



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

**December 15, 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 November 17, 2021
2. Approval of Board of Trustees Special Meeting Minutes November 8, 2021
3. Approval of Bills December 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 Special Use - Duplex**

- a. Resolution No. 42-2021 Consideration of a Special Review Use located in the Vasquez Minor Subdivision on Johnson Street, Wiggins, CO 80654

**VI. Public Hearing** (*Public input will be taken during the public hearing.*)

**1. 2022 Town of Wiggins Budget**

**2. Consideration of Resolution No. 43-2021** – A Resolution Summarizing Expenditures and Revenues for Each Fund and Adopting a Budget for the Town of Wiggins, Colorado for the Calendar Year Beginning January 1, 2022 and Ending December 31, 2022.

**3. Consideration of Resolution No. 44-2021** – A Resolution Appropriating Sums of Money to the Various Funds and Spending Agencies in the Amounts and for the Purposes Set Forth Below for the Town of Wiggins, Colorado for the 2022 Budget Year.

**4. Consideration of Resolution No. 45-2021** – A Resolution Levying General Property Taxes for the Taxable Year 2021 to Help Defray the Costs of Government for the Town of Wiggins, Colorado for the 2022 Budget Year.

**5. Consideration of Resolution No. 46-2021** – A Resolution Certifying Compliance with Article X, Section 20 of the Colorado Constitution.

**6. Consideration of Resolution No. 47-2021** – A Resolution Creating a Non-Emergency Reserve for the Town of Wiggins, Colorado.

**VII. CONSIDERATION OF ORDINANCE NO. 11-2021** – An Ordinance Regarding the Collection of Municipal Court Assessments

1. Ordinance No. 11-2021

**VIII. CONSIDERATION OF RESOLUTION NO. 48-2021** – A Resolution Approving a Service Agreement with Professional Finance Company, Inc. for Collection Services.

1. Resolution No. 48-2021

**IX. CONSIDERATION OF ORDINANCE NO. 12-2021** – An Ordinance Repealing Ordinance No. 01-2018 and Fixing the Compensation of the Mayor and Trustees.

1. Ordinance No. 12-2021

**X. LIQUOR LICENSE AUTHORITY-Consideration of Liquor Licenses**

1. **Application** - Mariana's Mexican Restaurant, LLC
2. **Renewal** – Stub's Gas & Oil, Inc.

**XI. ADJOURNMENT**

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



## **MINUTES OF MEETING**

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

November 17, 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, November 17, 2021. Mayor Jeff Palmer called the meeting to order at 7:04 p.m. the following Trustees answered roll call: Mayor Jeff Palmer, Mayor Pro-Tem David Herbstman, Trustees; Bruce Miller, Mark Strickland, Chad Forbes and Jerry Schwindt. Trustee Bryan Flax was absent. Staff present were Town Manager, Tom Acre; Deb Lee, Town Clerk; Chief of Police, Craig Miller; Hope Becker, Town Planning and Zoning Administrator.

#### **APPROVAL OF AGENDA**

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

#### **CONSENT AGENDA**

Motion was made by Mayor Pro Tem David Herbstman to approve the consent agenda with a modification of the Minutes from October 27 to make a name change to read Jerry Schwindt. Second was made by Trustee Bruce Miller. Roll Call: The consent agenda was approved unanimously.

#### **REPORTS**

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

He apologizes that the 6 pm Work Session on the rate study modeling presentation was canceled. He and Chris with RCAC discovered that something was amiss with the modeling numbers. They thought it best to not present. The presentation will be before the regular board meeting on December 15<sup>th</sup>. The cost numbers are still evolving.

He attended the Morgan County Economic Development Meeting this morning and provided a summary of the meeting.

The Town Manager attended the High Plains Bank groundbreaking last week. It was well attended. They will start earthwork next week. They are addressing some final fire department comments. They talked with the Town about pulling a foundation permit so they can start earthwork, which should start soon.

He attended a meeting with CDOT and JD Heiskell regarding the culvert under Central Avenue. CDOT is taking a back seat on cleaning of the culvert. They do not want to take ownership. He does not see it as a problem due to the way the culvert was installed. JD Heiskell has a storm water retention pond prior to the culvert. The Town purchased a culvert for Elm Street.



He has had on and off conversations with DOLA. There may be additional funding for the REDI grant. There is money left over from a previous grants cycle. They are thinking of ways of how to spread those funds to existing grantees.

He has been meeting with CIRSA for the audit and he is on their committee throwing ideas out to get more participation from police departments some of the other programs.

He and Hope were on a meeting with FEMA and the Colorado Water Conservation Board. They are doing additional flood plain mapping of some of the secondary creeks like Kiowa Creek.

He is spending time on the budget, employee reviews, and the items the board added last week.

The Mayor asked if the tree was removed. He said the tree removal is complete and they have found another tree that needs to be removed. He has some good news, the travel trailer is gone from Main Street.

Chief of Police, Craig Miller reported:

They did a truck operation last week with Colorado State Patrol like they did in September. It looks like they will do one every other month. They had 36 inspections. There were 57 violations and three summonses issued. It was a slow day. No out of service violations this time around. They are going to do that regularly especially to watch for overweight vehicles. They do quite a bit of damage to our roads. They write the tickets and the money comes to Wiggins.

They had nothing to report on Halloween. He and Doug participated in trunk or treat. It was a cold night so everyone got their candy and moved on. Regarding ordinance violations, there were six compliance warnings sent out. One was the Main Street trailer. There was good compliance with those letters. He is increasing the contacts for ordinance violations and what not. They are anticipating more this next month. Trustee Miller asked about his vehicle. Chief Miller replied that he is playing Officer Jupp and using the Tahoe. He is liking the Tahoe and may be using it.

He met with the school and have followed up with Blue Lighting regarding traffic issues on Main Street around the school. They are going to post the east side of Main Street as permit parking only. Parents dropping off kids are going to have to use the actual drop off area or go to the north parking lot.

Manager Acre brought up the pumpkin smash. He had a few complaints and concerns. He asked if the Board was for it. Mayor Palmer said he's for it as it's been going on since the 1970's. He spoke with Melinda and can put something together stating it is a permissible activity, but has boundaries. As long as they do not cause any damage or destruction. He was told what happened was creative and it is a tradition that's been going on for years.

Hope has informed him that Fort Morgan wants to work with Wiggins for a soccer league for youth. Hope will be working on the registration program starting in December and go through February. The soccer will be starting in March. Trustee Miller asked if it would be here or in Fort Morgan. Hope responded that the practices will be here and the games in Fort Morgan. Trustee Miller said that was like the baseball. The Mayor said it was that way 12 years ago.



He and Hope met with Roberts 81. They are going to be coming back to the Planning Commission and Board probably in January with some individual tract and development plans. They've also purchased water pipe for infrastructure. They have had more interest in the property.

Trustee Forbes asked about registered offenders on his report. Chief Miller said the number was from a quarterly required check-in there are seven offenders and it shows 14 since they were not home the first time they checked in on them. The Mayor asked if the one on the edge of town was included in that number.

The Chief mentioned he went to training on the CAD/Records Management System that is run through Morgan County in anticipation of getting the mobile computers onboard. It was very eye opening. He has been asking for the training, but no one knew who did the training. He thinks they are squared away. Trustee Strickland asked if there was anything more on the shooting range. Chief Miller said he had ideas on where it should go. The grant can be applied for in March, he believes.

Manager Acre said since we will not be meeting before December 4<sup>th</sup>, he reminded them about the Old-Fashioned Christmas celebration. The Mayor is going to light a tree. The Mayor asked if it was like the Griswold tree. Things are starting to come together. We are still in search of a Jolly Old Saint Nick. We think we will have the volunteers. Beau has decided to change the wreaths in Town. The new lighter ones will go on the light poles. The heavier old ones will be put on the fence in the park. The Old Trail School House will be open from 4-6. He would like to have the Board members on hand to help out.

Board of Trustees: No report was provided.

#### Financials - Actual to Budget:

Trustee Miller asked Manager Acre if the line maintenance will be rolled over to next year. The manager said that what is not used will be reallocated next year. The Mayor asked if the pictures were gotten back yet. Manager Acre asked if he meant Ariel photos, we will be getting them in the near future. The Mayor asked if in an upcoming work session we can go over it and see what we have for a plan. Manager Acre said that Hope, John Enoch and Beau talked about a couple projects that need to be looked at in the future. The first one we will implement is the High Plains retention pond. When curb and gutter is done between 3rd and 5th then stormwater will be addressed. When Main Street is paved between 5<sup>th</sup> and County Road P, there may be a way to add Main Street between County Road P and 11<sup>th</sup> as one big project.

#### **PUBLIC COMMENTS**

The Mayor, Jeff Palmer opened the meeting for public comments at 7:45. Seeing no one wishing to speak, the Public Comment closed at 7:46.

#### **PUBLIC HEARING**

The Mayor, Jeff Palmer, opened a public hearing at 7:47 pm.

Hope presented the Planning and Zoning application for the Vasquez Minor Subdivision.

Mr. Vasquez; Lochbuie, CO: said he drives by the town a lot. He wants to put in a duplex for families. He is here to do things the right way and follow the rules and do everything right. Financially the move would be to sell a duplex. The Mayor asked if not duplex is allowed would they sell the land. He wants to build a duplex; if not possible then he will sell for families. Trustee Forbes asked if they're talking about 2 homes as a duplex.



Manager Acre mentioned that this hearing was for the lots being combined and whether to allow a duplex is not being considered at this public hearing.

The Public Hearing was opened for Public Comment at 7:58 pm.

Chris Franzen; 1102 Johnson Street: Rezoning the properties to Mr. Vasquez to build will benefit the town overall by cleaning up the lot and the overall appearance it will bring.

Public Comment was closed at 7:59 pm

The public hearing was closed at 8:00 pm.

The Board of Trustees deliberated and had the following comments:

Trustee Strickland said he thinks it is fine. It will benefit whomever uses it.

Trustee Forbes said he'd like to get the lots combined and go forward from there.

**CONSIDERATION OF RESOLUTION NO. 41-2021**

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

Motion was made by Trustee Mark Strickland to approve Resolution No. 41-2021. Seconded by Trustee Bruce Miller. Roll Call: Resolution No. 41-2021 was unanimously approved.

**CONSIDERATION OF RESOLUTION NO. 40-2021**

Consideration of Resolution No. 40-2021 - A Resolution Approving an Independent Contractor Agreement with Stephanie Harman.

Motion was made by Trustee Jerry Schwindt to approve Resolution No. 40-2021. Seconded by Mayor Pro-Tem David Herbstman. Roll Call: Resolution 40-2021 was unanimously approved.

**DRAFT BUDGET UPDATE**

Town Manager Acre gave an update on the budget preparation.

**ADJOURNMENT**

Mayor Palmer adjourned the meeting at 8:34 pm.

**Respectfully submitted by:**

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Deborah Lee, Town Clerk



## **MINUTES OF MEETING**

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

December 8, 2021 at 9:15 p.m.

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

A Special Meeting of the Town Board of Trustees for the Town of Wiggins, Colorado was held on Wednesday, December 8, 2021. The following Board members answered roll call: Mayor Jeff Palmer, Trustees Bruce Miller, Chad Forbes and Jerry Schwindt; Trustees Bryan Flax and Mark Strickland joined through Zoom. Mayor Pro-Tem David Herbstman was absent. Staff present were Tom Acre, Town Manager and Deb Lee, Town Clerk.

A Motion was made by Trustee Mark Strickland to go to the Executive Session. Seconded by Trustee Bryan Flax. Roll Call: Unanimously approved.

#### **EXECUTIVE SESSION**

- A. An Executive Session for discussion of a personnel matter under C.R.S. Section 24-6-402(4)(f) and not involving; any specific employees who have requested discussion of the matter in open session; any member of this body or any elected official; the appointment of any person to fill an office of this body or of an elected official; or personnel policies that do not require the discussion of matters personal to particular employees – Employee compensation.
- B. Executive Session for the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators, under C.R.S. Section 24-6-402(4)E - regarding real-estate contract to sell Town owned property.

The Board took a break from the Special Meeting at 8:43 pm, reconvening at 8:52 pm for the Executive Session.

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

The Board gave the Town Manager general direction on the above two Executive Session topics listed above. No formal action was taken.

#### **ADJOURNMENT**

Mayor Palmer adjourned the meeting at 9:14 pm.

**Respectfully submitted by:**

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Deborah Lee, Town Clerk

TOWN OF WIGGINS-BILLS PAID  
NOVEMBER-DECEMBER 2021

Vendor Name	Description	Amount Paid
BANK OF THE WEST	Credit Card Payments	\$9,753.54
BANK OF THE WEST	1% Annual Loan Fee	\$28,906.20
BECKER, HOPE	Supplies for Old Fashioned Christmas	\$749.43
BILL BREWSTER	Carriage Rides for Old Fashioned Christmas	\$200.00
BLOEDORN LUMBER	Misc. Supplies & Christmas Celebration	\$1,656.77
BLUE LIGHTNING	Internet and Telephone	\$1,038.26
CASELLE, INC	Finance Software Support	\$1,658.00
CHS	Lawn fertilizer - bulk	\$288.00
CIRSA	Deductible for Hail Claim	\$500.00
CITY OF FORT MORGAN UTILITIES	Glassey Pump	\$8.17
COLORADO ANALYTICAL LABORATORY	Water & WWTP Water Analysis	\$1,956.50
COLORADO MUNICIPAL LEAGUE	Annual Dues-2022	\$803.00
CORE & MAIN	Water Meters & Valve Part	\$7,748.33
COUNTRY HARDWARE	Misc. Supplies	\$1,850.43
DIAMONDBACK ENG & SURV INC.	Town Engineering Various Projects	\$21,027.19
EMIL, KIMBERLY A	Municipal Judge Salary	\$312.50
GALLS	PD Uniforms	\$495.26
HAYES POZNANOVIC KORVER, LLC	Water Rights Attorney Fees	\$11,488.00
JARVIS	Rec Software Monthly subscription	\$350.00
JOENNE QUIMBY	Rug cleaner rental, carpet cleaner, squeegee	\$58.72
KAMMERER, WILLIAM M.	Water Shares Lease/Purchase	\$3,510.42
KELLY, PC	Town Attorney	\$11,134.00
LAW OFFICE OF AMY C. PENFOLD LLC	Prosecuting Attorney Fees	\$600.00
LEAF	Copier Lease	\$159.00
LEE, DEBORAH	Mileage	\$377.94
LOST CREEK GUIDE, LLC	Old Fashioned Christmas Advertising	\$498.75
LRE WATER	Water Rights Engineering	\$3,035.00
LYONS GADDIS	Water Legal Fees	\$737.50
MARIANA'S FAMILY RESTRAURANT	Wiggins Old Fashioned Christmas/Gift Cert	\$100.00
MILLER, CRAIG	Halloween Candy for Trunk or Treat	\$55.94
MORGAN COUNTY	66 Feet of 21 Inch Flat Culvert	\$1,723.74
MORGAN COUNTY ELECTION DIVISION	November 2, 2021 Coordinated Election	\$878.11
MORGAN COUNTY QUALITY WATER	Water CR U	\$36.64
MORGAN COUNTY REA	Utility-Electrical	\$7,621.53
NOCO ENGINEERING COMPANY	BNSF Sewer line	\$1,080.00
OUT EAST CONTRACTING, LLC	Recycled Asphalt Miller, Main & CR P	\$1,080.00
PERMAGREEN ORGANICS COMPANY	Red Mulch-Park Playgrounds	\$8,550.00
PITNEY BOWES (LEASE)	Postage Machine Lease Quartey Payment	\$287.70
PITNEY BOWES-PURCHASE POWER	Postage	\$71.84
PRAIRE MOUNTAIN MEDIA	Public Hearing Notices Adv	\$126.50
PROFESSIONAL MANAGEMENT SOLUTIONS	Contract Accountant	\$3,791.25
REVELATION STEEL, LLC	Steel Tubing for Fork Ext	\$656.55
RH WATER & WASTEWATER, INC.	Water & WWTF Contract Operator	\$800.00
SANCEZ, ALONZO	Tree Removal - Alley	\$1,025.00
STUB'S GAS & OIL, INC.	Fuel - PW Equip	\$623.96



TOWN OF WIGGINS-BILLS PAID  
NOVEMBER-DECEMBER 2021

Vendor Name	Description	Amount Paid
UNCC	Utility Locate Notifications	\$46.20
US POSTMASTER	Postage for Newsletter	\$259.20
USA BLUEBOOK	Utility Supplies	\$271.50
VERIZON WIRELESS	Cell Phone Charges	\$420.50
WALKER REPAIR SEVICES	Vehicle Repair	\$2,325.01
WELLER FABRICATION & MACHINE	Steel Fabrication/Supply	\$776.00
WEX BANK	Fuel WPD	\$595.73
WIGGINS FARM AND AUTO SUPPLY	Misc. Vehicle Parts	\$1,735.44
WIGGINS SUPER'S 1846	Dog Waste Bags	\$11.65
WOLF WASTE, LLC	Trash Removal	\$249.00
XCEL ENERGY	Utility-Gas	\$568.79
<b>Total:</b>		<b>\$146,668.69</b>

Approved: 

Date: 12/12/2021

# INCIDENT ANALYSIS - DAY

Date 12/02/2021

Time 14:58:43

Report CFS03

Agency Wiggins Police Dept.

