140.00	.0
10-413-40 BOARD OF TRUSTEES TRAINING	.00	.00	3,000.00	3,000.00	.0
10-413-51 E & O INSURANCE	.00	.00	1,850.00	1,850.00	.0
10-413-58 BOARD TRAVEL & MEETINGS	75.98	75.98	700.00	624.02	10.9
10-413-90 DUES & SUBSCRIPTIONS	.00	.00	1,000.00	1,000.00	.0
TOTAL MAYOR & LEGISLATIVE BOARDS	4,295.86	4,295.86	12,873.92	8,578.06	33.4
<u>ELECTIONS</u>					
10-414-00 ELECTIONS	.00	.00	3,000.00	3,000.00	.0
TOTAL ELECTIONS	.00	.00	3,000.00	3,000.00	.0
<u>TREASURERS</u>					
10-415-15 COLLECTIONS (TREASURERS FEE)	8,025.65	8,025.65	6,800.00	(1,225.65)	118.0
10-415-30 TOWN LEGAL	35,828.00	35,828.00	35,000.00	(828.00)	102.4
10-415-40 REPORTING & PUBLISHING	389.85	389.85	1,200.00	810.15	32.5
TOTAL TREASURERS	44,243.50	44,243.50	43,000.00	(1,243.50)	102.9

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>COMMUNITY PROGRAMS</u>					
10-419-00 FOURTH OF JULY FESTIVAL	17,405.65	17,405.65	12,575.00	(4,830.65)	138.4
10-419-01 WIGGINS OLD TIME CHRISTMAS	8.49	8.49	3,900.00	3,891.51	.2
10-419-05 BUSINESS DIST BEAUTIFICATION	641.35	641.35	2,000.00	1,358.65	32.1
10-419-20 DONATIONS	1,538.44	1,538.44	2,900.00	1,361.56	53.1
10-419-50 ECONOMIC DEVELOPMENT	12,710.01	12,710.01	6,600.00	(6,110.01)	192.6
10-419-53 ECONOMIC DEVELOPMENT-TELEPHONE	321.55	321.55	.00	(321.55)	.0
10-419-99 OTHER MISCELLANEOUS	215.23	215.23	.00	(215.23)	.0
TOTAL COMMUNITY PROGRAMS	32,840.72	32,840.72	27,975.00	(4,865.72)	117.4
<u>POLICE DEPARTMENT</u>					
10-421-04 EQUIPMENT	860.96	860.96	9,250.00	8,389.04	9.3
10-421-10 CAPITAL OUTLAY LEASE	16,165.59	16,165.59	.00	(16,165.59)	.0
10-421-11 SALARIES-COMMAND OFFICERS	5,866.66	5,866.66	.00	(5,866.66)	.0
10-421-12 SALARIES-PATROL OFFICER	4,332.00	4,332.00	.00	(4,332.00)	.0
10-421-15 POLICE SALARIES	114,294.93	114,294.93	163,272.93	48,978.00	70.0
10-421-20 EMPLOYEE BENEFITS	20,880.28	20,880.28	33,256.80	12,376.52	62.8
10-421-22 FICA & MEDICARE	1,796.88	1,796.88	1,620.00	(176.88)	110.9
10-421-23 PENSION-FPPA	11,080.32	11,080.32	16,327.29	5,246.97	67.9
10-421-24 DEATH & DISABILITY-FPPA	609.97	609.97	2,285.82	1,675.85	26.7
10-421-25 UNEMPLOYMENT INSURANCE	162.45	162.45	489.82	327.37	33.2
10-421-26 WORKERS' COMPENSATION	.00	.00	7,510.00	7,510.00	.0
10-421-28 FARM HOUSE UTILITIES-GAS & ELC	2,378.96	2,378.96	750.00	(1,628.96)	317.2
10-421-29 UNIFORMS	512.76	512.76	2,500.00	1,987.24	20.5
10-421-30 PROFESSIONAL LEGAL SERVICES	.00	.00	1,000.00	1,000.00	.0
10-421-35 COPIER LEASE	56.42	56.42	95.40	38.98	59.1
10-421-40 TRAINING	2,497.01	2,497.01	2,100.00	(397.01)	118.9
10-421-41 TELEPHONE & INTERNET	187.02	187.02	700.00	512.98	26.7
10-421-42 COM CENTER PHONE LINE	444.52	444.52	1,821.10	1,376.58	24.4
10-421-43 REPAIRS AND MAINTENANCE (AUTO)	4,335.13	4,335.13	5,525.00	1,189.87	78.5
10-421-44 UTILITIES-ELECTRIC	978.57	978.57	750.00	(228.57)	130.5
10-421-45 UTILITIES-GAS	.00	.00	400.00	400.00	.0
10-421-46 CELL PHONE	1,482.57	1,482.57	1,650.00	167.43	89.9
10-421-48 TRASH	.00	.00	270.00	270.00	.0
10-421-49 OTHER MISCELLANEOUS	673.30	673.30	100.00	(573.30)	673.3
10-421-52 INSURANCE & BONDS	22,846.66	22,846.66	16,500.00	(6,346.66)	138.5
10-421-55 PRINTING	.00	.00	600.00	600.00	.0
10-421-60 SPECIAL DETAIL SERVICES	46.80	46.80	.00	(46.80)	.0
10-421-61 OFFICE/GEN OPERATING SUPPLIES	353.67	353.67	2,125.00	1,771.33	16.6
10-421-62 FUEL	7,072.56	7,072.56	7,000.00	(72.56)	101.0
10-421-64 CRIME PREVENTION	363.91	363.91	850.00	486.09	42.8
10-421-68 COPIER EXPENSE	.00	.00	78.00	78.00	.0
10-421-70 IT SUPPORT	.00	.00	2,500.00	2,500.00	.0
10-421-71 COMPUTER SOFTWARE	1,582.00	1,582.00	627.66	(954.34)	252.1
10-421-85 ANIMAL CONTROL	56.30	56.30	700.00	643.70	8.0
TOTAL POLICE DEPARTMENT	221,918.20	221,918.20	282,654.82	60,736.62	78.5

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>BUILDING INSPECTION DEPARTMENT</u>					
10-424-20 BUILDING INSPECTIONS MATERIALS	7.98	7.98	850.00	842.02	.9
10-424-30 DEVELOPMENT REVIEW MISC EXP	2,475.00	2,475.00	5,000.00	2,525.00	49.5
10-424-40 EMPLOYEE TRAINING	.00	.00	1,500.00	1,500.00	.0
TOTAL BUILDING INSPECTION DEPARTMEN	2,482.98	2,482.98	7,350.00	4,867.02	33.8
<u>PUBLIC WORKS ADMINISTRATION</u>					
10-430-11 SALARY - PW MAINTENANCE(1)	11,887.60	11,887.60	.00	(11,887.60)	.0
10-430-15 SALARY-PW SEASONAL (MOWING)	5,725.59	5,725.59	6,797.79	1,072.20	84.2
10-430-16 PW EMPLOYEES-FULL TIME	40,001.09	40,001.09	53,434.35	13,433.26	74.9
10-430-20 EMPLOYEE BENEFITS - PW	7,817.09	7,817.09	13,857.00	6,039.91	56.4
10-430-22 FICA & MEDICARE	4,149.17	4,149.17	4,493.01	343.84	92.4
10-430-23 457 RETIREMENT	1,191.09	1,191.09	1,603.03	411.94	74.3
10-430-25 UNEMPLOYMENT INSURANCE - PW	138.19	138.19	180.70	42.51	76.5
10-430-26 WORKERS' COMPENSATION - PW	.00	.00	8,250.00	8,250.00	.0
TOTAL PUBLIC WORKS ADMINISTRATION	70,909.82	70,909.82	88,615.88	17,706.06	80.0

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PUBLIC WORKS & STREETS DEPT</u>					
10-431-00 UNIFORMS - PW	213.24	213.24	3,500.00	3,286.76	6.1
10-431-10 CAPITAL LEASE	.00	.00	16,200.00	16,200.00	.0
10-431-20 REPAIRS-EQUIPMENT & VEHICLES	8,255.40	8,255.40	9,500.00	1,244.60	86.9
10-431-21 STREETS-SIGNS & MATERIAL	3,685.31	3,685.31	3,000.00	(685.31)	122.8
10-431-22 REPAIRS & MAINTENANCE-STREETS	6,325.54	6,325.54	20,000.00	13,674.46	31.6
10-431-23 EQUIPMENT RENTAL	.00	.00	200.00	200.00	.0
10-431-35 COPIER LEASE	56.43	56.43	95.40	38.97	59.2
10-431-39 GIS	279.00	279.00	250.00	(29.00)	111.6
10-431-40 EMPLOYEE TRAINING	.00	.00	2,500.00	2,500.00	.0
10-431-41 UTILITIES - ELECTRIC	1,468.51	1,468.51	1,500.00	31.49	97.9
10-431-43 BUIDING MAINT	6,985.38	6,985.38	3,000.00	(3,985.38)	232.9
10-431-45 UTILITIES-GAS	454.99	454.99	1,200.00	745.01	37.9
10-431-46 CELL PHONE	121.74	121.74	975.00	853.26	12.5
10-431-47 TELEPHONE & INTERNET	1,723.21	1,723.21	800.00	(923.21)	215.4
10-431-48 TRASH	.00	.00	540.00	540.00	.0
10-431-52 INSURANCE - PW	18,831.95	18,831.95	9,611.49	(9,220.46)	195.9
10-431-60 STREET LIGHTING - PW	7,858.05	7,858.05	9,600.00	1,741.95	81.9
10-431-61 OFFICE SUPPLIES	258.82	258.82	1,400.00	1,141.18	18.5
10-431-62 FUEL - PW	2,177.65	2,177.65	7,000.00	4,822.35	31.1
10-431-63 CONTRACT REFUSE REMOVAL - PW	2,488.00	2,488.00	2,000.00	(488.00)	124.4
10-431-64 LEVEE REPAIR & MAINT	378.15	378.15	1,500.00	1,121.85	25.2
10-431-65 TREE PROGRAM	.00	.00	1,500.00	1,500.00	.0
10-431-66 PEST/WEED CONTROL - PW	1,889.26	1,889.26	1,600.00	(289.26)	118.1
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	252.00	252.00	423.66	171.66	59.5
10-431-74 EQUIPMENT- CAPITAL OUTLAY	91.85	91.85	2,250.00	2,158.15	4.1
10-431-99 OTHER MISCELLANEOUS - PW	2,086.50	2,086.50	.00	(2,086.50)	.0
TOTAL PUBLIC WORKS & STREETS DEPT	65,880.98	65,880.98	102,723.55	36,842.57	64.1
<u>DEPARTMENT 432</u>					
10-432-59 STORMWATER ENGINEERING/DESIGN	6,861.62	6,861.62	.00	(6,861.62)	.0
TOTAL DEPARTMENT 432	6,861.62	6,861.62	.00	(6,861.62)	.0