Dates 11/01/2021 Thru 11/30/2021

Activity	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Total
<div> <div>Agency: WPD Wiggins Police Dept.</div> </div>								
00500 Burglary	0	0	1	0	0	0	0	1
00600 Theft	0	0	0	0	0	1	0	1
01100 Fraud	0	0	0	0	0	0	1	1
01400 Vandalism/crim Mischf	0	1	0	0	0	0	0	1
02660 Harass/threat	0	0	0	0	0	1	0	1
02670 Local Ordinance Violation	0	0	0	0	0	1	0	1
02700 Susp Pers/veh/inc	0	0	0	0	0	1	1	2
03000 Community Policing	0	0	1	0	0	0	0	1
03010 Assist Other Agency	1	7	1	0	0	1	0	10
03020 Bar Check	0	0	0	0	0	0	1	1
03070 Keep The Peace	0	0	0	0	2	0	0	2
03080 Medical Assist	0	1	0	0	0	0	0	1
03100 Welfare Check	0	0	0	1	0	1	1	3
03120 Extra Patrol	6	10	11	10	4	4	4	49
03540 Traffic Accident	0	0	1	0	0	0	0	1
03590 Traffic Ctrl	0	1	0	0	0	0	0	1
03600 Driving Complaint	0	0	1	0	0	0	1	2
03643 Animal Impound/Release	0	0	0	0	1	0	0	1
03644 Vicious Dog	1	0	0	0	0	0	0	1
03760 Information	0	2	0	0	1	0	0	3
05599 Littering	0	1	0	0	0	0	0	1
07410 Disturbance	0	0	1	0	0	0	0	1
07530 Traffic Contact	1	1	1	6	10	5	2	26
07570 Unlock Vehicle	0	0	1	1	0	0	0	2
07580 Vehicle Inspection	0	2	1	0	1	1	0	5
09000 Fire Investigation LE	0	0	0	0	0	1	0	1
09001 911-Welfare Check	0	0	0	2	0	0	1	3
09900 Follow Up/Investigation	1	5	1	5	2	0	0	14
09901 Summons Service	0	0	0	0	1	0	0	1
09917 Special Events	0	0	0	2	0	0	0	2
SEO Select Enforce Off Init	1	2	4	9	11	5	1	33
Wiggins Police Dept. Agency Total	11	33	25	36	33	22	13	173
Total	11	33	25	36	33	22	13	173

TOWN OF WIGGINS  
COMBINED CASH INVESTMENT  
NOVEMBER 30, 2021

COMBINED CASH ACCOUNTS

01-10210	HIGH PLAINS-MAIN CHECKING	3,381,613.95
01-10750	UTILITY CASH CLEARING ACCOUNT	9,171.89
	TOTAL COMBINED CASH	3,390,785.84
01-10100	CASH ALLOCATED TO OTHER FUNDS	( 3,369,032.33)
	TOTAL UNALLOCATED CASH	21,753.51

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
	TOTAL ALLOCATIONS TO OTHER FUNDS	3,369,032.33
	ALLOCATION FROM COMBINED CASH FUND - 01-10100	( 3,369,032.33)
	ZERO PROOF IF ALLOCATIONS BALANCE	.00

TOWN OF WIGGINS  
BALANCE SHEET  
NOVEMBER 30, 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)	808.39	
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			1,830,972.82

LIABILITIES AND EQUITY

LIABILITIES

10-20200	ACCOUNTS PAYABLE	27,704.93	
10-22210	DEFERRED PROPERTY TAX	403,665.00	
10-22710	FED/ FICA TAXES PAYABLE	( 35,315.29)	
10-22720	STATE W/H TAXES PAYABLE	7,785.58	
10-22740	POLICE PENSION PAYABLE	5,146.40	
10-22760	DEFERRED COMP CONTRIB PAYABLE	( 481.33)	
10-22770	UNEMPLOYMENT PAYABLE	( 1,019.59)	
10-22820	HEALTH INSURANCE PAYABLE	( 17,960.65)	
10-22830	LIFE INSURANCE PAYABLE	25.20	
10-22840	VISION INSURANCE PAYABLE	2,424.00	
10-25320	FUND BALANCE	763,048.39	
TOTAL LIABILITIES			1,155,022.64

FUND EQUITY

UNAPPROPRIATED FUND BALANCE:			
REVENUE OVER EXPENDITURES - YTD		674,177.16	
BALANCE - CURRENT DATE		674,177.16	
TOTAL FUND EQUITY			674,177.16
TOTAL LIABILITIES AND EQUITY			1,829,199.80

TOWN OF WIGGINS  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
10-31100 CURRENT PROPERTY TAX	5,279.53	405,899.50	403,665.00	( 2,234.50)	100.6
10-31200 SPECIFIC OWNERSHIP	11,077.12	34,795.91	18,500.00	( 16,295.91)	188.1
10-31300 1% TOWN SALES TAX	22,079.77	228,146.35	130,000.00	( 98,146.35)	175.5
10-31301 USE TAX	16,485.00	144,499.72	75,000.00	( 69,499.72)	192.7
10-31420 CIGARETTE TAX	328.77	2,133.18	1,000.00	( 1,133.18)	213.3
10-31810 SEVERENCE TAX	.00	7,996.49	15,000.00	7,003.51	53.3
10-31820 FRANCHISE FEE-MORGAN CTY REA	.00	8,675.00	8,000.00	( 675.00)	108.4
10-31821 FRANCHISE FEE-XCEL ENERGY	428.58	8,263.33	8,000.00	( 263.33)	103.3
10-31823 FRANCHISE FEE-WIGGINS TELE	.00	3,312.71	2,200.00	( 1,112.71)	150.6
10-31900 PENALTIES & INTEREST	339.21	689.23	.00	( 689.23)	.0
10-32110 LIQUOR LICENSE (15%)	.00	236.25	200.00	( 36.25)	118.1
10-32210 BUILDING PERMITS	13,119.09	121,066.09	64,000.00	( 57,066.09)	189.2
10-33410 GRANTS (DOLA CARES ACT)	150.00	74,008.13	.00	( 74,008.13)	.0
10-33415 FEDERAL GRANT--ARP	.00	151,745.18	.00	( 151,745.18)	.0
10-33430 MISCELLANEOUS FEES	.00	4,614.37	.00	( 4,614.37)	.0
10-33530 HIGHWAY USERS TAX	5,024.64	45,847.74	32,000.00	( 13,847.74)	143.3
10-33550 ADDITIONAL MOTOR VEHICLE	3,551.63	9,342.66	5,000.00	( 4,342.66)	186.9
10-33800 ROAD & BRIDGE	641.04	46,213.01	28,000.00	( 18,213.01)	165.1
10-34210 SPECIAL POLICE SERVICES	.00	95.00	.00	( 95.00)	.0
10-34215 VIN INSPECTIONS	.00	555.00	.00	( 555.00)	.0
10-34220 BUILDING DEVELOPMENT REVIEW	150.00	6,174.84	5,000.00	( 1,174.84)	123.5
10-34221 BUILDING INSPECTION PLAN REV	.00	250.00	.00	( 250.00)	.0
10-34282 PARKS & REC FEES	.00	7,563.69	9,000.00	1,436.31	84.0
10-34284 BASEBALL REG FEES	.00	7,640.00	.00	( 7,640.00)	.0
10-34286 VOLLEYBALL REG FEES	385.00	1,245.00	.00	( 1,245.00)	.0
10-34287 SOCCER REG FEES	555.00	1,440.00	.00	( 1,440.00)	.0
10-34289 MISCELLANEOUS ACTIVITY FEES	.00	385.00	.00	( 385.00)	.0
10-34290 MISCELLANEOUS FEES	.00	1,511.00	.00	( 1,511.00)	.0
10-35110 COURT FINES-MUNICIPAL	2,337.50	45,804.50	15,000.00	( 30,804.50)	305.4
10-36000 OTHER MISCELLANEOUS	.00	4,694.52	.00	( 4,694.52)	.0
10-36005 CASH OVER/SHORT	.00	.01	.00	.01	.0
10-36010 DOG LICENSES/CLINIC	10.00	460.00	300.00	( 160.00)	153.3
10-36011 BUSINESS LICENSES	15.00	4,414.80	1,000.00	( 3,414.80)	441.5
10-36012 CONTRACTOR LICENSES	175.00	2,250.00	1,200.00	( 1,050.00)	187.5
10-36013 GOLF CART LICENSES	20.00	370.00	100.00	( 270.00)	370.0
10-36030 SPECIAL EVENT FEES	1,125.00	1,150.00	.00	( 1,150.00)	.0
10-36040 INSURANCE PROCEEDS	.00	46,200.80	.00	( 46,200.80)	.0
10-36100 INTEREST ON SAVINGS	.00	14.70	.00	( 14.70)	.0
10-36310 BUILDING & FARM RENT	580.00	4,660.00	6,000.00	1,340.00	77.7
10-36420 REFUNDS	.00	6,563.02	.00	( 6,563.02)	.0
10-36500 CONTRIBUTIONS/DONATIONS	15.00	395.00	.00	( 395.00)	.0
10-36501 SPONSORSHIPS	( 1,125.00)	465.00	.00	( 465.00)	.0
10-36511 GRANTS--LEAF	.00	3,940.98	.00	( 3,940.98)	.0
10-36512 GRANTS--DUI	.00	1,739.00	.00	( 1,739.00)	.0
10-36513 GRANTS--TRAINING	.00	2,107.00	.00	( 2,107.00)	.0
 TOTAL FUND REVENUE	 82,746.88	 1,449,573.69	 828,165.00	 ( 621,408.69)	 175.0

TOWN OF WIGGINS  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>GENERAL GOVERNMENTAL</u>					
10-410-13 FINANCIAL AUDIT	.00	7,667.17	4,000.00	( 3,667.17)	191.7
10-410-32 PROFESSIONAL SERVICES	.00	16,370.93	15,000.00	( 1,370.93)	109.1
10-410-34 CODIFICATION	.00	.00	12,000.00	12,000.00	.0
10-410-35 COPIER LEASE	111.68	509.18	477.00	( 32.18)	106.8
10-410-40 EMPLOYEE TRAINING	.00	2,620.94	5,000.00	2,379.06	52.4
10-410-41 TELEPHONE & INTERNET	82.69	1,114.94	800.00	( 314.94)	139.4
10-410-42 UTILITIES--ELECTRIC	90.28	1,199.04	3,000.00	1,800.96	40.0
10-410-43 OFFICE BLDG REPAIRS & MAINT	1,496.54	2,444.85	4,000.00	1,555.15	61.1
10-410-44 POSTAGE METER LEASE	.00	695.33	1,400.00	704.67	49.7
10-410-45 UTILITES-GAS	33.11	721.92	1,200.00	478.08	60.2
10-410-46 CELL PHONE	81.10	731.75	980.00	248.25	74.7
10-410-48 TRASH	.00	.00	270.00	270.00	.0
10-410-52 INSURANCE & BONDS	.00	30,647.11	20,000.00	( 10,647.11)	153.2
10-410-54 ADVERTISING	213.75	374.79	500.00	125.21	75.0
10-410-55 POSTAGE & SHIPPING	17.96	1,433.49	1,200.00	( 233.49)	119.5
10-410-58 TRAVEL & MEETINGS	130.20	1,516.93	3,500.00	1,983.07	43.3
10-410-61 OPERATING SUPPLIES	633.60	12,406.82	5,600.00	( 6,806.82)	221.6
10-410-68 COPIER EXPENSE	.00	127.02	390.00	262.98	32.6
10-410-70 IT SUPPORT	.00	313.98	15,000.00	14,686.02	2.1
10-410-71 COMPUTER SOFTWARE	2,530.06	3,406.10	3,000.00	( 406.10)	113.5
10-410-90 DUES & SUBSCRIPTIONS	803.00	1,255.00	2,500.00	1,245.00	50.2
10-410-91 NEWSLETTERS & PUBLICATIONS	267.02	267.02	.00	( 267.02)	.0
TOTAL GENERAL GOVERNMENTAL	6,490.99	85,824.31	99,817.00	13,992.69	86.0
<u>ADMINISTRATION DEPARTMENT</u>					
10-411-15 ADMINISTRATION DEPT EMPLOYEES	6,991.42	77,334.40	84,636.91	7,302.51	91.4
10-411-20 EMPLOYEE BENEFITS	773.77	8,586.47	13,302.72	4,716.25	64.6
10-411-22 FICA & MEDICARE	529.36	5,894.02	6,424.67	530.65	91.7
10-411-23 457 RETIREMENT	280.98	373.81	3,394.11	3,020.30	11.0
10-411-25 UNEMPLOYMENT INS	.00	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	718.84	718.84	1,000.00	281.16	71.9
10-411-28 TA VEHICLE STIPEND	.00	.00	1,000.00	1,000.00	.0
TOTAL ADMINISTRATION DEPARTMENT	9,294.37	93,013.11	110,161.92	17,148.81	84.4

TOWN OF WIGGINS  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>JUDICIAL DEPARTMENT</u>					
10-412-00 CONTRACT-JUDGE	312.50	4,062.50	3,500.00	( 562.50)	116.1
10-412-01 CONTRACT-TOWN PROSECUTOR	600.00	4,095.00	2,500.00	( 1,595.00)	163.8
10-412-35 COPIER LEASE	67.01	236.31	286.20	49.89	82.6
10-412-41 TELEPHONE & INTERNET	.00	.00	100.00	100.00	.0
10-412-55 POSTAGE	10.78	100.76	200.00	99.24	50.4
10-412-61 OFFICE SUPPLIES	.00	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	990.29	8,623.65	8,466.03	( 157.62)	101.9
<u>MAYOR &amp; LEGISLATIVE BOARDS</u>					
10-413-10 MAYOR COMPENSATION	200.00	2,200.00	2,400.00	200.00	91.7
10-413-11 BOARD OF TRUSTEES COMPENSATION	240.00	2,600.00	2,880.00	280.00	90.3
10-413-12 BOARD OF TRUSTEES APPRECIATION	263.52	263.52	500.00	236.48	52.7
10-413-22 FICA & MEDICARE	33.66	367.20	403.92	36.72	90.9
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	.00	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	737.18	5,506.70	12,873.92	7,367.22	42.8
<u>ELECTIONS</u>					
10-414-00 ELECTIONS	878.11	1,210.42	3,000.00	1,789.58	40.4
TOTAL ELECTIONS	878.11	1,210.42	3,000.00	1,789.58	40.4
<u>TREASURER'S OFFICE</u>					
10-415-15 COLLECTIONS (TREASURERS FEE)	112.40	8,116.58	6,800.00	( 1,316.58)	119.4
10-415-30 TOWN LEGAL	5,350.50	46,962.00	35,000.00	( 11,962.00)	134.2
10-415-40 REPORTING & PUBLISHING	118.68	508.53	1,200.00	691.47	42.4
TOTAL TREASURER'S OFFICE	5,581.58	55,587.11	43,000.00	( 12,587.11)	129.3