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PARK & RECREATION</u>					
10-451-10 CONTRACT LABOR	.00	.00	1,500.00	1,500.00	.0
10-451-11 SALARIES - P&R DIRECTOR (SEAS)	1,213.08	1,213.08	.00	(1,213.08)	.0
10-451-12 SALARIES - SUMMER HELP (SEAS)	8,667.78	8,667.78	2,937.60	(5,730.18)	295.1
10-451-22 FICA P&R	756.00	756.00	219.14	(536.86)	345.0
10-451-25 UNEMPLOYMENT INSURANCE	29.70	29.70	8.82	(20.88)	336.7
10-451-26 WORKERS' COMPENSATION	.00	.00	1,500.00	1,500.00	.0
10-451-30 SPECIAL EVENTS - P&R	137.39	137.39	1,000.00	862.61	13.7
10-451-38 CELL PHONE	325.14	325.14	490.00	164.86	66.4
10-451-39 TELEPHONE & INTERNET	828.10	828.10	1,200.00	371.90	69.0
10-451-41 UTILITIES - ELECTRIC	7,009.41	7,009.41	6,600.00	(409.41)	106.2
10-451-43 PARK REPAIR AND MAINTENANCE	8,093.26	8,093.26	10,000.00	1,906.74	80.9
10-451-44 CAPITAL OUTLAY - PARKS	2,049.40	2,049.40	.00	(2,049.40)	.0
10-451-48 TRASH	.00	.00	800.00	800.00	.0
10-451-52 INSURANCE - P&R	299.51	299.51	.00	(299.51)	.0
10-451-61 OPERATING SUPPLIES - P&R	4,645.18	4,645.18	1,500.00	(3,145.18)	309.7
10-451-62 PARKS & RECREATION PROGRAMS	12,151.49	12,151.49	9,000.00	(3,151.49)	135.0
10-451-83 SOFTBALL	11.99	11.99	.00	(11.99)	.0
10-451-89 MISC ACTIVITY	54.95	54.95	.00	(54.95)	.0
10-451-90 UNIFORMS & EQUIPMENT P&R	2,089.05	2,089.05	.00	(2,089.05)	.0
10-451-91 MISC FEES	(384.76)	(384.76)	500.00	884.76	(77.0)
10-451-92 PARK CONCESSION EXPENSE	43.61	43.61	1,200.00	1,156.39	3.6
TOTAL PARK & RECREATION	48,020.28	48,020.28	38,455.56	(9,564.72)	124.9
TOTAL FUND EXPENDITURES	660,596.98	660,596.98	825,093.68	164,496.70	80.1
NET REVENUE OVER EXPENDITURES	711,195.20	711,195.20	3,071.32	(708,123.88)	23156.

TOWN OF WIGGINS
BALANCE SHEET
OCTOBER 31, 2021

WATER ENTERPRISE

ASSETS

20-10100	CASH IN COMBINED CASH FUND	757,901.25	
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	182,671.58	
20-10260	COLOTRUST - DEVELOPMENT FEES	107.16	
20-10261	2011 USDA DEBT SERV RESERVE	101,207.37	
20-10262	2013 USDA DEBT SERV RESERVE	154,493.56	
20-10270	COLOTRUST-WATER BOND ACCOUNT	22.11	
20-10271	63.23% BOTW DEBT SERVICE	20,362.48	
20-10273	2020 BOTW LOAN--SINKING FUND	245,428.10	
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	81,584.27	
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		14,319,846.77

LIABILITIES AND EQUITY

LIABILITIES

20-20200	ACCOUNTS PAYABLE	76,910.45	
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	26,602.00	
	TOTAL LIABILITIES		8,010,434.37

FUND EQUITY

20-27900	RETAINED EARNINGS	5,834,246.68	
	UNAPPROPRIATED FUND BALANCE:		
	REVENUE OVER EXPENDITURES - YTD	475,165.72	
	BALANCE - CURRENT DATE	475,165.72	

TOWN OF WIGGINS
BALANCE SHEET
OCTOBER 31, 2021

WATER ENTERPRISE

TOTAL FUND EQUITY

6,309,412.40

TOTAL LIABILITIES AND EQUITY

14,319,846.77

TOWN OF WIGGINS
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2021

WATER ENTERPRISE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
20-34000 WATER SALES	692,884.89	692,884.89	615,000.00	(77,884.89)	112.7
20-34001 CUSTOMER DEPOSITS	34,338.00	34,338.00	45,000.00	10,662.00	76.3
20-34002 BULK WATER SALES/DEPOSITS	(11,900.30)	(11,900.30)	3,000.00	14,900.30	(396.7)
20-34440 TAP FEES & ACQUISITION FEES	477,500.00	477,500.00	500,000.00	22,500.00	95.5
20-34450 MISCELLANEOUS WATER INCOME	21,698.39	21,698.39	5,000.00	(16,698.39)	434.0
20-36000 WATER DEVELOPMENT CONTRIBUTION	250.27	250.27	.00	(250.27)	.0
20-36001 RENTAL INCOME	17,703.90	17,703.90	10,000.00	(7,703.90)	177.0
20-36100 INTEREST EARNED	327.76	327.76	.00	(327.76)	.0
TOTAL FUND REVENUE	1,232,802.91	1,232,802.91	1,178,000.00	(54,802.91)	104.7

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2021

WATER ENTERPRISE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PROFESSIONAL SERVICES</u>					
20-410-13 FINANCIAL AUDIT	3,833.58	3,833.58	4,000.00	166.42	95.8
20-410-30 LEGAL SERVICE	1,848.50	1,848.50	5,000.00	3,151.50	37.0
20-410-31 WATER RIGHTS EXPENSES	90,424.81	90,424.81	95,000.00	4,575.19	95.2
20-410-32 PROFESSIONAL SERVICES	104,364.13	104,364.13	135,000.00	30,635.87	77.3
20-410-33 POSTAGE	1,840.37	1,840.37	2,000.00	159.63	92.0
20-410-34 WATER DEPOSIT REFUND	256.33	256.33	1,000.00	743.67	25.6
20-410-38 PROFESSIONAL SERVICES	11,524.50	11,524.50	10,000.00	(1,524.50)	115.3
20-410-40 TRAVEL, MEETINGS, & TRAINING	110.30	110.30	4,000.00	3,889.70	2.8
20-410-59 DESIGN/SYSTEM ENGINEERING	5,144.00	5,144.00	100,000.00	94,856.00	5.1
TOTAL PROFESSIONAL SERVICES	219,346.52	219,346.52	356,000.00	136,653.48	61.6

WATER ADMINISTRATION

20-411-12 EMPLOYEE SALARY-ADMINISTRATION	49,071.36	49,071.36	66,943.20	17,871.84	73.3
20-411-15 ADMINISTRATION DEPT EMPLOYEES	5,546.10	5,546.10	.00	(5,546.10)	.0
20-411-20 EMPLOYEE BENEFITS	5,180.84	5,180.84	9,977.04	4,796.20	51.9
20-411-22 FICA & MEDICARE	4,117.24	4,117.24	4,993.96	876.72	82.4
20-411-23 457 RETIREMENT	2,370.44	2,370.44	3,005.80	635.36	78.9
20-411-25 UNEMPLOYMENT INSURANCE	92.02	92.02	200.83	108.81	45.8
20-411-26 WORKERS' COMPENSATION	.00	.00	145.20	145.20	.0
20-411-72 UTILITY BILLING SOFTWARE EXP	.00	.00	2,920.00	2,920.00	.0
TOTAL WATER ADMINISTRATION	66,378.00	66,378.00	88,186.03	21,808.03	75.3

PUBLIC WORKS ADMINISTRATION

20-430-11 SALARY-PW MAINTENANCE	24,323.66	24,323.66	37,640.43	13,316.77	64.6
20-430-15 EMPL SALARY-PW P/T SEASONAL	.00	.00	4,242.54	4,242.54	.0
20-430-20 EMPLOYEE BENEFITS	4,693.25	4,693.25	8,868.48	4,175.23	52.9
20-430-22 FICA & MEDICARE	1,731.04	1,731.04	3,124.47	1,393.43	55.4
20-430-23 457 RETIREMENT	634.65	634.65	1,129.21	494.56	56.2
20-430-25 UNEMPLOYMENT INSURANCE	30.18	30.18	125.65	95.47	24.0
20-430-26 WORKERS' COMPENSATION	.00	.00	3,345.00	3,345.00	.0
TOTAL PUBLIC WORKS ADMINISTRATION	31,412.78	31,412.78	58,475.78	27,063.00	53.7