TOWN OF WIGGINS  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>COMMUNITY PROGRAMS</u>					
10-419-00 FOURTH OF JULY FESTIVAL	758.45	18,164.10	12,575.00	( 5,589.10)	144.5
10-419-01 WIGGINS OLD TIME CHRISTMAS	5,376.82	5,385.31	3,900.00	( 1,485.31)	138.1
10-419-05 BUSINESS DIST BEAUTIFICATION	918.26	1,559.61	2,000.00	440.39	78.0
10-419-20 DONATIONS	.00	1,538.44	2,900.00	1,361.56	53.1
10-419-50 ECONOMIC DEVELOPMENT	.00	12,710.01	6,600.00	( 6,110.01)	192.6
10-419-53 ECONOMIC DEVELOPMENT-TELEPHONE	40.55	362.10	.00	( 362.10)	.0
10-419-99 OTHER MISCELLANEOUS	.00	215.23	.00	( 215.23)	.0
TOTAL COMMUNITY PROGRAMS	7,094.08	39,934.80	27,975.00	( 11,959.80)	142.8
<u>POLICE DEPARTMENT</u>					
10-421-04 EQUIPMENT	.00	741.97	9,250.00	8,508.03	8.0
10-421-10 CAPITAL OUTLAY LEASE	.00	16,165.59	.00	( 16,165.59)	.0
10-421-11 SALARIES-COMMAND OFFICERS	( 3,058.33)	5,516.66	.00	( 5,516.66)	.0
10-421-12 SALARIES-PATROL OFFICER	( 2,066.00)	4,532.00	.00	( 4,532.00)	.0
10-421-15 POLICE SALARIES	15,172.99	129,467.92	163,272.93	33,805.01	79.3
10-421-20 EMPLOYEE BENEFITS	1,421.60	23,723.48	33,256.80	9,533.32	71.3
10-421-22 FICA & MEDICARE	144.45	2,012.83	1,620.00	( 392.83)	124.3
10-421-23 PENSION-FPPA	909.88	12,445.14	16,327.29	3,882.15	76.2
10-421-24 DEATH & DISABILITY-FPPA	64.98	707.44	2,285.82	1,578.38	31.0
10-421-25 UNEMPLOYMENT INSURANCE	.00	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	84.68	2,573.40	750.00	( 1,823.40)	343.1
10-421-29 UNIFORMS	717.97	1,230.73	2,500.00	1,269.27	49.2
10-421-30 PROFESSIONAL LEGAL SERVICES	.00	.00	1,000.00	1,000.00	.0
10-421-35 COPIER LEASE	22.34	78.76	95.40	16.64	82.6
10-421-40 TRAINING	.00	2,497.01	2,100.00	( 397.01)	118.9
10-421-41 TELEPHONE & INTERNET	.00	187.02	700.00	512.98	26.7
10-421-42 COM CENTER PHONE LINE	37.95	482.47	1,821.10	1,338.63	26.5
10-421-43 REPAIRS AND MAINTENANCE (AUTO)	4.00	4,352.88	5,525.00	1,172.12	78.8
10-421-44 UTILITIES-ELECTRIC	.00	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	136.65	1,619.22	1,650.00	30.78	98.1
10-421-48 TRASH	.00	.00	270.00	270.00	.0
10-421-49 OTHER MISCELLANEOUS	55.94	729.24	100.00	( 629.24)	729.2
10-421-52 INSURANCE & BONDS	.00	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	.00	46.80	.00	( 46.80)	.0
10-421-61 OFFICE/GEN OPERATING SUPPLIES	22.82	376.49	2,125.00	1,748.51	17.7
10-421-62 FUEL	504.47	8,107.68	7,000.00	( 1,107.68)	115.8
10-421-64 CRIME PREVENTION	.00	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	.00	1,582.00	627.66	( 954.34)	252.1
10-421-85 ANIMAL CONTROL	.00	56.30	700.00	643.70	8.0
TOTAL POLICE DEPARTMENT	14,176.39	243,584.62	282,654.82	39,070.20	86.2



TOWN OF WIGGINS  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>BUILDING INSPECTION DEPARTMENT</u>					
10-424-20 BUILDING INSPECTIONS MATERIALS	37.50	45.48	850.00	804.52	5.4
10-424-30 DEVELOPMENT REVIEW MISC EXP	1,305.00	3,780.00	5,000.00	1,220.00	75.6
10-424-40 EMPLOYEE TRAINING	.00	.00	1,500.00	1,500.00	.0
TOTAL BUILDING INSPECTION DEPARTMEN	1,342.50	3,825.48	7,350.00	3,524.52	52.1
<u>PUBLIC WORKS ADMINISTRATION</u>					
10-430-11 SALARY - PW MAINTENANCE(1)	7,138.90	22,413.64	.00 (	22,413.64)	.0
10-430-15 SALARY-PW SEASONAL (MOWING)	229.11	6,282.45	6,797.79	515.34	92.4
10-430-16 PW EMPLOYEES-FULL TIME	.00	40,001.09	53,434.35	13,433.26	74.9
10-430-20 EMPLOYEE BENEFITS - PW	355.40	8,883.29	13,857.00	4,973.71	64.1
10-430-22 FICA & MEDICARE	457.75	4,877.96	4,493.01 (	384.95)	108.6
10-430-23 457 RETIREMENT	110.71	1,359.05	1,603.03	243.98	84.8
10-430-25 UNEMPLOYMENT INSURANCE - PW	7.92	151.53	180.70	29.17	83.9
10-430-26 WORKERS' COMPENSATION - PW	.00	.00	8,250.00	8,250.00	.0
TOTAL PUBLIC WORKS ADMINISTRATION	8,299.79	83,969.01	88,615.88	4,646.87	94.8

TOWN OF WIGGINS  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PUBLIC WORKS &amp; STREETS DEPT</u>					
10-431-00 UNIFORMS - PW	.00	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	1,951.64	12,163.02	9,500.00 (	2,663.02)	128.0
10-431-21 STREETS-SIGNS & MATERIAL	18.96	3,759.00	3,000.00 (	759.00)	125.3
10-431-22 REPAIRS & MAINTENANCE-STREETS	1,690.84	8,016.38	20,000.00	11,983.62	40.1
10-431-23 EQUIPMENT RENTAL	.00	.00	200.00	200.00	.0
10-431-35 COPIER LEASE	22.34	78.77	95.40	16.63	82.6
10-431-39 GIS	.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	113.14	1,671.52	1,500.00 (	171.52)	111.4
10-431-43 BUIDING MAINT	652.22	7,758.30	3,000.00 (	4,758.30)	258.6
10-431-45 UTILITIES-GAS	33.11	488.10	1,200.00	711.90	40.7
10-431-46 CELL PHONE	121.65	243.39	975.00	731.61	25.0
10-431-47 TELEPHONE & INTERNET	82.69	1,805.90	800.00 (	1,005.90)	225.7
10-431-48 TRASH	.00	.00	540.00	540.00	.0
10-431-52 INSURANCE - PW	.00	18,831.95	9,611.49 (	9,220.46)	195.9
10-431-55 POSTAGE & SHIPPING-PW	3.59	3.59	.00 (	3.59)	.0
10-431-60 STREET LIGHTING - PW	868.95	8,727.00	9,600.00	873.00	90.9
10-431-61 OFFICE SUPPLIES	.00	258.82	1,400.00	1,141.18	18.5
10-431-62 FUEL - PW	91.26	3,926.89	7,000.00	3,073.11	56.1
10-431-63 CONTRACT REFUSE REMOVAL - PW	249.00	2,986.00	2,000.00 (	986.00)	149.3
10-431-64 LEVEE REPAIR & MAINT	97.88	794.97	1,500.00	705.03	53.0
10-431-65 TREE PROGRAM	.00	.00	1,500.00	1,500.00	.0
10-431-66 PEST/WEED CONTROL - PW	.00	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	.00	252.00	423.66	171.66	59.5
10-431-74 EQUIPMENT- CAPITAL OUTLAY	.00	91.85	2,250.00	2,158.15	4.1
10-431-99 OTHER MISCELLANEOUS - PW	46.32	2,212.35	.00 (	2,212.35)	.0
TOTAL PUBLIC WORKS & STREETS DEPT	6,043.59	76,451.30	102,723.55	26,272.25	74.4
<u>DEPARTMENT 432</u>					
10-432-59 STORMWATER ENGINEERING/DESIGN	8,429.69	15,291.31	.00 (	15,291.31)	.0
10-432-62 CULVERT/DITCH MAINT	.00	1,723.74	.00 (	1,723.74)	.0
TOTAL DEPARTMENT 432	8,429.69	17,015.05	.00 (	17,015.05)	.0

TOWN OF WIGGINS  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PARK &amp; RECREATION</u>					
10-451-10 CONTRACT LABOR	.00	.00	1,500.00	1,500.00	.0
10-451-11 SALARIES - P&R DIRECTOR (SEAS)	( 1,212.08)	1.00	.00	( 1.00)	.0
10-451-12 SALARIES - SUMMER HELP (SEAS)	3,030.13	12,075.98	2,937.60	( 9,138.38)	411.1
10-451-22 FICA P&R	139.00	923.92	219.14	( 704.78)	421.6
10-451-25 UNEMPLOYMENT INSURANCE	5.46	36.30	8.82	( 27.48)	411.6
10-451-26 WORKERS' COMPENSATION	.00	.00	1,500.00	1,500.00	.0
10-451-30 SPECIAL EVENTS - P&R	.00	137.39	1,000.00	862.61	13.7
10-451-38 CELL PHONE	40.55	365.69	490.00	124.31	74.6
10-451-39 TELEPHONE & INTERNET	82.69	910.79	1,200.00	289.21	75.9
10-451-41 UTILITIES - ELECTRIC	423.85	7,523.13	6,600.00	( 923.13)	114.0
10-451-43 PARK REPAIR AND MAINTENANCE	8,550.00	16,889.91	10,000.00	( 6,889.91)	168.9
10-451-44 CAPITAL OUTLAY - PARKS	.00	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	.00	299.51	.00	( 299.51)	.0
10-451-61 OPERATING SUPPLIES - P&R	299.65	5,093.64	1,500.00	( 3,593.64)	339.6
10-451-62 PARKS & RECREATION PROGRAMS	350.00	12,729.47	9,000.00	( 3,729.47)	141.4
10-451-83 SOFTBALL	.00	11.99	.00	( 11.99)	.0
10-451-89 MISC ACTIVITY	.00	54.95	.00	( 54.95)	.0
10-451-90 UNIFORMS & EQUIPMENT P&R	.00	2,089.05	.00	( 2,089.05)	.0
10-451-91 MISC FEES	.00	( 384.76)	500.00	884.76	( 77.0)
10-451-92 PARK CONCESSION EXPENSE	.00	43.61	1,200.00	1,156.39	3.6
 TOTAL PARK & RECREATION	 11,709.25	 60,850.97	 38,455.56	 ( 22,395.41)	 158.2
  TOTAL FUND EXPENDITURES	  81,067.81	  775,396.53	  825,093.68	  49,697.15	  94.0
   NET REVENUE OVER EXPENDITURES	   1,679.07	   674,177.16	   3,071.32	   ( 671,105.84)	   21950.

TOWN OF WIGGINS  
BALANCE SHEET  
NOVEMBER 30, 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	1,721.88	
20-10273	2020 BOTW LOAN--SIINKING 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	74,704.26	
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			14,294,326.16

LIABILITIES AND EQUITY

LIABILITIES

20-20200	ACCOUNTS PAYABLE	83,508.45	
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	26,068.00	
TOTAL LIABILITIES			8,016,498.37

FUND EQUITY

20-27900	RETAINED EARNINGS	5,834,246.68	
UNAPPROPRIATED FUND BALANCE:			
REVENUE OVER EXPENDITURES - YTD		447,801.45	
BALANCE - CURRENT DATE			447,801.45

TOWN OF WIGGINS  
BALANCE SHEET  
NOVEMBER 30, 2021

WATER ENTERPRISE

TOTAL FUND EQUITY	<hr/>	6,282,048.13
TOTAL LIABILITIES AND EQUITY		<hr/> <hr/>
		14,298,546.50

TOWN OF WIGGINS  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

WATER ENTERPRISE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET		UNEARNED	PCNT
<u>REVENUES</u>						
20-34000 WATER SALES	67,780.94	760,822.42	615,000.00	(	145,822.42)	123.7
20-34001 CUSTOMER DEPOSITS	178.00	34,516.00	45,000.00		10,484.00	76.7
20-34002 BULK WATER SALES/DEPOSITS	12.00	( 11,888.30)	3,000.00		14,888.30	(396.3)
20-34440 TAP FEES & ACQUISITION FEES	46,000.00	523,500.00	500,000.00	(	23,500.00)	104.7
20-34450 MISCELLANEOUS WATER INCOME	1,492.57	23,190.96	5,000.00	(	18,190.96)	463.8
20-36000 WATER DEVELOPMENT CONTRIBUTION	25.97	276.24	.00	(	276.24)	.0
20-36001 RENTAL INCOME	.00	17,703.90	10,000.00	(	7,703.90)	177.0
20-36100 INTEREST EARNED	.00	327.76	.00	(	327.76)	.0
 TOTAL FUND REVENUE	 115,489.48	 1,348,448.98	 1,178,000.00	(	 170,448.98)	 114.5

TOWN OF WIGGINS  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

WATER ENTERPRISE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PROFESSIONAL SERVICES</u>					
20-410-13 FINANCIAL AUDIT	.00	3,833.58	4,000.00	166.42	95.8
20-410-30 LEGAL SERVICE	737.50	2,586.00	5,000.00	2,414.00	51.7
20-410-31 WATER RIGHTS EXPENSES	11,488.00	101,912.81	95,000.00	( 6,912.81)	107.3
20-410-32 PROFESSIONAL SERVICES	3,047.50	108,675.24	135,000.00	26,324.76	80.5
20-410-33 POSTAGE	17.96	2,253.18	2,000.00	( 253.18)	112.7
20-410-34 WATER DEPOSIT REFUND	.00	256.33	1,000.00	743.67	25.6
20-410-38 PROFESSIONAL SERVICES	.00	11,524.50	10,000.00	( 1,524.50)	115.3
20-410-40 TRAVEL, MEETINGS, & TRAINING	.00	110.30	4,000.00	3,889.70	2.8
20-410-59 DESIGN/SYSTEM ENGINEERING	.00	5,144.00	100,000.00	94,856.00	5.1
TOTAL PROFESSIONAL SERVICES	15,290.96	236,295.94	356,000.00	119,704.06	66.4
<u>WATER ADMINISTRATION</u>					
20-411-12 EMPLOYEE SALARY-ADMINISTRATION	8,319.15	57,390.51	66,943.20	9,552.69	85.7
20-411-15 ADMINISTRATION DEPT EMPLOYEES	( 2,774.05)	5,545.10	.00	( 5,545.10)	.0
20-411-20 EMPLOYEE BENEFITS	539.16	6,259.16	9,977.04	3,717.88	62.7
20-411-22 FICA & MEDICARE	417.86	4,744.03	4,993.96	249.93	95.0
20-411-23 457 RETIREMENT	249.52	2,744.72	3,005.80	261.08	91.3
20-411-25 UNEMPLOYMENT INSURANCE	.00	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	6,751.64	76,775.54	88,186.03	11,410.49	87.1
<u>PUBLIC WORKS ADMINISTRATION</u>					
20-430-11 SALARY-PW MAINTENANCE	2,365.26	27,643.12	37,640.43	9,997.31	73.4
20-430-15 EMPL SALARY-PW P/T SEASONAL	.00	.00	4,242.54	4,242.54	.0
20-430-20 EMPLOYEE BENEFITS	177.70	5,226.35	8,868.48	3,642.13	58.9
20-430-22 FICA & MEDICARE	128.01	1,925.47	3,124.47	1,199.00	61.6
20-430-23 457 RETIREMENT	55.37	718.65	1,129.21	410.56	63.6
20-430-25 UNEMPLOYMENT INSURANCE	.00	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	2,726.34	35,543.77	58,475.78	22,932.01	60.8
<u>SUPPLIES</u>					
20-431-20 REPAIRS-EQUIPMENT & VEHICLES	.00	10.98	.00	( 10.98)	.0
20-431-22 EQUIPMENT REPAIRS AND MAINT	.00	604.97	5,000.00	4,395.03	12.1
20-431-62 FUEL	.00	4,469.83	5,500.00	1,030.17	81.3
20-431-74 EQUIPMENT R&M	.00	11.99	.00	( 11.99)	.0
20-431-75 VEHICLE REPAIR	.00	4,159.36	5,000.00	840.64	83.2
TOTAL SUPPLIES	.00	9,257.13	15,500.00	6,242.87	59.7

TOWN OF WIGGINS  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 11 MONTHS ENDING NOVEMBER 30, 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
20-432-05 UTILITY LOCATE EXPENSE	67.61	67.61	.00	( 67.61)	.0
20-432-30 CONTRACT OPERATOR	.00	5,709.96	5,000.00	( 709.96)	114.2
20-432-35 COPIER LEASE	111.68	393.85	477.00	83.15	82.6
20-432-37 ANALYTICAL/SAMPLING EXPENSE	164.70	10,299.96	10,000.00	( 299.96)	103.0
20-432-39 GIS	.00	1,125.00	1,125.00	.00	100.0
20-432-40 TELEPHONE & INTERNET	148.60	241.06	800.00	558.94	30.1
20-432-41 UTILITIES-ELECTRIC	1,170.35	51,454.97	65,000.00	13,545.03	79.2
20-432-45 UTILITIES-GAS	158.47	3,507.08	500.00	( 3,007.08)	701.4
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	.00	1,699.31	4,500.00	2,800.69	37.8
20-432-50 PERMIT FEES	.00	220.00	1,000.00	780.00	22.0
20-432-52 INSURANCE AND BONDS	.00	9,189.31	10,000.00	810.69	91.9
20-432-53 BOOSTER STATION MAINTENANCE	19.98	10,215.06	20,000.00	9,784.94	51.1
20-432-54 WATER MAIN INSTALLATION EXP	.00	5,389.31	7,500.00	2,110.69	71.9
20-432-55 METER INSTALL EXPENSE	6,658.70	31,181.50	20,000.00	( 11,181.50)	155.9
20-432-56 MAINTENANCE (PLANT) RO	54.94	1,584.37	70,000.00	68,415.63	2.3
20-432-57 TREATMENT/OPERATING SUPPLIES	911.29	3,794.58	7,500.00	3,705.42	50.6
20-432-59 WATER WELL MAINTENANCE	.00	496.71	1,000.00	503.29	49.7
20-432-61 OFFICE SUPPLIES	( 66.67)	728.66	1,500.00	771.34	48.6
20-432-68 COPIER EXPENSE	.00	130.87	390.00	259.13	33.6
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	.00	6,145.23	.00	( 6,145.23)	.0
20-432-85 WATER LEASES	.00	64,275.00	70,000.00	5,725.00	91.8
20-432-87 EQUIPMENT	.00	1,861.50	5,000.00	3,138.50	37.2
20-432-99 OTHER MISCELLANEOUS EXPENSE	.00	1,594.46	1,000.00	( 594.46)	159.5
TOTAL OPERATIONS	9,399.65	211,305.36	358,656.10	147,350.74	58.9
<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	63,313.00	147,072.00	147,000.00	( 72.00)	100.1
20-471-12 LEASE/PURCHASE PAYMTS-KAMMERER	3,510.42	35,104.20	42,162.00	7,057.80	83.3
20-471-13 TRANSFER TO WATER RESERVE ACCT	.00	36,132.75	26,000.00	( 10,132.75)	139.0
20-471-14 LOAN PYMT BANK OF THE WEST	14,453.10	113,160.84	172,000.00	58,839.16	65.8
TOTAL DEBT SERVICE	81,276.52	331,469.79	432,162.00	100,692.21	76.7
TOTAL FUND EXPENDITURES	115,445.11	900,647.53	1,308,979.91	408,332.38	68.8
NET REVENUE OVER EXPENDITURES	44.37	447,801.45	( 130,979.91)	( 578,781.36)	341.9



TOWN OF WIGGINS  
BALANCE SHEET  
NOVEMBER 30, 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	821.82	
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	26,054.37	
30-16100	LAND	821,659.00	
30-16200	BUILDINGS	130,310.00	
30-16300	CONSTRUCTION IN PROGRESS	22,867.50	
30-16400	EQUIPMENT	2,118,488.31	
30-16401	OTHER EQUIPMENT	25,098.72	
30-16410	ACCUMULATED DEPRECIATION-EQ	( 717,624.34)	
	TOTAL ASSETS		3,907,513.11

LIABILITIES AND EQUITY

LIABILITIES

30-20200	ACCOUNTS PAYABLE	2,453.29	
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	7,663.00	
30-22905	DEVELOPER PERFORMANCE DEPOSIT	11,750.00	
	TOTAL LIABILITIES		1,101,344.55

FUND EQUITY

30-27900	RETAINED EARNINGS	2,656,012.75	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	147,381.87	
	BALANCE - CURRENT DATE	147,381.87	
	TOTAL FUND EQUITY		2,803,394.62
	TOTAL LIABILITIES AND EQUITY		3,904,739.17

TOWN OF WIGGINS  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

SEWER ENTERPRISE

		<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEARNED</u>	<u>PCNT</u>
	<u>REVENUES</u>					
30-33420	DOLA GRANT	.00	.00	155,000.00	155,000.00	.0
30-34000	SEWER SALES	20,762.56	221,675.12	200,000.00	( 21,675.12)	110.8
30-34001	CUSTOMER DEPOSITS	202.10	41,391.67	2,500.00	( 38,891.67)	1655.7
30-34440	TAP FEES	24,000.00	240,000.00	250,000.00	10,000.00	96.0
30-36100	INTEREST EARNED	.00	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	<u>44,964.66</u>	<u>503,114.34</u>	<u>692,500.00</u>	<u>189,385.66</u>	<u>72.7</u>

TOWN OF WIGGINS  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

SEWER ENTERPRISE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PROFESSIONAL SERVICES</u>					
30-410-13 FINANCIAL AUDIT	.00	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	440.90	16,141.21	10,000.00	( 6,141.21)	161.4
30-410-33 POSTAGE	17.96	2,286.50	1,500.00	( 786.50)	152.4
30-410-34 SEWER DEPOSIT REFUND	.00	.00	500.00	500.00	.0
30-410-35 COPIER LEASE	111.65	393.82	477.00	83.18	82.6
30-410-40 TRAINING	.00	495.17	3,000.00	2,504.83	16.5
30-410-67 OFFICE SUPPLIES	.00	18.48	500.00	481.52	3.7
30-410-68 COPIER EXPENSE	.00	.00	390.00	390.00	.0
TOTAL PROFESSIONAL SERVICES	570.51	23,168.76	26,067.00	2,898.24	88.9
<u>SEWER ADMINISTRATION</u>					
30-411-11 SALARY-TOWN CLERK	57,390.31	57,390.31	.00	( 57,390.31)	.0
30-411-14 EMPL SALARY'S-ADMINISTRATION	( 49,071.19)	.00	66,943.20	66,943.20	.0
30-411-15 ADMINISTRATION DEPT EMPLOYEES	( 2,773.04)	5,546.08	.00	( 5,546.08)	.0
30-411-20 EMPLOYEE BENEFITS	539.15	6,259.06	9,977.04	3,717.98	62.7
30-411-22 FICA & MEDICARE	417.82	4,743.66	4,993.96	250.30	95.0
30-411-23 457 RETIREMENT	249.50	2,744.50	3,005.80	261.30	91.3
30-411-25 UNEMPLOYMENT INSURANCE	.00	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	6,752.55	76,775.62	88,436.03	11,660.41	86.8
<u>PUBLIC WORKS ADMINISTRATION</u>					
30-430-11 SALARY-PW MAINTENANCE	2,365.26	6,555.63	.00	( 6,555.63)	.0
30-430-12 SALARY-PW MAINTENANCE	714.98	24,179.23	45,290.88	21,111.65	53.4
30-430-13 EMPL SALARY-PW P/T SEASONAL	.00	3,614.16	4,242.54	628.38	85.2
30-430-20 EMPLOYEE BENEFITS	177.70	5,226.35	10,531.32	5,304.97	49.6
30-430-22 FICA & MEDICARE	182.70	2,438.66	3,695.19	1,256.53	66.0
30-430-23 457 RETIREMENT	55.34	718.54	1,358.73	640.19	52.9
30-430-25 UNEMPLOYMENT	2.14	50.22	148.60	98.38	33.8
30-430-26 WORKERS' COMPENSATION	.00	7,487.75	2,625.00	( 4,862.75)	285.3
TOTAL PUBLIC WORKS ADMINISTRATION	3,498.12	50,270.54	67,892.26	17,621.72	74.0

TOWN OF WIGGINS  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

SEWER ENTERPRISE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>WWTP</u>					
30-431-22 EQUIPMENT MTNCE & REPAIRS	.00	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	.00	3,300.00	.00	( 3,300.00)	.0
30-431-59 ENGINEERING DESIGN	11,292.50	24,375.00	5,000.00	( 19,375.00)	487.5
30-431-62 FUEL	.00	3,131.46	3,500.00	368.54	89.5
30-431-74 CAPITAL OUTLAY WWTP	.00	22,648.65	60,000.00	37,351.35	37.8
30-431-75 VEHICLE REPAIRS	.00	2,659.16	5,000.00	2,340.84	53.2
TOTAL WWTP	11,292.50	56,257.24	105,776.00	49,518.76	53.2
<u>OPERATIONS</u>					
30-432-00 LINE MAINTENANCE	.00	720.00	12,000.00	11,280.00	6.0
30-432-05 UTILITY LOCATE EXPENSE	144.77	144.77	.00	( 144.77)	.0
30-432-30 CONTRACT OPERATOR	.00	5,709.95	5,000.00	( 709.95)	114.2
30-432-39 COMPUTER SOFTWARE-GIS	.00	1,125.00	1,125.00	.00	100.0
30-432-41 UTILITIES(ELECTRIC)	124.14	22,625.92	11,000.00	( 11,625.92)	205.7
30-432-42 TELEPHONE/INTERNET	116.55	116.55	800.00	683.45	14.6
30-432-45 UTILITIES --GAS	33.11	33.11	100.00	66.89	33.1
30-432-46 CELL PHONE	.00	.00	764.10	764.10	.0
30-432-50 PERMIT FEES	.00	2,428.00	1,650.00	( 778.00)	147.2
30-432-51 ANALYTICAL/SAMPLING EXPENSE	1,045.20	1,957.40	4,500.00	2,542.60	43.5
30-432-52 INSURANCE AND BONDS	.00	8,814.87	12,668.40	3,853.53	69.6
30-432-53 SEWER CLEANING/VIDEO	.00	4,130.02	15,000.00	10,869.98	27.5
30-432-55 GENERAL MAINT CENT LIFT ST	.00	625.00	1,000.00	375.00	62.5
30-432-56 GENERAL MAINT OF PLANT	.00	1,086.99	2,500.00	1,413.01	43.5
30-432-57 GENERAL MAINT JOHNSON LT ST	.00	625.00	2,000.00	1,375.00	31.3
30-432-58 STORM WATER-LIFT STATION	.00	5,560.00	1,000.00	( 4,560.00)	556.0
30-432-59 ENGINEERING DESIGN	.00	2,259.84	15,000.00	12,740.16	15.1
30-432-60 TREATMENT OPERATIONS	810.49	12,764.42	12,000.00	( 764.42)	106.4
30-432-61 OFFICE SUPPLIES	( 66.66)	659.98	1,500.00	840.02	44.0
30-432-75 CAPITAL OUTLAY - LINES	.00	8,666.00	331,730.00	323,064.00	2.6
30-432-99 OTHER MISCELLANEOUS EXPENSE	.00	98.68	1,000.00	901.32	9.9
TOTAL OPERATIONS	2,207.60	80,151.50	432,337.50	352,186.00	18.5
<u>DEBT SERVICE</u>					
30-471-13 LOAN PMT-BANK OF THE WEST	14,453.10	90,787.94	150,000.00	59,212.06	60.5
30-471-14 LOAN PAYMENT-USDA	.00	( 21,679.13)	.00	21,679.13	.0
TOTAL DEBT SERVICE	14,453.10	69,108.81	150,000.00	80,891.19	46.1
TOTAL FUND EXPENDITURES	38,774.38	355,732.47	870,508.79	514,776.32	40.9

TOWN OF WIGGINS  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

SEWER ENTERPRISE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
NET REVENUE OVER EXPENDITURES	6,190.28	147,381.87	( 178,008.79)	( 325,390.66)	82.8

TOWN OF WIGGINS  
BALANCE SHEET  
NOVEMBER 30, 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	15,171.57	
40-11500	ACCOUNTS RECEIVABLE	36,453.77	
	TOTAL ASSETS		570,232.41

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	228,152.65	
	BALANCE - CURRENT DATE	228,152.65	
	TOTAL FUND EQUITY		228,152.65
	TOTAL LIABILITIES AND EQUITY		592,311.54

TOWN OF WIGGINS  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 11 MONTHS ENDING NOVEMBER 30, 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	22,079.77	228,146.35	130,000.00	( 98,146.35)	175.5
40-36100	INTEREST EARNED	.62	6.30	12.00	5.70	52.5
	TOTAL FUND REVENUE	22,080.39	228,152.65	130,012.00	( 98,140.65)	175.5

TOWN OF WIGGINS  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 11 MONTHS ENDING NOVEMBER 30, 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	22,080.39	228,152.65	45,012.00	( 183,140.65)	506.9



TOWN OF WIGGINS  
BALANCE SHEET  
NOVEMBER 30, 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 11 MONTHS ENDING NOVEMBER 30, 2021

CONSERVATION TRUST

	PERIOD ACTUAL	YTD ACTUAL	BUDGET		UNEARNED	PCNT
<u>REVENUES</u>						
50-33501 CT - ST PROCEEDS (LOTTERY)	.00	10,627.91	.00	(	10,627.91)	.0
50-36100 INTEREST EARNED	.00	10.63	5,500.00		5,489.37	.2
	<u>.00</u>	<u>10,638.54</u>	<u>5,500.00</u>		<u>5,138.54</u>	<u>193.4</u>
TOTAL FUND REVENUE	.00	10,638.54	5,500.00	(	5,138.54)	193.4

TOWN OF WIGGINS  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 11 MONTHS ENDING NOVEMBER 30, 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	.00	10,638.54	( 3,891.86)	( 14,530.40)	273.4



## **STAFF SUMMARY**

### **Board of Trustees Meeting December 15, 2021**

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**DATE:** December 9, 2021

**AGEND ITEM NUMBER:** 5

**TOPIC:** Public Hearing and Consideration of Resolution 42-2021- Consideration of a Special Review Use located in the Vasquez Minor Subdivision on Johnson Street, Wiggins, CO

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

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#### **BACKGROUND:**

The Town received an application for a Special Review Use for a duplex (one building with two units) on Johnson Street. The duplex is proposed for the Vasquez Minor Subdivision, which was recently approved by the Board of Trustees as one lot. The applicant is Francisco Vasquez.

Mr. Vasquez is requesting approval to construct a duplex in the R1 – single family zone district. Mr. Vasquez owns an approximately 14,000 square foot lot and would like to construct a two-family dwelling facing Johnson Street. The lot would be developed with a newly constructed building, full landscaping with irrigation, and off-street parking for each unit.