SUPPLIES

20-431-20 REPAIRS-EQUIPMENT & VEHICLES	10.98	10.98	.00	(10.98)	.0
20-431-22 EQUIPMENT REPAIRS AND MAINT	604.97	604.97	5,000.00	4,395.03	12.1
20-431-62 FUEL	4,469.83	4,469.83	5,500.00	1,030.17	81.3
20-431-74 EQUIPMENT R&M	11.99	11.99	.00	(11.99)	.0
20-431-75 VEHICLE REPAIR	4,159.36	4,159.36	5,000.00	840.64	83.2
TOTAL SUPPLIES	9,257.13	9,257.13	15,500.00	6,242.87	59.7

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2021

WATER ENTERPRISE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OPERATIONS</u>					
20-432-00 LINE MAINTENANCE	.00	.00	5,000.00	5,000.00	.0
20-432-30 CONTRACT OPERATOR	5,309.96	5,309.96	5,000.00	(309.96)	106.2
20-432-35 COPIER LEASE	282.17	282.17	477.00	194.83	59.2
20-432-37 ANALYTICAL/SAMPLING EXPENSE	9,697.26	9,697.26	10,000.00	302.74	97.0
20-432-39 GIS	1,125.00	1,125.00	1,125.00	.00	100.0
20-432-40 TELEPHONE & INTERNET	32.04	32.04	800.00	767.96	4.0
20-432-41 UTILITIES-ELECTRIC	50,186.58	50,186.58	65,000.00	14,813.42	77.2
20-432-45 UTILITIES-GAS	3,348.61	3,348.61	500.00	(2,848.61)	669.7
20-432-46 CELL PHONE	.00	.00	764.10	764.10	.0
20-432-48 TRASH	.00	.00	100.00	100.00	.0
20-432-49 UTILITIES-PROPANE	1,699.31	1,699.31	4,500.00	2,800.69	37.8
20-432-50 PERMIT FEES	220.00	220.00	1,000.00	780.00	22.0
20-432-52 INSURANCE AND BONDS	9,189.31	9,189.31	10,000.00	810.69	91.9
20-432-53 BOOSTER STATION MAINTENANCE	10,195.08	10,195.08	20,000.00	9,804.92	51.0
20-432-54 WATER MAIN INSTALLATION EXP	5,389.31	5,389.31	7,500.00	2,110.69	71.9
20-432-55 METER INSTALL EXPENSE	23,425.59	23,425.59	20,000.00	(3,425.59)	117.1
20-432-56 MAINTENANCE (PLANT) RO	1,513.35	1,513.35	70,000.00	68,486.65	2.2
20-432-57 TREATMENT/OPERATING SUPPLIES	2,883.29	2,883.29	7,500.00	4,616.71	38.4
20-432-59 WATER WELL MAINTENANCE	496.71	496.71	1,000.00	503.29	49.7
20-432-61 OFFICE SUPPLIES	795.33	795.33	1,500.00	704.67	53.0
20-432-68 COPIER EXPENSE	.00	.00	390.00	390.00	.0
20-432-70 IT SUPPORT	.00	.00	500.00	500.00	.0
20-432-73 CAPITAL OUTLAY	.00	.00	50,000.00	50,000.00	.0
20-432-75 SYSTEM REPAIR & MAINTENANCE	6,145.23	6,145.23	.00	(6,145.23)	.0
20-432-85 WATER LEASES	64,275.00	64,275.00	70,000.00	5,725.00	91.8
20-432-87 EQUIPMENT	1,861.50	1,861.50	5,000.00	3,138.50	37.2
20-432-99 OTHER MISCELLANEOUS EXPENSE	1,594.46	1,594.46	1,000.00	(594.46)	159.5
TOTAL OPERATIONS	199,665.09	199,665.09	358,656.10	158,991.01	55.7
<u>DEBT SERVICE</u>					
20-471-09 LOAN PMT-CWCB	.00	.00	45,000.00	45,000.00	.0
20-471-11 LOAN PAYMENT-USDA	83,759.00	83,759.00	147,000.00	63,241.00	57.0
20-471-12 LEASE/PURCHASE PAYMTS-KAMMERER	31,593.78	31,593.78	42,162.00	10,568.22	74.9
20-471-13 TRANSFER TO WATER RESERVE ACCT	36,132.75	36,132.75	26,000.00	(10,132.75)	139.0
20-471-14 LOAN PYMT BANK OF THE WEST	80,092.14	80,092.14	172,000.00	91,907.86	46.6
TOTAL DEBT SERVICE	231,577.67	231,577.67	432,162.00	200,584.33	53.6
TOTAL FUND EXPENDITURES	757,637.19	757,637.19	1,308,979.91	551,342.72	57.9
NET REVENUE OVER EXPENDITURES	475,165.72	475,165.72	(130,979.91)	(606,145.63)	362.8

TOWN OF WIGGINS
BALANCE SHEET
OCTOBER 31, 2021

SEWER ENTERPRISE

ASSETS

30-10100	CASH IN COMBINED CASH FUND	1,066,998.50	
30-10250	COLOTRUST FUND	107.09	
30-10251	HIGH PLAINS SEWER ENTPR FUND	63,605.46	
30-10260	COLOTRUST SEWER PROJECT	107.09	
30-10271	36.77% BOTW DEBT SERVICE	11,779.78	
30-10273	2020 BOTW LOAN--SIINKING FUND	188,084.90	
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	25,137.10	
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			<u><u>3,917,553.80</u></u>

LIABILITIES AND EQUITY

LIABILITIES

30-20200	ACCOUNTS PAYABLE	1,815.94	
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	7,819.00	
30-22905	DEVELOPER PERFORMANCE DEPOSIT	11,750.00	
TOTAL LIABILITIES			1,100,863.20

FUND EQUITY

30-27900	RETAINED EARNINGS	2,656,012.75	
UNAPPROPRIATED FUND BALANCE:			
REVENUE OVER EXPENDITURES - YTD		<u>160,677.85</u>	
BALANCE - CURRENT DATE		<u>160,677.85</u>	
TOTAL FUND EQUITY			<u><u>2,816,690.60</u></u>
TOTAL LIABILITIES AND EQUITY			<u><u>3,917,553.80</u></u>

TOWN OF WIGGINS
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2021

SEWER ENTERPRISE

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	REVENUES					
30-33420	DOLA GRANT	.00	.00	155,000.00	155,000.00	.0
30-34000	SEWER SALES	200,857.40	200,857.40	200,000.00	(857.40)	100.4
30-34001	CUSTOMER DEPOSITS	41,189.57	41,189.57	2,500.00	(38,689.57)	1647.6
30-34440	TAP FEES	216,000.00	216,000.00	250,000.00	34,000.00	86.4
30-36100	INTEREST EARNED	47.55	47.55	.00	(47.55)	.0
30-39110	TRANSFER FROM SALES TAX FUND	.00	.00	85,000.00	85,000.00	.0
	TOTAL FUND REVENUE	458,094.52	458,094.52	692,500.00	234,405.48	66.2

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2021

SEWER ENTERPRISE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PROFESSIONAL SERVICES</u>					
30-410-13 FINANCIAL AUDIT	3,833.58	3,833.58	3,200.00	(633.58)	119.8
30-410-30 LEGAL SERVICE	.00	.00	6,500.00	6,500.00	.0
30-410-32 PROFESSIONAL SERVICES	14,398.78	14,398.78	10,000.00	(4,398.78)	144.0
30-410-33 POSTAGE	1,873.69	1,873.69	1,500.00	(373.69)	124.9
30-410-34 SEWER DEPOSIT REFUND	.00	.00	500.00	500.00	.0
30-410-35 COPIER LEASE	282.17	282.17	477.00	194.83	59.2
30-410-40 TRAINING	495.17	495.17	3,000.00	2,504.83	16.5
30-410-67 OFFICE SUPPLIES	18.48	18.48	500.00	481.52	3.7
30-410-68 COPIER EXPENSE	.00	.00	390.00	390.00	.0
TOTAL PROFESSIONAL SERVICES	20,901.87	20,901.87	26,067.00	5,165.13	80.2
<u>SEWER ADMINISTRATION</u>					
30-411-14 EMPL SALARY'S-ADMINISTRATION	49,071.19	49,071.19	66,943.20	17,872.01	73.3
30-411-15 ADMINISTRATION DEPT EMPLOYEES	5,546.08	5,546.08	.00	(5,546.08)	.0
30-411-20 EMPLOYEE BENEFITS	5,180.76	5,180.76	9,977.04	4,796.28	51.9
30-411-22 FICA & MEDICARE	4,116.93	4,116.93	4,993.96	877.03	82.4
30-411-23 457 RETIREMENT	2,370.25	2,370.25	3,005.80	635.55	78.9
30-411-25 UNEMPLOYMENT INSURANCE	92.01	92.01	200.83	108.82	45.8
30-411-26 WORKERS' COMPENSATION	.00	.00	145.20	145.20	.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	66,377.22	66,377.22	88,436.03	22,058.81	75.1
<u>PUBLIC WORKS ADMINISTRATION</u>					
30-430-11 SALARY-PW MAINTENANCE	3,236.17	3,236.17	.00	(3,236.17)	.0
30-430-12 SALARY-PW MAINTENANCE	23,086.18	23,086.18	45,290.88	22,204.70	51.0
30-430-13 EMPL SALARY-PW P/T SEASONAL	3,614.16	3,614.16	4,242.54	628.38	85.2
30-430-20 EMPLOYEE BENEFITS	4,693.25	4,693.25	10,531.32	5,838.07	44.6
30-430-22 FICA & MEDICARE	2,160.63	2,160.63	3,695.19	1,534.56	58.5
30-430-23 457 RETIREMENT	634.58	634.58	1,358.73	724.15	46.7
30-430-25 UNEMPLOYMENT	46.95	46.95	148.60	101.65	31.6
30-430-26 WORKERS' COMPENSATION	7,487.75	7,487.75	2,625.00	(4,862.75)	285.3
TOTAL PUBLIC WORKS ADMINISTRATION	44,959.67	44,959.67	67,892.26	22,932.59	66.2