#### *Information from Applicant:*

- Land Use Application
- Vicinity Map
- Site plan (Exhibiting setbacks)
- The Landscaping plan (Exhibits how the subject property will be developed for a more finished look.)

#### *Information from Staff:*

- Staff Report provided to the Planning & Zoning Commissioners
- Minutes from the 12/07/2021 Planning & Zoning Commission meeting
- Approved & signed Planning & Zoning Commission Resolution 08-2021

These documents are attached.

The property in question was originally known as Lots 9 thru 12, Block 22, Wiggins Original Town Subdivision. The Planning & Zoning Commission held a Public Hearing on November 9, 2021 and the Board of Trustees held Public a Hearing on November 17, 2021 for a Land Use application to merge four (4) non-conforming lots into one lot to meet the minimum requirements for home construction in the Land Development Code (LDC). The Commission and Board of Trustees approved the minor subdivision plat with no conditions allowing the property to be described as Lot 1 of the Vasquez Minor Subdivision. The approved plat allows Mr. Vasquez to build on the lot without crossing lot lines.

On December 8, 2021, the Planning & Zoning Commission held a public hearing for the Special Review Use application. Staff's recommendation to the Planning & Zoning Commission was for approval of the request with the following conditions:

- The front yard setback on the site plan must be changed to at least 25' to comply with the LDC guidelines. The site plan must be approved prior to the issuance of a building permit.
- All off street parking shall be hard surfaced or graveled prior to the issuance of a Certificate of Occupancy
- The applicant shall resubmit the landscaping plan with further details naming types of trees, bushes and landscaping to be in compliance with ordinance 02-80. Landscaping shall primarily consist of ground cover, trees, shrubs and other living plants or some type of xeriscaping. In addition, irrigation systems shall be provided in those instances where required to guarantee the proper growth of the landscaping being provided. All landscaping must be completed prior to the issuance of a Certificate of Occupancy.

The Planning & Zoning Commission heard testimony from four neighboring community members and the applicant. Testimony from the community members revealed they were generally against a duplex being constructed in a single-family zone district. The applicant provided answers to the community members and Commissioner questions. Based on the testimony, the P&Z Commission followed staff's recommendation for approval (2 to 1 vote) of the Special Review Use with staff's recommended conditions.

#### **SUMMARY:**

The Staff Report for the Special Review Use which was provided to the Planning & Zoning Commissioners is attached to this packet for your review. It reflects staff's research of the Comprehensive Plan, the Land Development Code, and the staff analysis of the Special Review Use application.

Affordable housing is something that all communities can benefit from. Wiggins is no different. With an increase in population, Wiggins and Morgan County have struggled with not just affordable housing but the availability of housing in general. Families are gravitating to safer communities for their families to reside even it means the parent might need to commute back to the suburbs for employment.

Studies show that areas with high housing demands are partially due in part to zoning being restricted to single-family homes. This creates a restriction on supply, which can drive the price of housing up. Single family homes cannot be built fast enough to meet the price point and demand of those desiring to purchase a home. Development needs to include a creative mix of dwelling types, especially if Wiggins wants to be affordable to everyone. Allowing duplexes at a moderate level, in a single-family home neighborhood allows for families to better afford homes while living in the security that the R-1 Single-Family zone district provides.

Block 22 of Johnson Street is extremely underdeveloped with the exception of two duplexes which already exist on this block. There are no single-family residences currently on Johnson Street. The construction of another duplex would fit in the scheme of the existing duplex and provide the additional affordable housing that Wiggins needs.

There are many fears and stigmatisms surrounding multi-family dwellings that need to be addressed. There is a fear of a low-quality design, lack of character, not enough parking, and lower property values. Mr. Vasquez does intend to bring in a quality construction with the new building facing Johnson – providing a friendly appeal, with completed landscaping, fencing, and completed off street parking. Staff is assured that all plans will be in place prior to the building permit being approved and issued.

#### **FISCAL IMPACT:**

The Town of Wiggins' future budgets will not be directly or significantly impacted. Property tax brought in by this lot has been minimal due to the land being vacant. With the new construction, the lot and building will be subject to higher property taxes. The surrounding area single family homes bring in a range of \$1,491 to \$2673 per year depending on their square footage. The duplexes to the south of the vacant lot pull in approximately \$2,396 per year per unit or \$4,792 total for both buildings combined (4 units).

The Morgan County Assessor's office calculates the property taxes based on the style of the duplex (is it a duplex, tri-plex, townhome?), the number of units, and then by square feet of the first floor. There is a multitude of things the assessor has to take into consideration, but based on the size of the lot and the square footage of the home in the submitted plans, it can be reasonably estimated that this duplex would draw in about the same as the other Johnson Street duplex buildings.

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

The community will benefit from an additional housing. The lots on Johnson Street have been vacant for more than 30 years. As mentioned in the P&Z Staff Report, this area of town is one of the oldest parts of town and remains a bit of a mixed-use area Block 22 consists of the east side of Johnson Street and the west side of Curry Street. Block 22 has vacant lots, a couple of duplex buildings, and a bit of agri-business still in existence and 3 single family homes that are all on the Curry Street side. The owner at the corner of Johnson & 4<sup>th</sup> Avenue has started demolition of the old blue trailer that used to exist on the corner. It has been an eye sore for

years on that corner and will soon be improved. There is an interest in developing Johnson Street.

The purpose of local government is to help create and maintain the conditions that make it possible for people to pursue their own interests and happiness while respecting the rights of others to do the same. The applicant has provided a site plan and landscaping plan that shows that the building, landscaping, and parking will be adequate to meet the parameters addressed in the Comprehensive Plan and the Land Development Code without harm to the community or environment of Wiggins. The recently implemented Health & Safety Ordinances will help keep the current and future homeowners accountable for properly maintaining the premises.

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

- The Board of Trustees may approve the resolution staff has provided for their consideration.
- The Board of Trustees may approve the Special Review Use with additional conditions.
- The Board of Trustees may disapprove the Special Review Use and direct the Town Attorney to prepare a resolution of disapproval for consideration at the Board's next meeting.

The Land Development Code (LDC) provides guidelines for the Board of Trustees to consider when reviewing a special review use application. These criteria will assist the Board of Trustees in determining if the Special Review Use application for a duplex would be detrimental to the health, safety, and environment of the surrounding area.

- a. Will the proposed use be in harmony and compatible with the character of the surrounding neighborhood?
  - Despite the appearances of the neighboring lot, there are already two duplexes to the south of the Vasquez Minor Subdivision.
  - The new construction would encourage a lower price point for people looking for a home to buy while still providing single family housing; just attached.
  - It may encourage the other vacant lots to infill.
- b. Will the proposed use be consistent with the Town's comprehensive plan?
  - The Town's Comprehensive Plan "encourages infill development within the existing corporate limits" (Comprehensive Plan, VI-25)
  - "Encourage the development of a mix of housing types and housing prices appropriate to the needs of the community." (Comprehensive Plan, VI-25)
  - "Retain the existing housing stock by encouraging the upkeep and maintenance of existing housing units." (Comprehensive Plan, VI-25). The new Health and Safety Ordinance will assist the Town in ensuring that existing housing units are maintained and kept in good repair.

- c. Will the proposed use have a material adverse effect on Town capital improvement programs?
- Mr. Vasquez will be responsible for the purchase of two water taps and two sewer taps at the recently approved new rates. This added revenue will help the Town with future water and sewer capital projects.
  - Because Mr. Vasquez is only constructing on one lot, he will not be responsible for the hard surfacing of Johnson Street. The town would still be responsible for Johnson Street's dirt road.
- d. Will the proposed use result in an over-intensive use of the land?
- The property is currently 14,000 square feet and the plans call for a duplex of approximately 2200 square feet. The coverage of the house, or footprint, is only taking up 16% of the lot. There is no maximum lot coverage for the R-1 district per the LDC. The site plan shows that the application meets most of the setback requirements. The front yard setback will need to move to the rear of the property by two feet to meet the 25' minimum for front yards. There will still be over 60' of back yard space.
- e. Will the proposed use result in undue traffic congestion or hazards?
- Johnson Street currently has only the existing two duplexes. The rest of Johnson is vacant. Adding another duplex will add additional traffic to the dirt road, but not any more than what is seen on other dirt roads existing in Town.
  - Mr. Vasquez is responsible for providing adequate off-street parking, which is shown in the site plan. Each unit will have a designated off-street parking cut out measuring 30 feet wide. Using the Greeley standard for parking requirements, each stall will be approximately 9' X 18' which will allow approximately three stalls per cut out per unit.
- f. Will the proposed use cause significant air, water or noise pollution?
- The construction workers will be bound by the same rules of construction times as the other builders in Town must follow. Construction will be allowed from 7 am to 7 pm.
  - The construction process of the duplex will be under the same Land Development Code, Building Codes, and Ordinances that other subdivision builders are required to follow.
- g. Will the proposed use require a level of community facilities and services greater than that available?
- The proposed use is not different than new infill homes going in throughout town or the new developments going in at The Farm Subdivision and Kiowa Park. Mr. Vasquez is aware that he will be



responsible for two water and two sewer tap fees; one for each unit at the time of the building permit payment. Tap fees will be at the recently approved rates.

- h. Will the proposed use be detrimental to the health, safety or welfare of current or future inhabitants of the Town?
- The proposed duplex complies with the Wiggins Land Development Code, Building Codes, and Ordinances. This construction should be no different than the construction found in various infill lots throughout Wiggins and in the new subdivisions.
  - There is concern regarding the upkeep of the duplex. Will it become run down as the duplexes to the south have become? There is no way to predict from one homeowner to another on how well they will care for their home. The Trustees recently adopted a new Health & Safety Ordinance that addresses property maintenance issues like weeds, trash, junk and abandoned vehicles. In addition, as part of the Town's building code updates, staff plans to recommend approval of the International Property Maintenance Code, which includes requirements for property maintenance and repair. Staff believes these ordinances provide adequate tools to ensure that the duplex (and other properties) are properly maintained and kept in good repair.
  - There is no way to determine who will be the new buyer of this duplex any more than it is to determine who would buy the single family home next to you in your own neighborhood.

**MOTION FOR APPROVAL:**

I make the motion to adopt Resolution 42-2021 – A Resolution Approving a Special Review Use application for the Vasquez Minor Subdivision located on Johnson Street, Wiggins, CO.

**ACTION REQUIRED:**

Motion, Second, Roll-Call, Vote.

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

**TOWN OF WIGGINS, COLORADO  
RESOLUTION NO. 42-2021**

**A RESOLUTION APPROVING A SPECIAL REVIEW USE FOR USE FOR A DUPLEX ON LOT 1 OF THE  
VASQUEZ MINOR SUBDIVISION ON JOHNSON STREET**

**WHEREAS**, there has been submitted to the Board of Trustees of the Town of Wiggins a request for approval of a special review use application for Francisco Vasquez for a duplex construction on Lot 1 of the Vasquez Minor Subdivision located on Johnson Street, Wiggins, CO 80654 (the "Property"); and,

**WHEREAS**, all materials related to the special review use application have been reviewed by the Town Staff and the Wiggins Planning and Zoning Commission and approved for recommendation with conditions listed in Exhibit A; and

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

**WHEREAS**, pursuant to Section 2.02.F.2 of the Land Development Code, the Board of Trustees shall consider the following criteria in reviewing an application for special review use:

- a. Will the proposed use be in harmony and compatible with the character of the surrounding neighborhood;
- b. Will the proposed use be consistent with the Town's comprehensive plan;
- c. Will the proposed use have a material adverse effect on Town capital improvement programs;
- d. Will the proposed use result in an over-intensive use of the land;
- e. Will the proposed use result in undue traffic congestion or hazards;
- f. Will the proposed use cause significant air, water or noise pollution;
- g. Will the proposed use require a level of community facilities and services greater than that available; and
- h. Will the proposed use be detrimental to the health, safety or welfare of current or future inhabitants of the Town; and,

**WHEREAS**, after a duly-noticed public hearing, at which evidence and testimony were entered into the record, the Wiggins Board of Trustees finds that the proposed special review use should be approved.

**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 Special Review Use Francisco Vasquez for a duplex construction on Lot 1 of the Vasquez Minor Subdivision located on Johnson Street, Wiggins, CO 80654 with conditions listed in Exhibit A.

**INTRODUCED, RECOMMENDED, AND RESOLVED THIS 15<sup>th</sup> DAY OF DECEMBER, 2021.**

TOWN OF WIGGINS, COLORADO

---

Jeffrey Palmer, Mayor

ATTEST:

---

Deborah Lee, Town Clerk

## **EXHIBIT A**

1. The front yard setback on the site plan must be changed to at least 25' to comply with the Wiggins Land Development Code guidelines. The site plan must be approved prior to the issuance of a building permit.
2. All off street parking shall be hard surfaced or graveled prior to the issuance of a certificate of occupancy
3. The applicant shall resubmit the landscaping plan with further details naming types of trees, bushes and landscaping to be in compliance with ordinance 02-80. All required yards and the entire open space of the duplex dwelling site shall be landscaped and permanently maintained. Landscaping shall primarily consist of ground cover, trees, shrubs and other living plants with sufficient irrigation to properly maintain all vegetation or some type of xeriscaping. Revegetation of the site is required. All surface areas designated on the approved site plan that will not be a hard surface shall be planted with adequate ground cover as approved by the Town. In addition, irrigation systems shall be provided in those instances where required to guarantee the proper growth of the landscaping being provided. All landscaping must be completed prior to the issuance of a Certificate of Occupancy.



# Special Review Use Application

304 CENTRAL AVE - WIGGINS, CO 80654 - PH: 970.483.6161 - FAX: 970.483.7364 - WWW.WIGGINS.CO.COM

Filing Fee: \$250.00		RESOLUTION #:	Date:	APPROVED:
<b>APPLICANT INFORMATION</b>				
Name of Applicant	Name:	Francisco Vazquez		Title: Mr.
	Company:			
	Address:	539 Locust Ave Lockhart	City, State Zip:	Lockhart CO 80603
	Phone:	303 219 7571	Email:	martha.ceja.v@gmail.com
Wiggins Contractors License #				
Name of Property Owner	Name:	Francisco Vazquez		
	Address:	539 Locust Ave	City, State Zip:	Lockhart CO 80603
	Phone:	303 219 7571	Email:	martha.ceja.v@gmail.com
Property Information	Address: Johnson St W Block 22 Lots 9~12		City, State Zip: Wiggins CO 80654	
	Property Size (acres):	Existing Use:	Existing Zone District:	
	0.321	Vacant Residential	Residential (R-1)	

Please ☒ **AND** sign below to indicate you have read the attached document, the statements below and understand all that apply to this Permit Application.

\*Please note: Applications will be placed on the Planning & Zoning Commissioners and Board of Trustees agendas when application is completed and returned to the Town Hall a minimum of 30 days prior to any one board meeting. Commissioner meetings are held the 2<sup>nd</sup> Tuesday of the month when there is an agenda item and the Board meetings are held every 2<sup>nd</sup> Wednesday of each month.

- ☒ Filing fee: \$250.00 PAYABLE TO: TOWN OF WIGGINS
- ☐ Names and addresses (within 300 feet) of all property owners adjacent to the subject property from the Morgan County Assessor, or an ownership update, derived from Morgan County Clerk & Recorder, from a title company or attorney.
- ☐ Legal description of the property obtained from Morgan County Clerk & Recorder, from a title company or attorney.
- ☐ Vicinity Map
- ☐ Site Plan (in accordance with Land Development Code Appendix 2).
- ☐ Certified boundary survey, monumented with legal descriptions.
- ☐ Please answer **ALL** questions from the back. (A separate sheet of paper may be used if necessary.)
- ☐ A soil survey (if applicable)
- ☐ Consultation Meeting or Discussion with the Town Manager. This is required prior to submitting a Special Review Use Application.