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2021

SEWER ENTERPRISE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>WWTP</u>					
30-431-22 EQUIPMENT MTNCE & REPAIRS	142.97	142.97	20,000.00	19,857.03	.7
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	3,300.00	3,300.00	.00	(3,300.00)	.0
30-431-59 ENGINEERING DESIGN	13,082.50	13,082.50	5,000.00	(8,082.50)	261.7
30-431-62 FUEL	3,131.46	3,131.46	3,500.00	368.54	89.5
30-431-74 CAPITAL OUTLAY WWTP	22,648.65	22,648.65	60,000.00	37,351.35	37.8
30-431-75 VEHICLE REPAIRS	2,659.16	2,659.16	5,000.00	2,340.84	53.2
TOTAL WWTP	44,964.74	44,964.74	105,776.00	60,811.26	42.5
<u>OPERATIONS</u>					
30-432-00 LINE MAINTENANCE	720.00	720.00	12,000.00	11,280.00	6.0
30-432-30 CONTRACT OPERATOR	5,309.95	5,309.95	5,000.00	(309.95)	106.2
30-432-39 COMPUTER SOFTWARE-GIS	1,125.00	1,125.00	1,125.00	.00	100.0
30-432-41 UTILITIES(ELECTRIC)	22,411.91	22,411.91	11,000.00	(11,411.91)	203.7
30-432-42 TELEPHONE/INTERNET	.00	.00	800.00	800.00	.0
30-432-45 UTILITIES --GAS	.00	.00	100.00	100.00	.0
30-432-46 CELL PHONE	.00	.00	764.10	764.10	.0
30-432-50 PERMIT FEES	.00	.00	1,650.00	1,650.00	.0
30-432-51 ANALYTICAL/SAMPLING EXPENSE	75.60	75.60	4,500.00	4,424.40	1.7
30-432-52 INSURANCE AND BONDS	8,814.87	8,814.87	12,668.40	3,853.53	69.6
30-432-53 SEWER CLEANING/VIDEO	4,130.02	4,130.02	15,000.00	10,869.98	27.5
30-432-55 GENERAL MAINT CENT LIFT ST	625.00	625.00	1,000.00	375.00	62.5
30-432-56 GENERAL MAINT OF PLANT	1,086.99	1,086.99	2,500.00	1,413.01	43.5
30-432-57 GENERAL MAINT JOHNSON LT ST	625.00	625.00	2,000.00	1,375.00	31.3
30-432-58 STORM WATER-LIFT STATION	5,560.00	5,560.00	1,000.00	(4,560.00)	556.0
30-432-59 ENGINEERING DESIGN	2,259.84	2,259.84	15,000.00	12,740.16	15.1
30-432-60 TREATMENT OPERATIONS	11,953.93	11,953.93	12,000.00	46.07	99.6
30-432-61 OFFICE SUPPLIES	599.63	599.63	1,500.00	900.37	40.0
30-432-75 CAPITAL OUTLAY - LINES	11,094.00	11,094.00	331,730.00	320,636.00	3.3
30-432-99 OTHER MISCELLANEOUS EXPENSE	98.68	98.68	1,000.00	901.32	9.9
TOTAL OPERATIONS	76,490.42	76,490.42	432,337.50	355,847.08	17.7
<u>DEBT SERVICE</u>					
30-471-13 LOAN PMT-BANK OF THE WEST	65,401.88	65,401.88	150,000.00	84,598.12	43.6
30-471-14 LOAN PAYMENT-USDA	(21,679.13)	(21,679.13)	.00	21,679.13	.0
TOTAL DEBT SERVICE	43,722.75	43,722.75	150,000.00	106,277.25	29.2
TOTAL FUND EXPENDITURES	297,416.67	297,416.67	870,508.79	573,092.12	34.2

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2021

SEWER ENTERPRISE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
NET REVENUE OVER EXPENDITURES	160,677.85	160,677.85	(178,008.79)	(338,686.64)	90.3

TOWN OF WIGGINS
BALANCE SHEET
OCTOBER 31, 2021

SALES TAX CAPITAL IMPROVEMENT

ASSETS

40-10100	CASH IN COMBINED CASH FUND	518,499.98	
40-10250	COLOTRUST FUND	107.09	
40-10251	HIGH PLAINS 1% TAX FUND	15,170.31	
40-11500	ACCOUNTS RECEIVABLE	36,453.77	
	TOTAL ASSETS		570,231.15

LIABILITIES AND EQUITY

LIABILITIES

40-25320	FUND BALANCE	364,158.89	
	TOTAL LIABILITIES		364,158.89

FUND EQUITY

UNAPPROPRIATED FUND BALANCE:			
REVENUE OVER EXPENDITURES - YTD	206,072.26		
BALANCE - CURRENT DATE		206,072.26	
	TOTAL FUND EQUITY		206,072.26
	TOTAL LIABILITIES AND EQUITY		570,231.15

TOWN OF WIGGINS
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2021

SALES TAX CAPITAL IMPROVEMENT

		<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEARNED</u>	<u>PCNT</u>
	<u>REVENUES</u>					
40-31300	1% TOWN SALES TAX	206,066.58	206,066.58	130,000.00	(76,066.58)	158.5
40-36100	INTEREST EARNED	5.68	5.68	12.00	6.32	47.3
	TOTAL FUND REVENUE	206,072.26	206,072.26	130,012.00	(76,060.26)	158.5

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2021

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
TOTAL CAPITAL PROJECTS	.00	.00	85,000.00	85,000.00	.0
TOTAL FUND EXPENDITURES	.00	.00	85,000.00	85,000.00	.0
NET REVENUE OVER EXPENDITURES	206,072.26	206,072.26	45,012.00	(161,060.26)	457.8

TOWN OF WIGGINS
BALANCE SHEET
OCTOBER 31, 2021

CONSERVATION TRUST

ASSETS

50-10100	CASH IN COMBINED CASH FUND	6,963.94	
50-10250	COLOTRUST FUND	107.09	
50-10251	HIGH PLAINS CNSRVTN TRST FUND	14,216.21	
	TOTAL ASSETS		21,287.24

LIABILITIES AND EQUITY

LIABILITIES

50-25320	FUND BALANCE	10,648.70	
	TOTAL LIABILITIES		10,648.70

FUND EQUITY

UNAPPROPRIATED FUND BALANCE:			
REVENUE OVER EXPENDITURES - YTD	10,638.54		
BALANCE - CURRENT DATE		10,638.54	
TOTAL FUND EQUITY			10,638.54
TOTAL LIABILITIES AND EQUITY			21,287.24

TOWN OF WIGGINS
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2021

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)	10,627.91	10,627.91	.00	(10,627.91)	.0
50-36100	INTEREST EARNED	10.63	10.63	5,500.00	5,489.37	.2
	TOTAL FUND REVENUE	10,638.54	10,638.54	5,500.00	(5,138.54)	193.4

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2021

CONSERVATION TRUST

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>ADMINISTRATION</u>					
50-411-11	GROUNDSKEEPER SALARY	.00	.00	7,344.00	7,344.00	.0
50-411-22	FICA	.00	.00	547.86	547.86	.0
	TOTAL ADMINISTRATION	.00	.00	7,891.86	7,891.86	.0
	<u>PARK OPERATIONS</u>					
50-452-60	REPAIRS AND MAINTENANCE	.00	.00	1,500.00	1,500.00	.0
	TOTAL PARK OPERATIONS	.00	.00	1,500.00	1,500.00	.0
	TOTAL FUND EXPENDITURES	.00	.00	9,391.86	9,391.86	.0
	NET REVENUE OVER EXPENDITURES	10,638.54	10,638.54	(3,891.86)	(14,530.40)	273.4



STAFF SUMMARY

Board of Trustees
November 17, 2021

DATE: November 12, 2021

AGENDA ITEM NUMBER: 5

TOPIC: Public Hearing and Consideration of Resolution 41-2021- Consideration of the Vasquez Minor Subdivision Plat located on Johnson Street, Wiggins, Colorado 80654

STAFF MEMBER RESPONSIBLE: Hope Becker, Planning & Zoning Administrator

BACKGROUND:

The applicant, Francisco Vasquez, currently owns lots 9-12 of block 22 on Johnson Street just north and west of the Wiggins High School on Jonson Avenue. Each lot measures at 25 feet by 140 feet. The lots equal 14,000 square feet when combined. The Vasquez family would like to merge the lots one lot to allow the lot to meet minimum requirements for residential use.