Meeting Date: \_\_\_\_\_

By my signature affixed hereto, I certify that I have read and examined this application and know the same to be true and correct. I understand that the granting of an approved application does not presume to give authority to violate or cancel any provisions of any state or local laws regulating a Special Review Use request.

x Francisco Vazquez  
Signature of Applicant  
Martha P. Ceja V 10/3-2021

Date 10/03/2021

Revised: 8/24/2021

**PLEASE PROVIDE ANSWERS TO ALL QUESTIONS.** Questions may also be answered on a separate sheet of paper.

- A) Give a description of the Special Review Use being requested. Please include type of work and working hours that will be conducted.

Duplex 2 unit new construction in a zone (R-1)

- B) Will the special use be conducted in an existing structure? What part of the structure will the special use be in?

N/A

- C) Does the structure / property require changes to the outside appearance? This includes outdoor advertising signs/displays that may solicit or direct persons to this address. If yes, please provide a diagram and specs for the sign plan. This may be done on a separate sheet of paper.

New Construction

- D) Will there be employees? How many employees will you have? (Please include yourself as an employee.) Please explain if your employee(s) will be working from another location, or if your employee(s) will be working from where the special use is located.

N/A

- E) Does the special use require storage of any equipment, materials, and/or chemicals? If so, where will these items be stored at? Will additional storage/buildings be needed/added to the premises? (i.e. storage sheds, new additions, trailers, port-a-pots)

Material storage will be kept to a minimum and remain on the premises while under construction

- F) Will there be commercial vehicles used for the special use? If so, how many commercial vehicles will be used, and where will these vehicles be parked and/or stored?

Construction vehicles while under construction only

- G) Will clients be coming to the property? How often? Where will clients park?

N/A

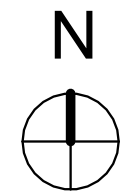
Revised: 8/24/2021



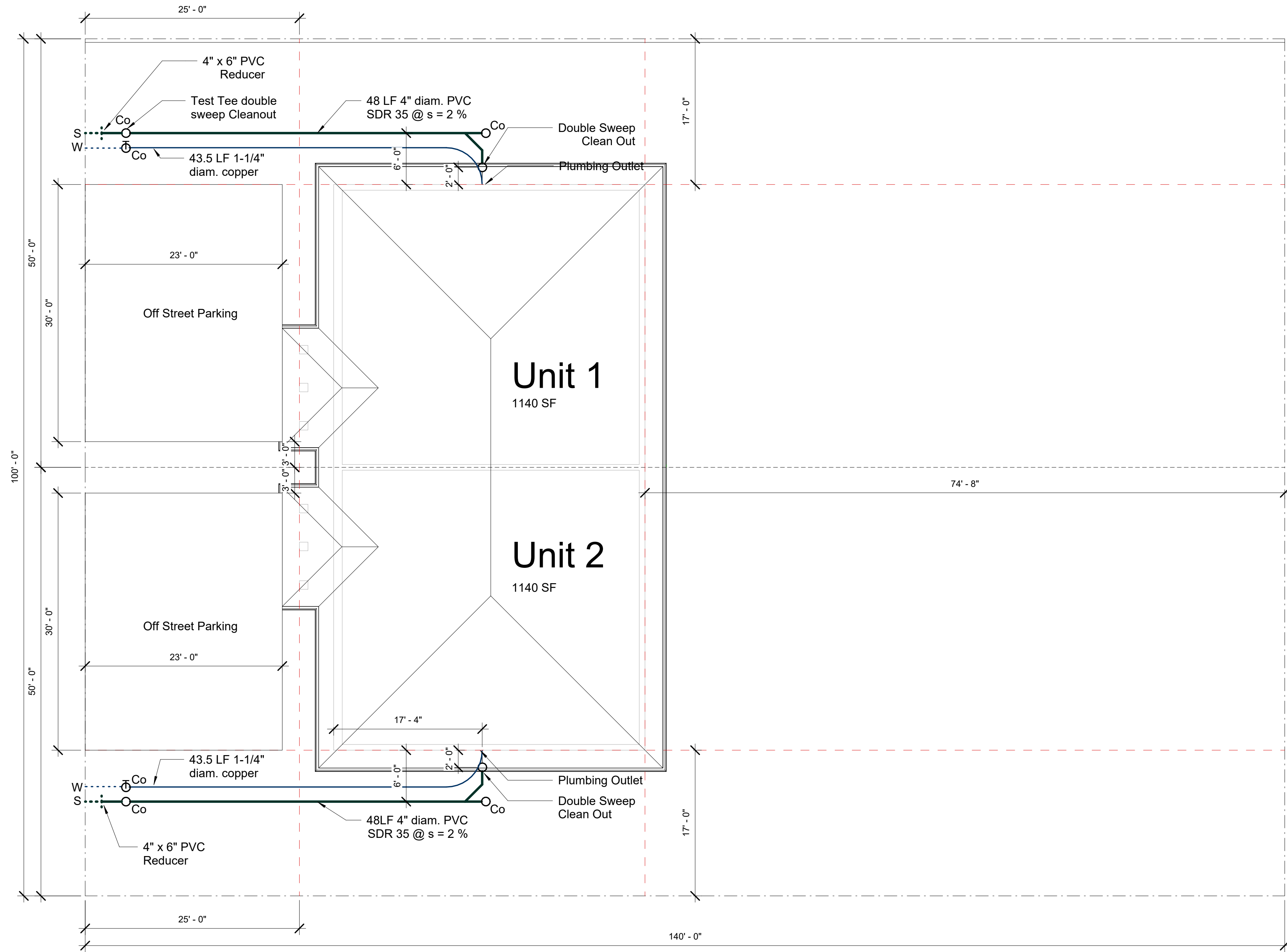


NOTES		
WORK TO FIGURED DIMENSIONS ONLY		
REV	DESCRIPTION	DATE
STATUS		
Schematic Design		
Duplex Block 22 Lots 9 - 12		
Copyright 2021 Diego Vazquez Ceja all rights reserved		
CLIENT Francisco Vazquez 539 Locust Ave Lochbuie CO		
DESIGNER DVC		
SITE Wiggins Original Town Block 22 Lots 9~12 Wiggins CO		
TITLE Vicinity Map		
SCALE		DRAWN DVC
DATE 11/23/2021 7:47:34 AM		CHECKED DVC
PROG No	PAGE No	REVISION
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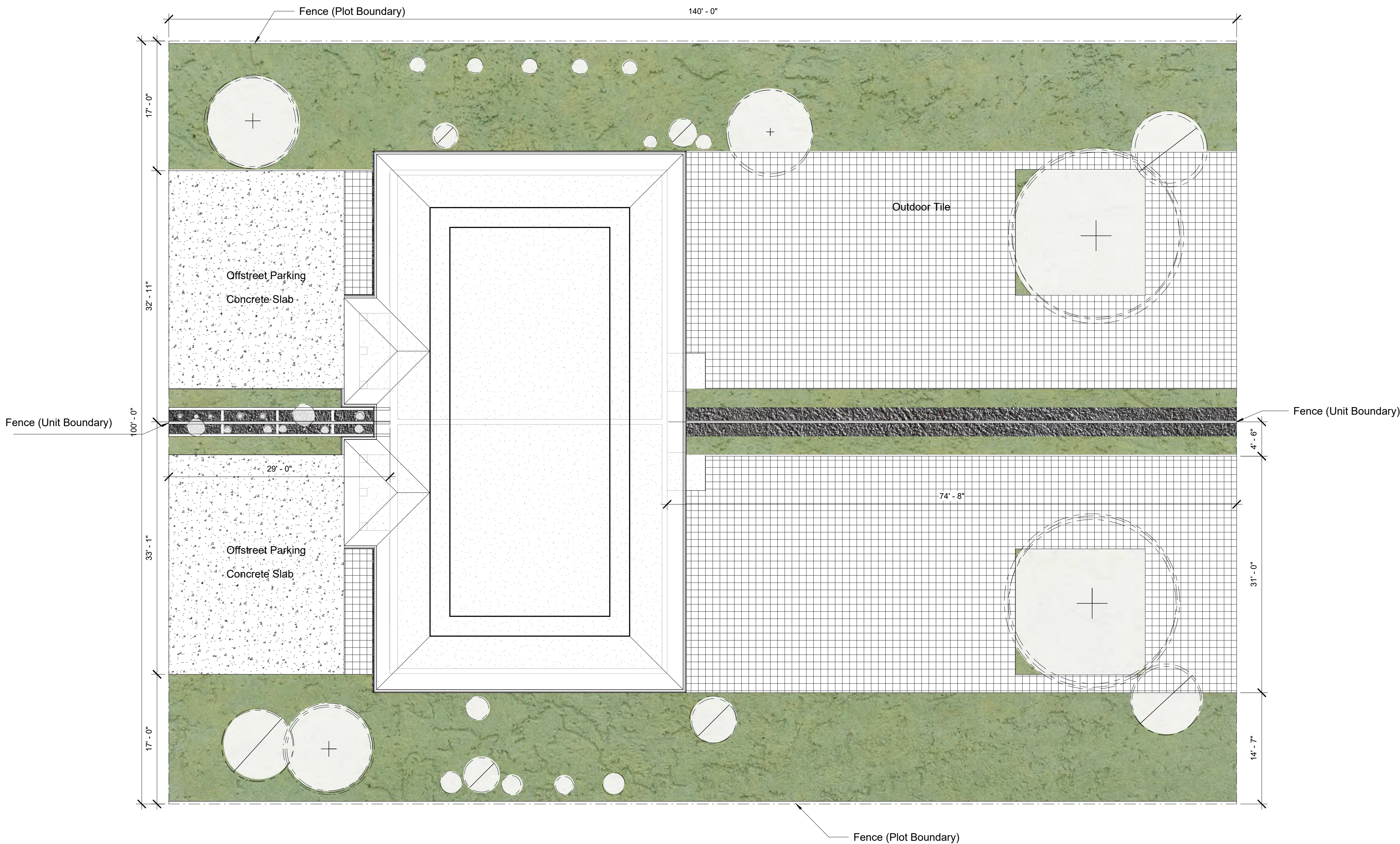
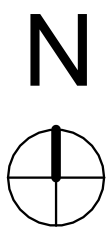
Johnson St



Alley

NOTES		
WORK TO FIGURED DIMENSIONS ONLY		
REV	DESCRIPTION	DATE
STATUS		
Schematic Design		
Duplex Block 22 Lots 9 - 12		
Copyright 2021 Diego Vazquez Ceja all rights reserved		
CLIENT Francisco Vazquez 539 Locust Ave Lochbuie CO		
DESIGNER		
SITE Wiggins Original Town Block 22 Lots 9~12 Wiggins CO		
TITLE Site Plan		
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PROG No 001	PAGE No V402	REVISION

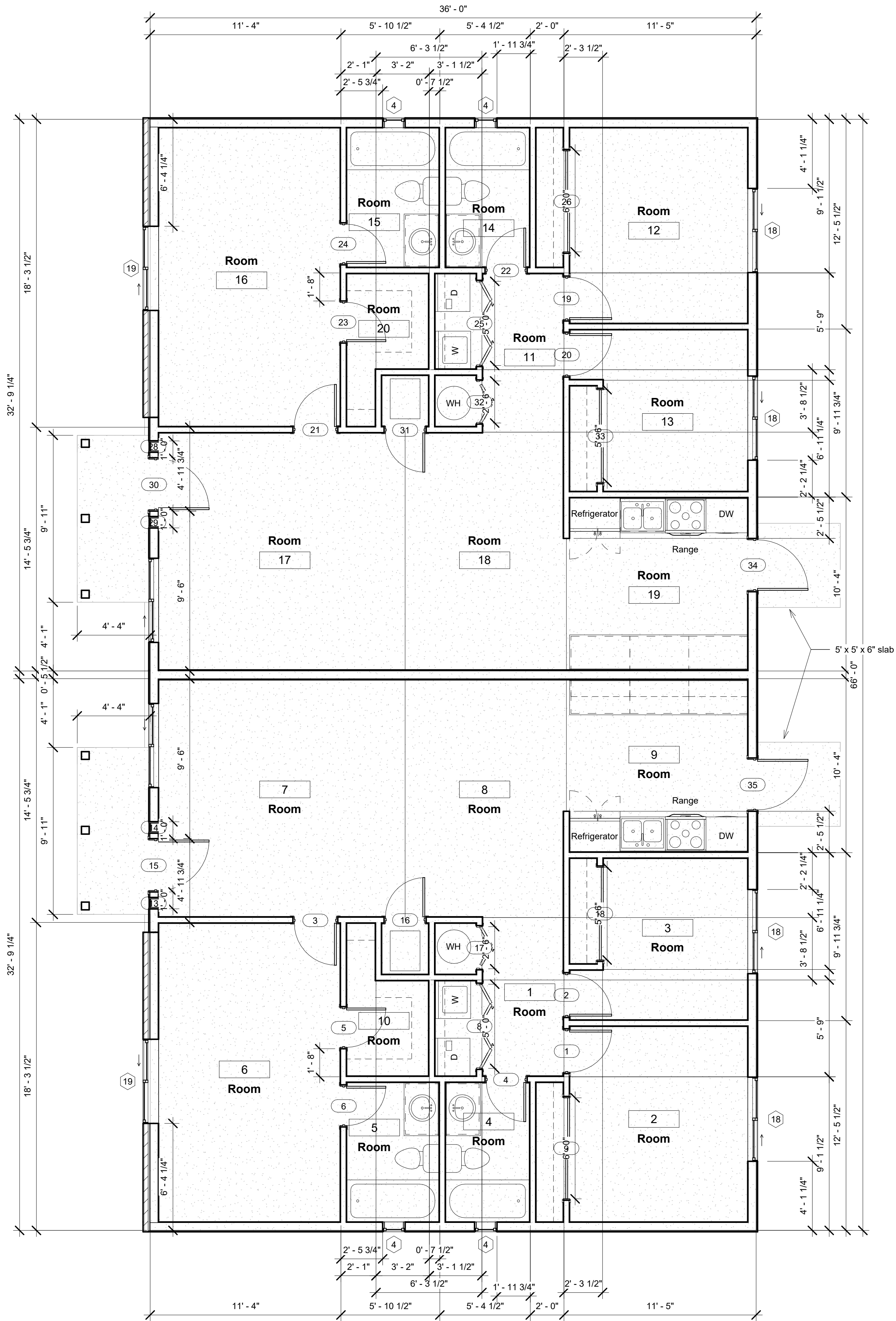
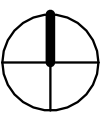




NOTES		
WORK TO FIGURED DIMENSIONS ONLY		
REV	DESCRIPTION	DATE
STATUS		
Schematic Design		
Duplex Block 22 Lots 9 - 12		
Copyright 2021 Diego Vazquez Cejal all rights reserved		
CLIENT Francisco Vazquez 539 Locust Ave Lochbuie CO		
DESIGNER Designer		
SITE Wiggins Original Town Block 22 Lots 9~12 Wiggins CO		
TITLE Landscape Plan		
SCALE 1/8" = 1'-0"		DRAWN Author
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PROG No	PAGE No	REVISION
001	L401	