SUMMARY:

The applicant's lots are currently zoned Single Family Residential (R1). The Wiggins Land Development Code (LDC) requires residential lots to be a minimum of 8,750 square feet to meet requirements for construction. Individually, the lots do not meet minimum LDC requirements for residential construction. Per the LDC, construction cannot occur across lot lines.

The Land Development Code allows property owners to do lot mergers that are approved by the Town Manager if the applicant is merging not more than 3 lots. Due to the number of lots that the applicant owns, a subdivision plat is required to create one lot to prevent construction across lot lines.

Staff has received a completed Land Use application to re-plat the applicant's lots into one lot equivalent to approximately 14,000 square feet.

Staff presented the application to the Planning & Zoning Commissioners in a hearing held on November 9, 2021. The Planning and Zoning Commissioners reviewed the applicant's request and unanimously recommended forwarding the application to the Board of Trustees with a favorable recommendation for the Vasquez Minor Subdivision Plat as submitted.

LAND DEVELOPMENT CODE NOTES:

- **Definition:** Lot Merger means the merging of not more than three contiguous lots into a lesser number of lots than had originally existed.

SCHEDULE OF REQUIREMENTS

RESIDENTIAL DISTRICTS (SEE NOTE #1)

STANDARD	E-R	R-1	R-2	R-R	MHPD
Minimum lot area (square feet)	43,560	8,750	8,750	43,560	5,000
Minimum dwelling space (square feet) (see note #2)	1,200	864	864	864	480
Max building or structure height (ft) (see notes #3, 4)	40	40	40	40	30
Maximum height of accessory uses (ft)	25	20	20	25	20
Maximum number of stories	3	3	3	3	1
Minimum lot width (ft)	150	70	70	150	50

- **Schedule of Requirements:** LDC page 2.32.
(Displayed to the left.)

- The LDC requires new plats to record 10' utility easements at the rear of the property. Staff has determined that all utilities for this part of Johnson mostly run through the alley at the rear of this property. The applicants have complied with placing a 10' utility easement at the rear of their property on the plat.

FISCAL IMPACT:

The Town of Wiggins budget will not be directly impacted. In the past, property tax has been collected on this property as a vacant lot. With construction of a new home, the property should be subject to increased property taxes. Adding new residents in town may also provide additional sales tax revenue dollars.

APPLICABILITY TO TOWN OBJECTIVES AND GOALS TO PROVIDE SERVICES:

The Town old Wiggins has several infill lots in the residential zone. The approval of this plat will allow the applicants to construct a residential home replacing a vacant property. The owners will be liable for the maintenance of the property which enhance the area.

OPTIONS AVAILABLE TO THE BOARD OF TRUSTEES:

The Board of Trustees may approve the Resolution as presented, approve the Resolution with modifications, or not approve the Resolution.

MOTION FOR APPROVAL:

I make the motion to adopt Resolution 41-2021 – A Resolution Approving the Vasquez Minor Subdivision Plat located on Johnson Street, Wiggins, Colorado 80654

ACTION REQUESTED:

Motion, Second, Roll-Call Vote.

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



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: <u>P Vasquez Minor Subdivide</u>		
FILE NO: <u>P2-01-2021</u>	DATE SUBMITTED:	FEES PAID:

Project Name: Duplex Lots 9-12 Block 22

Project Physical Address (if applicable):

Project Description: A Duplex on 4 Lots in Wiggins Original Town.

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

Subdivision Name: (If applicable) Wiggins Original Town

Filing No. _____ **Lot No.** 9-12 **Block No.** 22 **Section** _____ **Township** _____ **Range** _____

PROPERTY OWNER (Attach separate sheets if multiple)	AUTHORIZED REPRESENTATIVE
Name/Company: <u>Francisco Vazquez</u>	Company/Firm:
Contact Person: <u>Francisco Vazquez</u>	Contact Person:
Address: <u>539 Locust Ave</u>	Address:
City/State/Zip: <u>Lochbuie CO 80603</u>	City/State/Zip:
Phone: <u>303 219 7571</u>	Phone:
Email: <u>martha.ceja.v@gmail.com</u>	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: <u>Residential R-1</u>	Gross Site Density (du/ac): <u>6.2</u>
Proposed Zoning: <u>Residential R-1</u>	# Lots/Units Proposed: <u>2 units 1 Lot</u>
Gross Acreage: <u>.3214</u>	

SERVICE PROVIDERS	
Electric: Will be Morgan County Rural Electric	Gas: Will be Xcel
Special District:	Fire District: Wiggins Rural Fire
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 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 checked="" 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 checked="" type="checkbox"/> Residential	<input type="checkbox"/> Residential Variance Application	<input 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: Francisco Vazquez Date: 10-22-21

Property Owner Signature: Martha P. Ceja Date: 10-22-2021

STATE OF COLORADO)

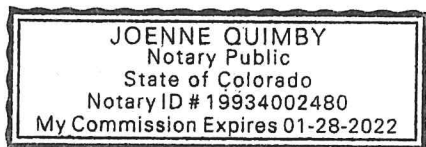
County of MORGAN) ss.

The foregoing instrument was acknowledged before me this 22ND day of OCTOBER, 2021.

By FRANCISCO VAZQUEZ & MARTHA P. CEJA

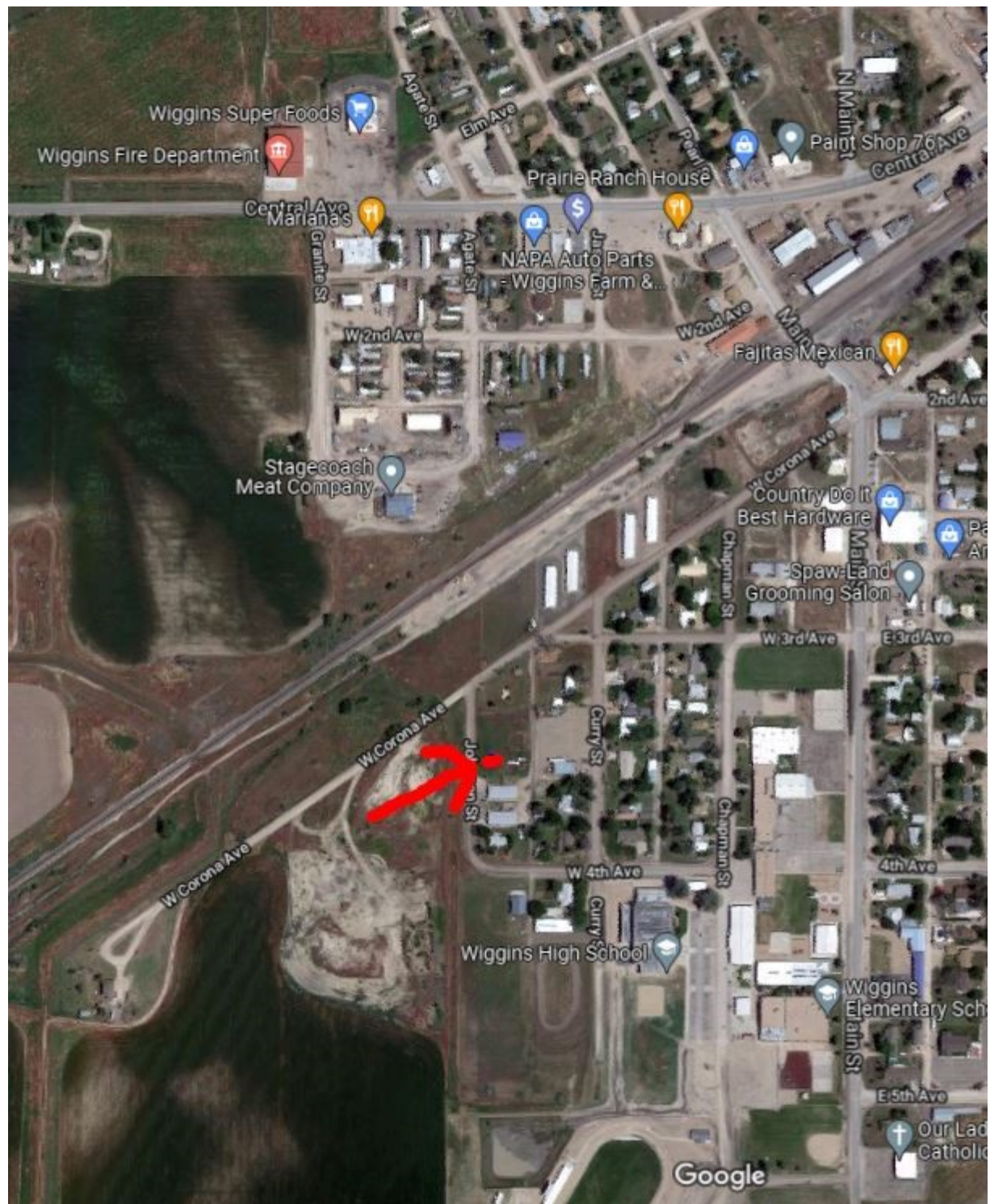
My commission expires: 01/28/2022

Witness my hand and official seal.



Notary Public Joenne Quimby

VASQUEZ MINOR SUBDIVISION
BEING A REPLAT OF LOTS 9, 10, 11, AND 12, BLOCK 22, ORIGINAL TOWN OF WIGGINS,
BEING A PART OF THE NORTHEAST QUARTER OF SECTION 15,
TOWNSHIP 3 NORTH, RANGE 60 WEST OF THE 6TH P.M.,
TOWN OF WIGGINS, COUNTY OF MORGAN, STATE OF COLORADO



Legal description

E-RECORDED

simplifile

ID: 913570

County: Morgan

Date: 8/6/18 Time: 1:37 PM

WARRANTY DEED

THIS DEED, made this August 3, 2018,
between Rodney F. Schmalhaus and Sharon L. Schmalhaus

of the County of Morgan and State of Colorado,
grantor(s), and Francisco Vazquez and Martha P. Ceja Velasco

DOC FEE \$3.50

whose legal address is Lots 9 - 12 Johnson Street, Wiggins, CO 80654

of the County of Morgan and State of Colorado, grantees:

WITNESS, that the grantor(s), for and in consideration of the sum of THIRTY FIVE THOUSAND AND 00/100 DOLLARS (\$35,000.00), the receipt and sufficiency of which is hereby acknowledged, has granted, bargained, sold and conveyed, and by these presents does grant, bargain, sell, convey and confirm unto the grantees, their heirs and assigns forever, not in tenancy in common but in joint tenancy, all the real property, together with improvements, if any, situate, lying and being in the County of Morgan and State of Colorado, described as follows:

LOTS 9 THROUGH 12 INCLUSIVE, BLOCK 22, ORIGINAL TOWN OF WIGGINS, COUNTY OF MORGAN, STATE OF COLORADO.

also known by street and number as: Lots 9 - 12 Johnson Street, Wiggins, CO 80654

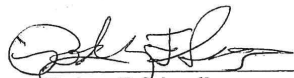
TOGETHER with all and singular the hereditaments and appurtenances thereunto belonging, or in anywise appertaining, and the reversion and reversions, remainder and remainders, rents, issues and profits thereof, and all the estate, right, title, interest, claim and demand whatsoever of the grantor(s), either in law or equity, of, in and to the above bargained premises, with the hereditaments and appurtenances;

TO HAVE AND TO HOLD the said premises above bargained and described, with the appurtenances, unto the grantees, their heirs and assigns forever. The grantor(s), for himself, his heirs, and personal representatives, does covenant, grant, bargain and agree to and with the grantees, their heirs and assigns, that of the time of the ensembling and delivery of these presents, he is well seized of the premises above conveyed, has good, sure, perfect, absolute and indefeasible estate of inheritance, in law, in fee simple, and has good right, full power and lawful authority to grant, bargain, sell and convey the same in manner and form as aforesaid, and that the same are free and clear from all former and other grants, bargains, sales, liens, taxes, assessments, encumbrances and restrictions of whatever kind or nature soever, except general taxes for the current year and subsequent years, and except easements, covenants, conditions, restrictions, reservations, and rights of way of record, if any.

The grantor(s) shall and will WARRANT AND FOREVER DEFEND the above-bargained premises in the quiet and peaceable possession of the grantees, their heirs and assigns, against all and every person or persons lawfully claiming the whole or any part thereof.

The singular number shall include the plural, the plural the singular, and the use of any gender shall be applicable to all genders.

IN WITNESS WHEREOF, the grantor has executed this deed on the date set forth above.


Rodney F. Schmalhaus


Sharon L. Schmalhaus

STATE OF

ARIZONA

COUNTY OF

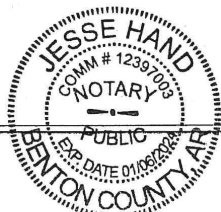
Benton


} ss.

The foregoing instrument was acknowledged before me this August 3, 2018, by
Rodney F. Schmalhaus and Sharon L. Schmalhaus.

My Commission expires:

Witness my hand and official seal.




Notary Public

Location	Owner Information	Assessment History				
RESIDENTIAL WIGGINS 302 J WI 151-16-012 WIGGINS ORIGINAL TOWN, WI Block: 22 Lot: 09 THRU:- Lot: 12	Owner Name VASQUEZ, FRANCISCO & Owner Address VELASCO, MARTHA P CEJA 539 LOCUST AVE LOCHBUIE, CO 80603	Actual Value (2021) Assessed Tax Area: 097 Mill Lev <table><tr><th>Type</th><th>Actual</th></tr><tr><td>Land</td><td>\$43,700</td></tr></table>	Type	Actual	Land	\$43,700
Type	Actual					
Land	\$43,700					

Transfers		
Date	Sale Price	Doc Description
/1908	\$0	<u>SUBDIVISION PLAT</u>
/2001	\$31,000	<u>JNT TENANCY WARRANTY DEED</u>
/2018	\$35,000	<u>JNT TENANCY WARRANTY DEED</u>
/2018	\$0	<u>JNT TENANCY WARRANTY DEED</u>

Tax History		Images	
Tax Year	Taxes	GIS	
*2021	\$1,311.24		
2020	\$773.08		



Public

Account: R021246 Land

[Attributes](#)

[Areas](#)

Property Code	Override	Acres	SQFT	Units
---------------	----------	-------	------	-------

Property Code	Override			
VACANT RESIDENTIAL				

Reporting Areas 1

Property Code				
VACANT RESIDENTIAL				
Acres				

Override

SQFT

Units

Neighborhood
WIGGINS 302

Frontage
100

Size Adjustment
115

Location

Land Use Code
W1 #2 SV

Depth
140

Utility Adjustment

Zoning

Land Size
14000

Access Adjustment

Special Condition

Code	Percent
------	---------

Code	Percent
------	---------



MINUTES OF MEETING

TOWN OF WIGGINS PLANNING AND ZONING COMMISSION

November 9, 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, November 9, 2021 in person. Chairman Jeff Palmer called the meeting to order at 7:02 p.m. The following Commissioners answered roll call: Chairman Jeff Palmer, Commissioners Stan Baumgartner and Jerry Schwindt. Staff present were 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 October 19, 2021

Motion was made by Commissioner Stan Baumgartner to approve the minutes from October 19, 2021. Second was made by Commissioner Jerry Schwindt. Roll Call: Unanimously approved.

PUBLIC HEARING – CONSIDERATION A PLAT FOR THE VASQUEZ MINOR SUBDIVISION

The Public Hearing was opened by Chairman Jeff Palmer. Commissioner Stan Baumgartner disclosed to the Board that he has property within 300 feet of the proposed lots. No one had objections with his disclosure.

Planning and Zoning Administrator Hope Becker provided the staff report and information on the application to the Commissioners regarding the minor subdivision plat. This minor subdivision plat will combine four lots into one lot enabling the applicant to build without going across lot lines.

The applicant was not present to present information and answer questions from the Commissioners. The Public Hearing was opened at 7:10 pm. Comments from the public were as follows:

Karol Kopetzky provided comment regarding the special review application for a duplex which follows the current hearing on the agenda. Karol and her husband, Bob, are against a duplex. There are already duplexes near the property and they are in bad shape. There are multi-family properties currently located in Kiowa Park and she thinks this property should remain zoned single family.

Christopher and Leslie Beery agreed with the Kopitsky's.

No comments were received from the Zoom audience.

The Public Hearing was closed at 7:21 pm.

The Commissioners deliberated regarding the plat application.

CONSIDERATION OF PLANNING AND ZONING RESOLUTION 07-2021: A Resolution Recommending Approval of the Vasquez Minor Subdivision Plat

Motion was made by Commissioner Jerry Schwindt to approve Planning and Zoning Resolution 07-2021. Seconded by Commissioner Stan Baumgartner. Roll Call: Unanimously Approved.

PUBLIC HEARING – CONSIDERATION OF SPECIAL REVIEW USE - DUPLEX

The Public Hearing was opened by Chairman Jeff Palmer. Commissioner Stan Baumgartner disclosed to the Board that he has property within 300 feet of the proposed lots. No one had objections to his disclosure.

Planning and Zoning Administrator, Hope Becker provided a staff report and information to the Commissioners regarding the application for the special use review-duplex. Staff provided information to Planning and Zoning Commission that the applicant did not have all proper documents submitted to for staff to review and for the Planning and Zoning Commission hold a proper hearing. Request was made for the Commissioners to table the hearing until the next Planning and Zoning meeting.

CONSIDERATION OF PLANNING AND ZONING RESOLUTION 08-2021: A Resolution Recommending Approval of a Special Review Use for Constructing One Duplex at the Vacant Lot on Johnson Street Owned by Francisco Vasquez.

Motion was made by Commissioner Jerry Schwindt to table the Special Review Use agenda item until the next Planning and Zoning Commission meeting. 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 7:34 pm.

Respectfully submitted:



Deborah Lee, Town Clerk

P & Z RESOLUTION NO. 07-2021

A RESOLUTION RECOMMENDING APPROVAL OF THE VASQUEZ MINOR SUBDIVISION PLAT

WHEREAS, Francisco Vasquez has submitted a Land Use application for a Minor Subdivision to the Planning & Zoning Commission for a Final Plat at for vacant property located on Johnson Street, Wiggins, CO 80654 (the "Property"); and,

WHEREAS, the legal description for the Property is currently lots 9 thru 12, block 222, Original Town of Wiggins, located in the northwest quarter of section 15, Township 15 North, Range 60 West of the 6th P.M., Town of Wiggins, County of Morgan, State of Colorado; and,

WHEREAS, the Property is zoned Single Family Residential (R1) 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 Single Family Residential (R1) zone district; and,

WHEREAS, the Wiggins Land Development Code allows lots to be re-platted into one lot to accommodate the minimum lot size requirement; and,

WHEREAS, the proposed plat will replat lots 9-12 into one lot; 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 resolution should be approved subject to certain conditions.