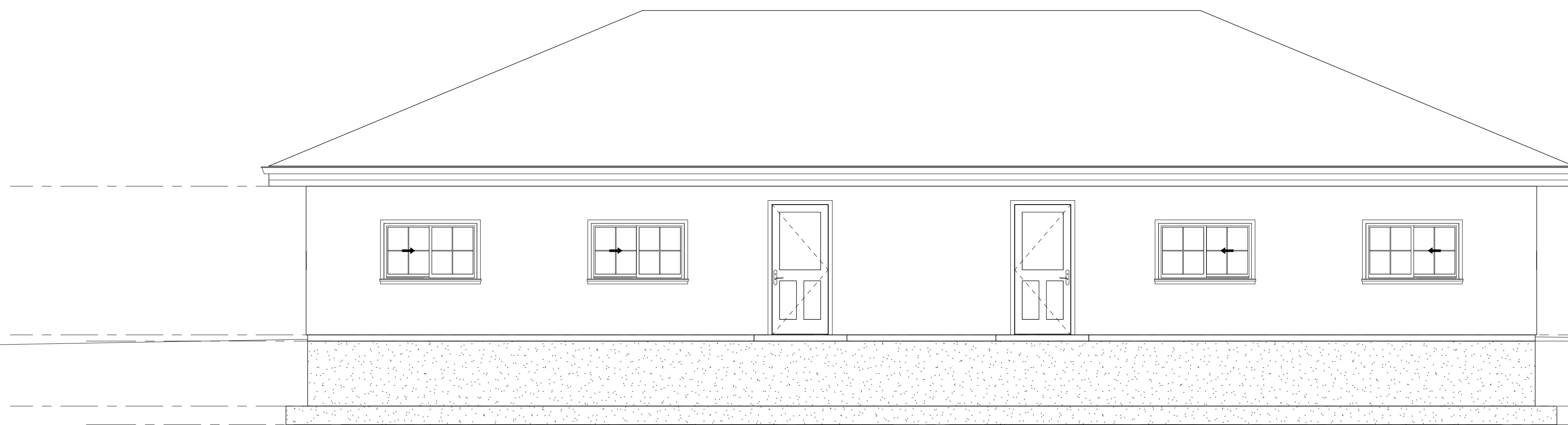


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NOTES		
WORK TO FIGURED DIMENSIONS ONLY		
REV	DESCRIPTION	DATE
STATUS		
Schematic Design		
Duplex Block 22 Lots 9 - 12		
Copyright 2021 Diego Vazquez Cejá all rights reserved		
CLIENT Francisco Vazquez 539 Locust Ave Lochbuie CO		
DESIGNER Designer		
SITE Wiggins Original Town Block 22 Lots 9~12 Wiggins CO		
TITLE Floor Plan		
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PROG No 001	PAGE No A101	REVISION






## NOTES

WORK TO FIGURED DIMENSIONS  
ONLY

REV	DESCRIPTION	DATE
STATUS		
Schematic Design		

Roof Plane  
108' - 0"

# Duplex Block 22 Lots 9 - 12

Slab  
9' - 8" 

dation  
 5' - 2"

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Ceja all  
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CLIENT  
Francisco Vazquez 539  
Locust Ave Lochbuie CO

DESIGNER  
Designer

SITE  
Wiggins Original Town Block 22  
Lots 9~12 Wiggins CO

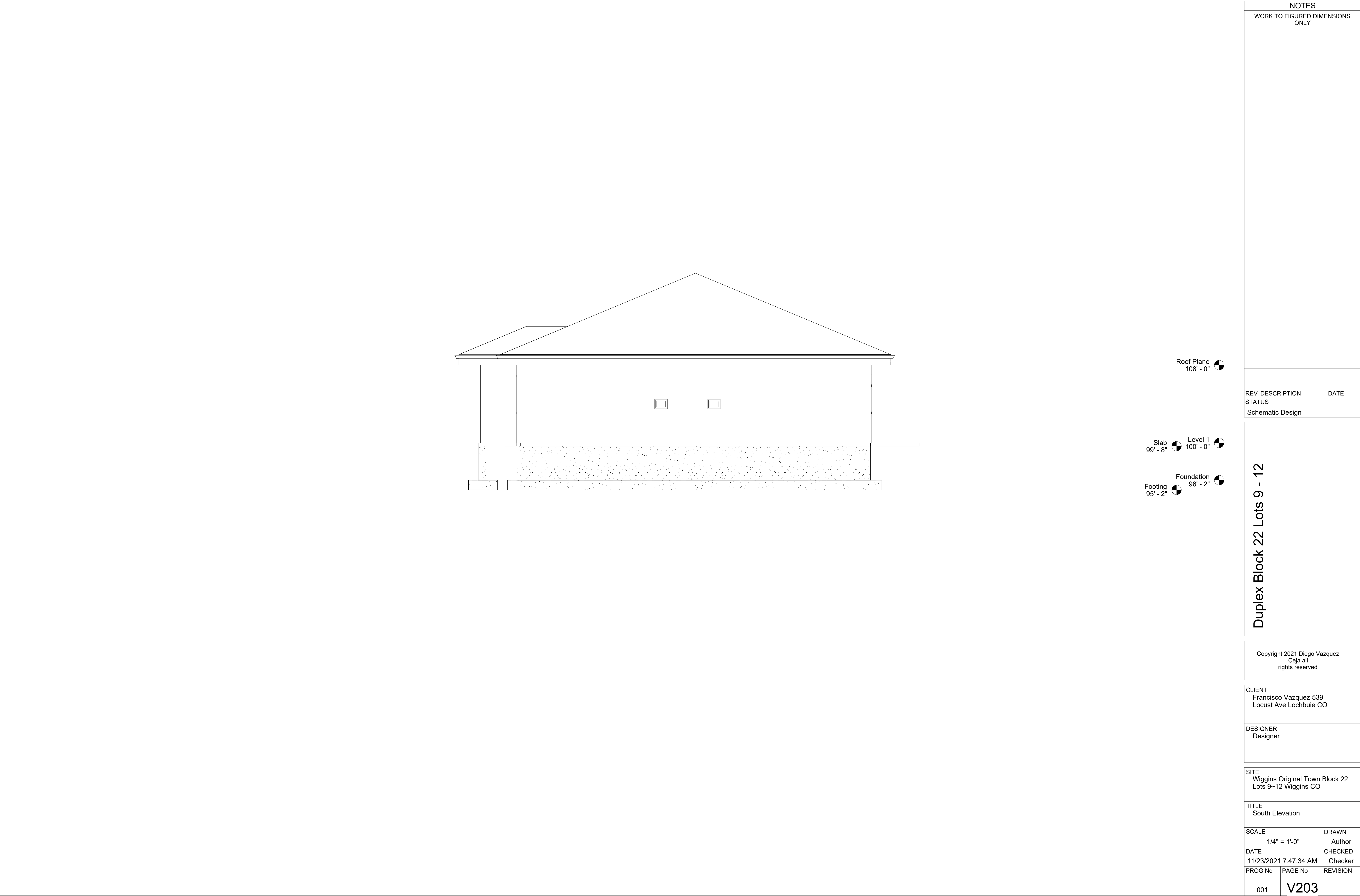
TITLE  
East Elevation

SCALE 1/4" = 1'-0"		DRAWN Auth
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NOTES

WORK TO FIGURED DIMENSIONS ONLY

REV	DESCRIPTION	DATE
STATUS		
Schematic Design		

Duplex Block 22 Lots 9 - 12

Copyright 2021 Diego Vazquez  
Ceja all  
rights reserved

CLIENT  
Francisco Vazquez 539  
Locust Ave Lochbuie CO

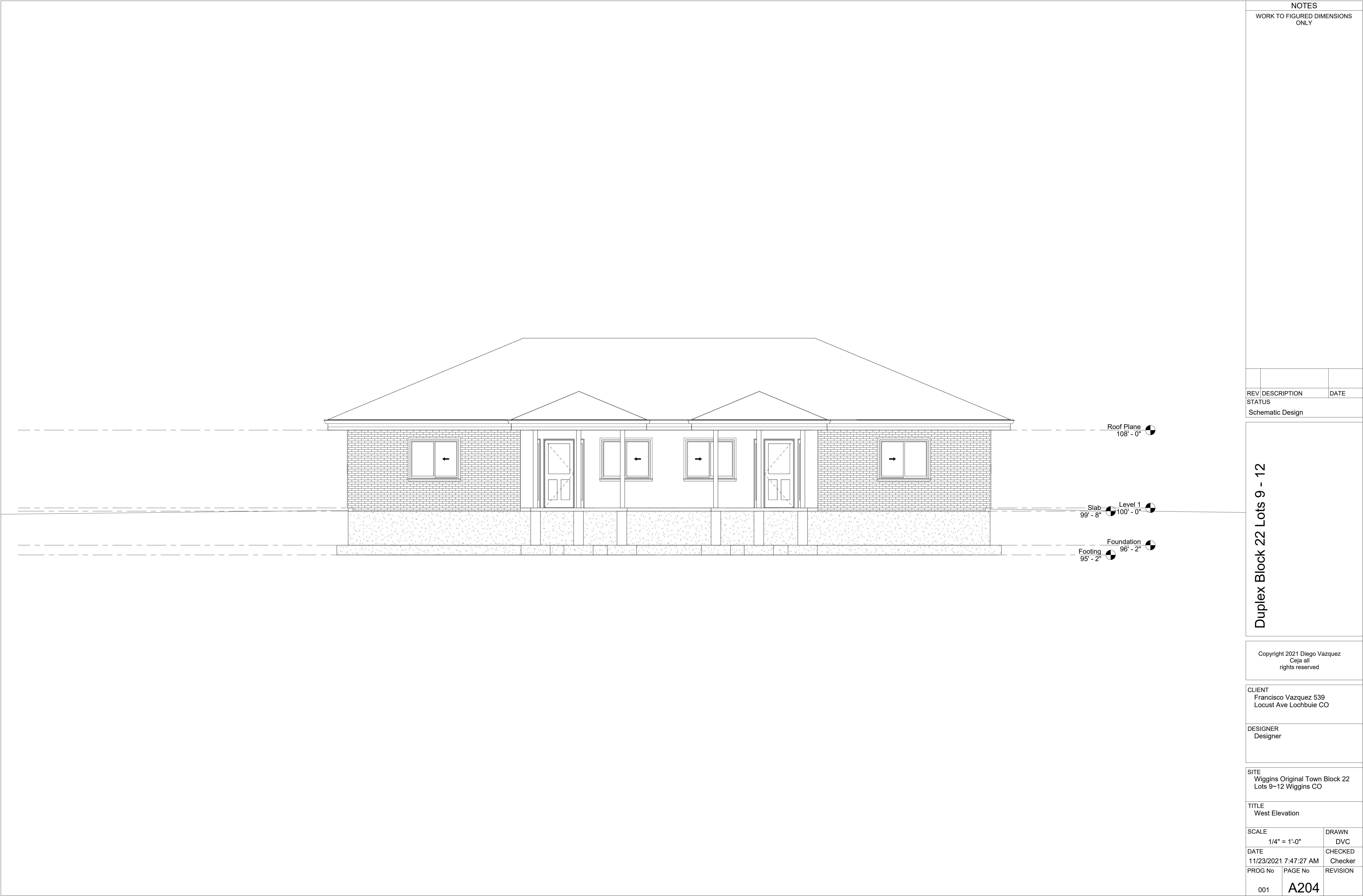
DESIGNER  
Designer

SITE  
Wiggins Original Town Block 22  
Lots 9~12 Wiggins CO

TITLE  
South Elevation

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## STAFF REPORT

### Planning & Zoning Commission December 7, 2021

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**Date:** December 3, 2021

**Agenda Item No:** 02

**Topic:** Public Hearing and Consideration of Resolution 08-2021- Consideration of a Special Review Use located at Vasquez Minor Subdivision, Johnson Street, Wiggins, CO

**Staff Member Responsible:** Hope Becker, Planning & Zoning Administrator

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#### **SPECIAL REVIEW APPLICATION:**

The Town received an application for a Special Review Use duplex development for one duplex unit proposed to be located on Johnson Street on recently merged lots. The applicant is Francisco Vasquez.

Mr. Vasquez is requesting approval to construct a duplex in the R1 – single family zone district. Mr. Vasquez owns an approximately 14,000 square foot lot and would like to construct a two-family dwelling facing Johnson Street. The lot would be developed with a newly constructed building, landscaping, and off-street parking.

*Information from Applicant:* The applicant has provided:

- Land Use Application
- Vicinity Map
- Site plan (Exhibiting set-backs)
- The Landscaping plan (Exhibits how the subject property will be developed for a more finished look.)

These documents are attached.

#### **Background:**

The property in question was originally known as Lots 9 thru 12, Block 22, Wiggins Original Town Subdivision. The Planning & Zoning Commission held a Public Hearing on November 9, 2021 and the Board of Trustees held Public a Hearing on November 17, 2021 for a Land Use application to merge four (4) non-conforming lots into one lot meet the minimum requirements for home construction. The Commission and Board of Trustees approved the minor subdivision plat with no conditions so the property is now described as Lot 1 of the Vasquez Minor Subdivision. The approved plat allows Mr. Vasquez to build on the lot without crossing lot lines.

**CODE ANALYSIS:**

Comprehensive Plan: From a land use standpoint, the location is shown on the comprehensive plan as vacant and appears to have been vacant since 1991 when the Comprehensive Plan was created. This property and other adjacent properties did not have an assigned zone district attached to it on the “Existing Zoning” map of the Comprehensive Plan. The “Future Land Use Map” also does not designate a zone district to these vacant parcels.

The surrounding properties to the east of the subject property were zoned Agribusiness or Single Family Residential in the Comprehensive Plan on the “Existing Zoning” map. As time has continued, these properties have evolved primarily into single family homes. The vacant lot to the south of the subject property developed two duplexes that sit perpendicular to Johnson Street. Staff was unable to determine if a proper hearing was held for these duplexes.

In 2003, the Town of Wiggins updated the Zoning map to reflect the subject property and surrounding lots as being zoned R-1 Single Family.

Land Development Code:

The Land Development Code (LDC) defines duplexes as a “Dwelling, Two-Family. Also called duplex, a detached building designed exclusively for the occupancy of two (2) families living independently of each other; such dwellings may be either attached sided by side or one above the other, and each unit having a separate or combined entrance or entrances.” (LDC, 1.14)

The applicant is requesting a special review to construct a duplex. A Special Review is required as the subject property is currently zoned R1-Single Family which does not allow duplexes by right. The applicant is requesting a special review to approve the duplex construction. The LDC requires duplexes in a single-family residential zone district to be reviewed and approved by the Planning & Zoning Commissioners and final approved by the Board of Trustees. (LDC, 2.06.C.10)

The LDC provides guidelines for the Commissioners to consider for approving a special review use item. These are items that assist the Commissioners in determining if building a duplex would be detrimental to the health, safety, and environment of the surrounding area.

- a. Will the proposed use be in harmony and compatible with the character of the surrounding neighborhood;
- b. Will the proposed use be consistent with the Town’s comprehensive plan;
- c. Will the proposed use have a material adverse effect on Town capital improvement programs;
- d. Will the proposed use result in an over-intensive use of the land;
- e. Will the proposed use result in undue traffic congestion or hazards;
- f. Will the proposed use cause significant air, water or noise pollution;
- g. Will the proposed use require a level of community facilities and services greater than that available; and
- h. Will the proposed use be detrimental to the health, safety or welfare of current or future inhabitants of the Town.



**STAFF ANALYSIS:**

The subject property is located on Johnson Street, just northwest of the Wiggins High School and east of The Farm Subdivision. It is bordered by two duplexes to the south, a vacant lot to the north, and single-family residential homes to the east. There will be no future development to the immediate west of the subject property due to the construction of The Farm's retention ponds. There may be future commercial/business or residential use beyond the ponds.

In meetings with the applicant, the applicant has indicated that the duplex will either be a stick built home or a manufactured home, landscaping will be completed in its entirety, and driveways will be completed.

Staff sent notices of this application to the property owners within 300 feet of the subject property. Staff received comments communicated by telephone from Carol Kapetsky and Angela Rutenbeck. They did not feel comfortable with the addition of multi-family construction in their area due to the lack of upkeep that multi-family homes tend to bring to residential areas. Staff did advise both callers to write to the Town Clerk via email or letter and/or to attend the meetings to voice their concerns to the board during the public comment section of the hearing. Staff has not received any other comments about the application.

Zoning District: The Property in question is located in the Residential Single Family (R-1) Zone District. The Applicant is proposing to construct a building with two separate units. Duplex residential developments in R-1 zone district require a Special Use Review. The Application complies with the Land Development Code for consideration under a Special Review Use.

Lot Coverage: Lot Coverage is the size of the footprint(s) of a building(s) and/or structure(s) on a lot divided by the size of the parcel. The table provided in the LDC (LDC, 2-31) R-1 zone does not have a minimum for lot coverage. Mr. Vasquez provides 2,280 square feet of lot coverage over a 14,000 square foot lot, which equates to a 16% proposed lot coverage. These leaves plenty of room to meet the setback requirements. The application complies with the LDC.