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

Section 1. The Planning and Zoning Commission hereby recommends approval of the final plat for the Vasquez Minor Subdivision.

INTRODUCED, RECOMMENDED, AND RESOLVED THIS 9TH DAY OF NOVEMBER, 2021.

TOWN OF WIGGINS, COLORADO


Jeffrey Palmer, Chairman

ATTEST:


Deborah Lee, Town Clerk



**TOWN OF WIGGINS, COLORADO
RESOLUTION NO. 41-2021**

**A RESOLUTION APPROVING THE FINAL PLAT FOR THE VASQUEZ MINOR SUBDIVISION LOCATED ON
JOHNSON AVENUE, WIGGINS, CO 8064**

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

WHEREAS, the legal description for the Property is currently lots 9 thru 12, block 222, Original Town of Wiggins, located in the northwest quarter of section 15, Township 15 North, Range 60 West of the 6th P.M., Town of Wiggins, County of Morgan, State of Colorado; and,

WHEREAS, the Property is zoned Single Family Residential (R1) and consists of more than three (3) lots; and,

WHEREAS, the Town of Wiggins Land Development Code requires a minimum lot size of 8,750 square feet in the Single Family Residential (R1) zone district; and,

WHEREAS, the Town of Wiggins Land Development Code allows lots to be re-platted into one lot to accommodate the minimum lot size requirement; and,

WHEREAS, the proposed plat will replat lots 9-12 into one lot; and,

WHEREAS, all materials related to the proposed final plat have been reviewed by the Town Staff and the Town of 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 Town of Wiggins Planning Commission held a properly noticed public hearing on the application and forwarded to the Board of Trustees a recommendation for approval; and

WHEREAS, after a duly-noticed public hearing, at which evidence and testimony were entered into the record, the Town of Wiggins Board of Trustees finds that the proposed resolution 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 Vasquez Minor Subdivision.

INTRODUCED, RECOMMENDED, AND ADOPTED THIS 17th DAY OF NOVEMBER, 2021.

TOWN OF WIGGINS, COLORADO

Jeffrey Palmer, Mayor

ATTEST:

Deborah Lee, Town Clerk



STAFF SUMMARY

Board of Trustee Meeting

November 17, 2021

DATE: November 12, 2021

AGENDA ITEM NUMBER: 6

TOPIC: Resolution 40-2021 - A Resolution Approving an Independent Contractor Agreement with Stephanie Harman

STAFF MEMBER RESPONSIBLE: Craig Miller, Chief of Police

BACKGROUND:

The Chief of Police was notified by the Colorado Bureau of Investigations (CBI) that for several years the Wiggins Police Department has not participated in crime information reporting with the National Incident-Based Reporting System (NIBRS). The training for entering information into NIBRS is quite extensive and none of the officers are trained in this. To assist in getting information reported into NIBRS, Chief Miller was referred to the Fort Morgan Police Department (FMPD) to determine the most appropriate way to start this process. It was determined that hiring a part-time records clerk, who was already trained and knowledgeable in NIBRS entries, would be the most efficient way to fulfill the requirements of the NIBRS program.

An indispensable tool in the war against crime is the ability to identify with precision when and where crime takes place, what form it takes, and the characteristics of its victims and perpetrators. Armed with such information, law enforcement can better make its case to acquire the resources it needs to fight crime and, after obtaining those resources, use them in the most efficient and effective manner. NIBRS provides law enforcement with that tool because it is capable of producing more detailed, accurate, and meaningful data than those produced by the traditional Uniform Crime Reporting (UCR) Program.

Participation in NIBRS is necessary in order to provide accurate crime statistics to assist with grant funding. Non-participation may result in sanctions by the Federal Bureau of Investigation (FBI).

Chief Miller received approval from FMPD Chief Sharp to contract with one of his trained and experienced records clerks on a part-time basis to assist the Wiggins Police Department in fulfilling its obligations with the NIBRS program.

SUMMARY:

As outlined in the contract, the Wiggins Police Department will contract with FMPD Records Clerk Stephanie Harman to complete NIBRS entries. This will take place during pre-determined dates and times as arranged through the Chief of Police.

FISCAL IMPACT:

The adoption of this resolution has a negative impact on the 2021 adopted Budget as it may cost up to \$600 per month initially for this service depending on the need. Once the Wiggins Police Department is caught up on getting information entered, the cost will likely drop to \$100 per month. However, the Police Department has experienced salary savings with the current vacancy of a full-time officer, which will offset this impact. This expense will be included in the 2022 Town Budget.

APPLICABILITY TO TOWN OBJECTIVES AND GOALS TO PROVIDE SERVICES

This resolution supports the Board of Trustees' desire to provide efficient services from the police department by allowing officers to remain available for patrol, instead of conducting extensive and time-consuming records entry duties.

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 40-2021, A Resolution Approving an Independent Contractor Agreement with Stephanie Harman.

ACTION REQUESTED: MOTION, SECOND, ROLL-CALL VOTE
(Resolutions require affirmative votes from the majority of Trustees present)

**TOWN OF WIGGINS, COLORADO
RESOLUTION NO. 40-2021**

**A RESOLUTION APPROVING AN INDEPENDENT CONTRACTOR AGREEMENT WITH
STEPHANIE HARMAN**

WHEREAS, the Town of Wiggins Police Department is required to report crime statistics information into the National Incident-Based Reporting System (NIBRS) in accordance with reporting standards as set by the Federal Bureau of Investigations (the "Services"); and

WHEREAS, it takes extensive training to perform the Services and none of the Wiggins officers are trained to do this at this time; and

WHEREAS, participation in NIBRS is necessary in order to provide accurate crime statistics to assist with grant funding; and

WHEREAS, an independent contractor agreement has been proposed between the Town and an employee of the Fort Morgan Police Department who has experience in performing the Services; and

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

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

Section 1. The Board of Trustees hereby approves the Independent Contractor Agreement By and Between the Town of Wiggins and Stephanie Harman (the "Agreement") in essentially the same form as the copy of such Agreement accompanying this Resolution.

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

INTRODUCED, RECOMMENDED, AND RESOLVED THIS 17TH DAY NOVEMBER, 2021.

TOWN OF WIGGINS, COLORADO

Jeffrey Palmer, Mayor

ATTEST:

Deborah Lee, Town Clerk

INDEPENDENT CONTRACTOR AGREEMENT BY AND BETWEEN THE TOWN OF WIGGINS AND STEPHANIE HARMAN

1.0 PARTIES

The parties to this Agreement are the **Town of Wiggins**, a Colorado municipal corporation, hereinafter referred to as the "Town," and **Stephanie Harman** hereinafter referred to as the "Contractor."

2.0 RECITALS AND PURPOSE

The Town desires to engage the Contractor for the purpose of providing services as further set forth in the Contractor's Scope of Services (which services are hereinafter referred to as the "Services").

The Contractor represents that it has the special expertise, qualifications and background necessary to complete the Services.

3.0 SCOPE OF SERVICES

The Contractor agrees to provide the Town with the specific Services and to perform the specific tasks, duties and responsibilities set forth in Scope of Services attached hereto as Exhibit A and incorporated herein by reference. The Contractor shall furnish all tools, labor and supplies in such quantities and of the proper quality as are necessary to professionally and timely perform the Services. The Contractor acknowledges that this Agreement does not grant any exclusive privilege or right to supply Services to the Town. In its sole discretion, the Town may contract with other contractors to provide the same or similar services during the term of this Agreement.

4.0 COMPENSATION

The Town shall pay the Contractor for Services under this agreement a total not to exceed the amounts set forth in Exhibit A attached hereto and incorporated herein by this reference. For Services compensated on a per-task basis, such costs per task shall not exceed the amounts set forth in Exhibit A. The Town shall pay mileage and other reimbursable expenses which are deemed necessary for performance of the services and which are pre-approved by the Town Manager. The foregoing amounts of compensation shall be inclusive of all costs of whatsoever nature associated with the Contractor's efforts, including but not limited to salaries, benefits, overhead, administration, profits, expenses, and outside contractor fees. The Scope of Services and payment therefor shall only be changed by a properly authorized amendment to this Agreement. No Town employee has the authority to bind the Town with regard to any payment for any services which exceeds the amount payable under the terms of this Agreement.

The Contractor shall submit monthly an invoice to the Town for Services rendered and a detailed expense report for pre-approved, reimbursable expenses incurred during the previous month. The invoice shall document the Services provided during the preceding month, identifying by work category and subcategory the work and tasks performed and such other information as may be required by the Town. The Contractor shall provide such additional backup documentation as

may be required by the Town. The Town shall pay the invoice within thirty (30) days of receipt unless the Services or the documentation therefore are unsatisfactory. Payments made after thirty (30) days may be assessed an interest charge of one and one-half percent (1.5%) per month unless the delay in payment resulted from unsatisfactory work or documentation therefor.

5.0 PROJECT REPRESENTATION

The Town designates Craig Miller, Chief of Police, as the responsible Town staff to provide direction to the Contractor during the conduct of the Services. The Contractor shall comply with the directions given by said Town staff and such person's designees.

The Contractor designates Stephanie Harman as its project manager and as the principal in charge who shall be providing the Services under this Agreement. Should any of the representatives be replaced, and such replacement requires the Town or the Contractor to undertake additional reevaluations, coordination, orientations, etc., the Contractor shall be fully responsible for all such additional costs and services.

6.0 TERM

The term of this Agreement shall be November 1, 2021 to October 31, 2022, unless the Agreement is sooner terminated pursuant to Section 13, below. The Contractor's services under this Agreement shall commence upon execution of this Agreement by the Town and shall progress so that the Services are completed in a timely fashion consistent with the Town's requirements. Nothing in this Agreement is intended or shall be deemed or construed as creating any multiple-fiscal year direct or indirect debt or financial obligation on the part of the Town within the meaning of Colorado Constitution Article X, Section 20 or any other constitutional or statutory provision. All financial obligations of the Town under this Agreement are subject to annual budgeting and appropriation by the Wiggins Board of Trustees, in its sole discretion.

7.0 INSURANCE

7.1 Contractor shall not be relieved of any liability, claims, demands, or other obligations assumed pursuant to this Agreement by reason of its failure to secure liability insurance or by reason of its failure to secure insurance in sufficient amounts of sufficient durations, or sufficient types to cover such liability.

7.2 If the Services include driving on behalf of the Town, the Contractor shall at its own expense be required to keep in full force and effect during the term of this Agreement automobile liability and physical damage insurance for any vehicle used in performing services for the Town, in amounts not less than prescribed by the laws of the State of Colorado (currently \$25,000 per person/\$50,000 per accident bodily injury and \$15,000 per accident property damage).

7.3 If the Services include driving on behalf of the Town, the Contractor's automobile liability and physical damage insurance shall be endorsed to include the Town, and its elected and appointed officers and employees, as additional insureds, unless the Town in its sole

discretion waives such requirement. Every policy required above shall be primary insurance, and any insurance carried by the Town, its officers, or its employees, shall be excess and not contributory insurance to that provided by the Contractor. Such policies shall contain a severability of interests provision. Contractor shall be solely responsible for any deductible losses under the required policies.

7.4 Certificates of insurance shall be provided by Contractor as evidence that policies providing the required coverages, conditions, and minimum limits are in full force and effect, and shall be subject to review and approval by the Town. No required coverage shall be cancelled, terminated or materially changed until at least 30 days prior written notice has been given to the Town. The Town reserves the right to request and receive a certified copy of any policy and any endorsement thereto.

7.5 The parties understand and agree that the Town is relying on, and does not waive or intend to waive by any provision of this contract, the monetary limitations or any other rights, immunities, and protections provided by the Colorado Governmental Immunity Act, § 24-10-101 et seq., 10 C.R.S., as from time to time amended, or otherwise available to the Town, its officers, or its employees.

8.0 INDEMNIFICATION

To the fullest extent permitted by law, the Contractor agrees to indemnify and hold harmless the Town, and its elected and appointed officers and its employees, from and against all liability, claims, and demands, on account of any injury, loss, or damage, which arise out of or are connected with the services hereunder, if such injury, loss, or damage is caused by the negligent act, omission, or other fault of the Contractor or any subcontractor of the Contractor, or any officer, employee, or agent of the Contractor or any subcontractor, or any other person for whom Contractor is responsible. The Contractor shall investigate, handle, respond to, and provide defense for and defend against any such liability, claims, and demands. The Contractor shall further bear all other costs and expenses incurred by the Town or Contractor and related to any such liability, claims and demands, including but not limited to court costs, expert witness fees and attorneys' fees if the court determines that these incurred costs and expenses are related to such negligent acts, errors, and omissions or other fault of the Contractor. The Town shall be entitled to its costs and attorneys' fees incurred in any action to enforce the provisions of this Section 8.0. The Contractor's indemnification obligation shall not be construed to extend to any injury, loss, or damage which is caused by the act, omission, or other fault of the Town.

9.0 QUALITY OF WORK

Contractor's professional services shall be in accordance with the prevailing standard of practice normally exercised in the performance of services of a similar nature in the Denver metropolitan area.

10.0 INDEPENDENT CONTRACTOR

The parties agree that the Contractor is an independent contractor and not an employee of the

Town and any persons employed by Contractor for the performance of work hereunder shall be independent contractors and not agents of the Town. Contractor shall have the right to contract and represents that it does contract for similar services with others. Any provisions in this Agreement that may appear to give the Town the right to direct Contractor as to details of doing work or to exercise a measure of control over the work mean that Contractor shall follow the direction of the Town as to end results of the work only. This Contract shall not, in any way, be construed to create a partnership or any other kind of joint undertaking or venture between the parties hereto. The Town will not pay a salary or hourly rate, instead of a fixed or contract rate. The Town will not withhold Social Security, Medicare, State or Federal taxes. Earnings in excess of \$600.00 per year will be recorded on IRS Form 1099-MISC and reported to the IRS.

AS AN INDEPENDENT CONTRACTOR, CONTRACTOR IS NOT ENTITLED TO WORKERS' COMPENSATION BENEFITS EXCEPT AS MAY BE PROVIDED BY THE INDEPENDENT CONTRACTOR NOR TO UNEMPLOYMENT INSURANCE BENEFITS UNLESS UNEMPLOYMENT COMPENSATION COVERAGE IS PROVIDED BY THE INDEPENDENT CONTRACTOR OR SOME OTHER ENTITY. THE CONTRACTOR IS OBLIGATED TO PAY ALL FEDERAL AND STATE INCOME TAX ON ANY MONEYS EARNED OR PAID PURSUANT TO THIS CONTRACT.

11.0 ASSIGNMENT

Contractor shall not assign or delegate this Agreement or any portion thereof, or any monies due to or become due hereunder without the Town's prior written consent.

12.0 DEFAULT

Each and every term and condition hereof shall be deemed to be a material element of this Agreement. In the event either party should fail or refuse to perform according to the terms of this Agreement, such party may be declared in default.

13.0 TERMINATION

This Agreement may be terminated by either party for material breach or default of this Agreement by the other party not caused by any action or omission of the other party by giving the other party written notice at least thirty (30) days in advance of the termination date. Termination pursuant to this subsection shall not prevent either party from exercising any other legal remedies which may be available to it.

In addition to the foregoing, this Agreement may be terminated by the Town for its convenience and without cause of any nature by giving written notice at least fifteen (15) days in advance of the termination date. In the event of such termination, the Contractor will be paid for the reasonable value of the services rendered to the date of termination, not to exceed a pro-rated daily rate, for the services rendered to the date of termination, and upon such payment, all obligations of the Town to the Contractor under this Agreement will cease. Termination pursuant to this Subsection shall not prevent either party from exercising any other legal remedies which may be available to it.

14.0 INSPECTION AND AUDIT

The Town and its duly authorized representatives shall have access to any books, documents, papers, and records of the Contractor that are related to this Agreement for the purpose of making audits, examinations, excerpts, and transcriptions.

15.0 DOCUMENTS

All computer input and output, analyses, plans, documents photographic images, tests, maps, surveys, electronic files and written material of any kind generated in the performance of this Agreement or developed for the Town in performance of the Services are and shall remain the sole and exclusive property of the Town. All such materials shall be promptly provided to the Town upon request therefor and at the time of termination of this Agreement, without further charge or expense to the Town. Contractor shall not provide copies of any such material to any other party without the prior written consent of the Town.

16.0 ENFORCEMENT

In the event that suit is brought upon this Agreement to enforce its terms, the prevailing party shall be entitled to its reasonable attorneys' fees and related court costs. Colorado law shall apply to the construction and enforcement of this Agreement. The parties agree to the jurisdiction and venue of the courts of Morgan County in connection with any dispute arising out of or in any matter connected with this Agreement.

17.0 COMPLIANCE WITH LAWS; WORK BY WORKERS WITHOUT AUTHORIZATION PROHIBITED

17.1 Contractor shall be solely responsible for compliance with all applicable federal, state, and local laws, including the ordinances, resolutions, rules, and regulations of the Town; for payment of all applicable taxes; and obtaining and keeping in force all applicable permits and approvals.

17.2 Exhibit B, the "Town of Wiggins Public Services Contract Addendum-Prohibition Against Workers Without Authorization", is attached hereto and incorporated herein by reference. There is also attached hereto a copy of Contractor's Pre-Contract Certification which Contractor has executed and delivered to the Town prior to Contractor's execution of this Agreement.

18.0 INTEGRATION AND AMENDMENT

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

19.0 NOTICES

All notices required or permitted under this Agreement shall be in writing and shall be given by

hand delivery, by United States first class mail, postage prepaid, registered or certified, return receipt requested, by national overnight carrier, or by facsimile transmission, addressed to the party for whom it is intended at the following address:

If to the Town:

Town of Wiggins
Town of Wiggins
Attn: Town Manager
304 Central Ave
Wiggins, CO 80654
Phone: (970) 483-6161
Fax: (970) 483-73

If to the Contractor:

Stephanie Harman
701 Lincoln Street
Fort Morgan, CO 80701
Telephone: (970) 380-0890

Any such notice or other communication shall be effective when received as indicated on the delivery receipt, if by hand delivery or overnight carrier; on the United States mail return receipt, if by United States mail; or on facsimile transmission receipt. Either party may by similar notice given, change the address to which future notices or other communications shall be sent.

In witness whereof, the parties have executed this Agreement to be effective as of the day and year of signed by the Town.

TOWN OF WIGGINS
A Colorado Municipal Corporation

By: _____
Town Manager

Attest: _____
Town Clerk

CONTRACTOR:

By: Stephanie Harman
Title: _____
Date: 10-18-2021

Exhibit A – Scope of Services and Price Information

Performing complete and accurate entry of National Incident-Based Reporting System (NIBRS) crime statistics information for the purpose of maintaining reporting standards as set by the Federal Bureau of Investigations (FBI). These services will be performed at a rate of eighteen (18) dollars per hour.