Yards: Setbacks, are required in most zone districts from the side of a building to a property line. The R-1 zone requires the following yard (setbacks):

LDC-Criteria

Front Yard: 25 feet

Side Yard: 7 feet

Rear Yard: 3 feet

The applicant is proposing the following setbacks:

Front Yard: 23 feet

Side Yard 17 feet

Rear Yard 75.5 feet

Mr. Vasquez's application does not comply with the front yard setback of the LDC as it relates to setbacks. Staff will require a new site plan with minimum front yard setbacks indicated prior to the

issuance of a building permit. The recently approved plat also designates a 10' utility at the rear of the property to protect the existing utilities.

*Building Height:* To determine the building height, the Wiggins Land Development Code requires that height is measured from foundation to peak. This height does not include basements and crawl space spaces. The maximum building height in the R-1 zone is 40'. The application is for a single-story duplex construction with slab on grade.

*Off-Street Parking:* Parking is provided in front of the units. There are two separate driveway cuts proposed, one driveway for each of the two units. There is also a landscaping median to separate the two driveways. The LDC requires two (2) parking spaces per unit. The application provides adequate width per driveway to accommodate 3 parking spaces per drive. Each space an average of 9' wide.

*Landscaping & Open Space:* The R-1 zone requires that single family residential dwellings provide usable private open space at a rate of 20 percent per square feet of yard per dwelling unit. Mr. Vasquez provides 11,720 square feet of open space. This is equivalent to 5,860 square feet per unit or 42 percent of open space per unit. The application provides more than the minimum required open space in yard space.

The LDC does not specify the number of trees required in a landscape plan. It indicates that all landscaping must be completed within 6-12 months of the Certificate of Occupancy. Trees shall be planted in accordance to the Town's Tree Ordinance 2-80 which specifies what types of trees may be planted.

1. In regard to landscaping, Staff recommends a condition of the special review approval to include the entire open space of the duplex dwelling site shall be landscaped and permanently maintained. Landscaping shall primarily consist of ground cover, trees, shrubs and other living plants or some type of xeriscaping. In addition, irrigation systems shall be provided in those instances where required to guarantee the proper growth of the landscaping being provided. All landscaping must be completed prior to the issuance of a Certificate of Occupancy.

#### **STAFF RECOMMENDATION:**

The community may benefit from an additional housing source. These lots have been vacant for more than 30 years. The applicant has provided a site plan and landscaping plan that shows that the building, landscaping, and parking will be adequate to meet the parameters addressed in the Comprehensive Plan and the Land Development Code without harm to the community or environment of Wiggins. The recently implemented Health & Safety Ordinances will help keep the current and future homeowners responsible for properly maintaining the premises.

The proposed use is a duplex which is considered two single family "attached" homes. Additional construction in The Farm Subdivision to the west may include multi-family, duplexes, or commercial/business in the future. Allowing duplexes may help the transition from one zone to another without a visible zoning shift.

Staff recommends that the Planning and Zoning Commission consider approval of the request from Francisco Vasquez to construct a duplex in the R1-single family residential district with the following conditions:

1. The front yard setback on the site plan must be changed to at least 25' to comply with the LDC guidelines. The site plan must be approved prior to the issuance of a building permit.
2. All off street parking shall be hard surfaced or graveled prior to the issuance of a Certificate of Occupancy
3. The applicant shall resubmit the landscaping plan with further details naming types of trees, bushes and landscaping to be in compliance with ordinance 02-80. Landscaping shall primarily consist of ground cover, trees, shrubs and other living plants or some type of xeriscaping. In addition, irrigation systems shall be provided in those instances where required to guarantee the proper growth of the landscaping being provided. All landscaping must be completed prior to the issuance of a Certificate of Occupancy.
4. The applicant shall submit a title commitment prior to the recording of the previously approved plat and prior to receiving an approved building permit.

**P & Z RESOLUTION NO. 08-2021**

**A RESOLUTION RECOMMENDING APPROVAL OF A SPECIAL REVIEW USE FOR A DUPLEX ON LOT 1 OF THE VASQUEZ MINOR SUBDIVISION ON JOHNSON STREET**

**WHEREAS**, Francisco Vasquez has submitted a Special Review Use application to the Planning & Zoning Commission for a duplex construction on Johnson Street (the "Property"); and,

**WHEREAS**, the legal description for the Property is Lot 1 of the Vasquez Minor Subdivision (formerly lots 9 thru 12, block 22, Wiggins Original Town, County of Morgan, State of Colorado); and,

**WHEREAS**, the Property is zoned Residential Single Family (R-1) and duplexes are a special review use in the R-1 district; and,

**WHEREAS**, pursuant to Section 2.02.F.2 of the Land Development Code, the Planning and Zoning Commission shall consider the following criteria in reviewing an application for special review use:

- a. Will the proposed use be in harmony and compatible with the character of the surrounding neighborhood;
- b. Will the proposed use be consistent with the Town's comprehensive plan;
- c. Will the proposed use have a material adverse effect on Town capital improvement programs;
- d. Will the proposed use result in an over-intensive use of the land;
- e. Will the proposed use result in undue traffic congestion or hazards;
- f. Will the proposed use cause significant air, water or noise pollution;
- g. Will the proposed use require a level of community facilities and services greater than that available; and
- h. Will the proposed use be detrimental to the health, safety or welfare of current or future inhabitants of the Town; and,

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

**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 Special Review Use for the construction of a duplex on Lot 1 of the Vasquez Minor Subdivision (formerly lots 9 thru 12, block 22, Wiggins Original Town, County of Morgan, State of Colorado) on Johnson Street with the following conditions:

1. The front yard setback on the site plan must be changed to at least 25' to comply with the Wiggins Land Development Code guidelines. The site plan must be approved prior to the issuance of a building permit.

2. All off street parking shall be hard surfaced or graveled prior to the issuance of a certificate of occupancy
3. The applicant shall resubmit the landscaping plan with further details naming types of trees, bushes and landscaping to be in compliance with ordinance 02-80. All required yards and the entire open space of the duplex dwelling site shall be landscaped and permanently maintained. Landscaping shall primarily consist of ground cover, trees, shrubs and other living plants with sufficient irrigation to properly maintain all vegetation or some type of xeriscaping. Revegetation of the site is required. All surface areas designated on the approved site plan that will not be a hard surface shall be planted with adequate ground cover as approved by the Town. In addition, irrigation systems shall be provided in those instances where required to guarantee the proper growth of the landscaping being provided. All landscaping must be completed prior to the issuance of a Certificate of Occupancy.

**INTRODUCED, RECOMMENDED, AND RESOLVED THIS 7TH DAY OF DECEMBER, 2021.**

TOWN OF WIGGINS, COLORADO

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

ATTEST:

  
\_\_\_\_\_  
Deborah Lee, Town Clerk





## **MINUTES OF MEETING**

### **TOWN OF WIGGINS PLANNING AND ZONING COMMISSION**

December 7, 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, December 7, 2021 in person. Chairman Jeff Palmer called the meeting to order at 7:03 p.m. The following Commissioners answered roll call: Chairman Jeff Palmer, Commissioners JoAnn Rohn-Cook and Jerry Schwindt. Commissioner Stan Baumgartner was absent. Staff present were Town Manager, Tom Acre; Town Clerk, Deb Lee and Planning and Zoning Administrator, Hope Becker. Melinda Cully, Town Attorney joined through Zoom.

#### **APPROVAL OF AGENDA**

Motion was made by Commissioner Jerry Schwindt to approve the agenda as written. Second was made by Commissioner JoAnn Rohn-Cook. Roll Call: Unanimously approved.

#### **APPROVAL OF MINUTES FROM NOVEMBER 9, 2021**

Motion was made by Commissioner Jerry Schwindt to approve the minutes from November 9, 2021. Second was made by Commissioner JoAnn Rohn-Cook. Roll Call: Unanimously approved.

#### **PUBLIC HEARING – CONSIDERATION OF A SPECIAL REVIEW USE - DUPLEX**

The Public Hearing was opened by Chairman Jeff Palmer AT 7:04 p.m.

Planning and Zoning Administrator Hope Becker provided the staff report and information on the application to the Commissioners regarding the special review use for a duplex. The land is zoned R-1 Single-Family. Duplexes are listed as a Special Review Use; therefore, the Land Development Code dictates that the application is reviewed by the Planning & Zoning Commissioners and approved by the Board of Trustees. Ms. Becker went over the criteria listed in the Land Development Code that the Commissioners must use when determining a Special Review Use application. She also went through excerpts of the Comprehensive Plan and the Land Development Code. The applicant was reported as having met most of the requirements of both planning tools. The few things that needed to be amended would be done prior to the issuance of a building permit or a Certificate of Occupancy and were built in as conditions of the resolution.

Francisco Vasquez, the applicant, was at the meeting. His son, Diego Vasquez, provided interpretation from Spanish to English for the Commissioners. They reside at 539 Locos Ave in Lochbuie, CO. He explained that constructing the duplexes was a better investment for his family. He was interested in providing more housing for the families in Wiggins.

The Public Comment section of the Public Hearing was opened at 7:20 pm. Comments from the public were as follows:

Karol Kopetzky and her husband, Bob, are opposed to the allowance of a duplex. They are not opposed to a single-family home. Ms. Kopetzky is the sixth generation living in the home. They are active

members of the community. She's asking the Commissioners to help them to preserve their property value. There are already duplexes near the property and they are in bad shape. They wished they had opposed the previous duplexes when they went in. They did not realize how bad they would deteriorate. There are multi-family properties currently located in Kiowa Park and she thinks this property should remain zoned single family. She provided parcel maps of the area and pictures of the other duplexes displaying uncut weeds and an inoperable car.

Leslie Beery and her husband Christopher reside at 317 Curry. They agreed with Karol Kopetzky's statements.

Martha Vasquez, applicant, responded to the public's concerns. She said they had considered renting or selling the perspective duplex. In their experience, renters tend to not care for a place as well as a homeowner. Their intent is to sell each unit and provide more housing for Wiggins.

Antonio Vazquez, applicant's son stated they have built and rented many houses. Tenants tend to destroy things. Tenants usually have little financial stake in the property. Homeowners tend to take care of things better because they are more financially invested.

Chris Beery, 317 Curry, asked what materials would be used to build the duplex and what it will look like. Chairman Palmer gave him a copy of the plans from the Commissioners' packet. The Vasquezes provided a description of building materials and landscaping plans. Karol Kopetzky asked why they were not building a couple of single-family home. The Vasquezes answered because it was a better investment for his family. The lot was platted to one lot verses two due to budget concerns. Hope said the minimum lot size required for single family is 7,850 square feet. Chairman Palmer went over the dimensions. He stated the lot size is too small for two homes.

No comments were received from the Zoom audience.

The Public Hearing was closed at 7:52 pm.

The Commissioners deliberated regarding the Special Review Use application.

**CONSIDERATION OF PLANNING AND ZONING RESOLUTION 08-2021:** A Resolution Recommending Approval of a Special Review Use for a Duplex on Lot 1 of the Vasquez Minor Subdivision on Johnson Street.

Motion was made by Commissioner Jerry Schwindt to adopt Resolution 08-2021 with the exception of number 4 on the draft. Seconded by Commissioner JoAnn Rohn-Cook. Roll Call: Commissioner Jo Ann Rohn-Cook (No); Commissioner Jerry Schwindt (Yes); Chairman Jeff Palmer, (Yes). Planning and Zoning Commission Resolution No. 8-2021 was approved.

#### **ADJOURNMENT**

Chairman Jeff Palmer, upon receiving no further comments or concerns from the Commissioners, adjourned the meeting at 8:32 pm.

**Respectfully submitted:**



Deborah Lee, Town Clerk





## **STAFF SUMMARY**

### **Board of Trustees Meeting**

**December 15, 2021**

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**DATE:** December 10, 2021

**AGENDA ITEM NUMBER:** 6

**TOPIC:** 2022 Town of Wiggins Budget Public Hearing

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

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#### **BACKGROUND:**

Each year staff prepares a budget for the upcoming year to present to the Board of Trustees to hold a Public Hearing and formal adoption by December 15<sup>th</sup>. Staff presented and discussed drafts of the 2022 budget at several meetings prior to this meeting. The Board of Trustees provided guidance to staff as the draft budget was presented and discussed. Staff has prepared the 2022 Town of Wiggins Budget for consideration by the citizens and Board of Trustees of the Town of Wiggins at a Public Hearing. After the public hearing, the Board of Trustees will be asked to consider several resolutions required to enact the budget.

#### **SUMMARY:**

The 2022 Town Budget takes into consideration the revenues and expenses required to provide the core functions on which to operate the Town. These costs include staff related expenses such as salaries and benefits, department operational costs, water, and wastewater utility costs. Revenues include sales tax, use tax, franchise fees, property tax, various fees for service water, and sewer tap fees, and revenues from water and wastewater utilities.

Staff is presenting a budget that is conservative, reflects priorities, and reflects the goal of using ongoing revenue to fund ongoing needs, while using one-time revenue to fund one-time expenses. The budget being presented includes refinements to the General Fund by separating out divisions such as Planning and Zoning, Economic Development, Community Programs and Stormwater. The budget includes a proposed 5% salary increase (2% COLA, up to 3% merit) and reflects a modest 2 % increase in the costs of benefits. The Building Permits revenue is decreased to reflect the potential of entering into a contract with an external building inspector for residential inspections similar to what is one for commercial inspections. This will allow Public Works staff to concentrate on Town related projects. Capital Improvement Fund projects include replacement a portion of sewer line under the BNSF Railroad (which was delayed in 2021 due supply chain issues), funds for a Comprehensive Plan Update, Impact Fee Study, Stormwater management construction, curb, gutter and sidewalk construction from 3<sup>rd</sup> to 5<sup>th</sup> Avenues on Main Street.



**FISCAL IMPACT:**

There is no impact to the 2021 budget by going through this process.

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

Adopting the 2022 Budget by or on December 15<sup>th</sup> each year is a requirement by Colorado State statute of a local government.

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

The Board of Trustees could adopt the Resolutions as presented, request modifications, or not adopt the Resolutions.

**MOTION FOR APPROVAL:** I make a motion to adopt **Resolution No. 43-2021** - A Resolution Summarizing Expenditures and Revenues for Each Fund and Adopting a Budget for the Town of Wiggins, Colorado for the Calendar Year Beginning January 1, 2022 and Ending December 31, 2022

**MOTION FOR APPROVAL:** I make a motion to adopt **Resolution No. 44-2021** – A Resolution Appropriating Sums of Money to the Various Funds and Spending Agencies in the Amounts and for the Purposes Set Forth Below for the Town of Wiggins, Colorado for the 2022 Budget Year

**MOTION FOR APPROVAL:** I make a motion to adopt **Resolution No. 45-2021** – A Resolution Levying General Property Taxes for the Taxable Year 2021 to Help Defray the Costs of Government for the Town of Wiggins, Colorado for the 2022 Budget Year.

**MOTION FOR APPROVAL:** I make a motion to adopt **Resolution No. 46-2021** - A Resolution Certifying Compliance with Article X, Section 20 of the Colorado Constitution.

**MOTION FOR APPROVAL:** I make a motion to adopt **Resolution No. 47-2021** - A Resolution Creating a Non-Emergency Reserve for the Town of Wiggins, Colorado.

**ACTION REQUESTED:** MOTION, SECOND, ROLL-CALL VOTE

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

**TOWN OF WIGGINS, COLORADO  
RESOLUTION NO. 43-2021**

**A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND AND ADOPTING A BUDGET FOR THE TOWN OF WIGGINS, COLORADO FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY 2022 AND ENDING ON THE LAST DAY OF DECEMBER 2022.**

**WHEREAS**, various members of the Board of Trustees of the Town of Wiggins have served as an *ad hoc* Budget Committee to prepare and submit a proposed budget to said governing body at the proper time; and

**WHEREAS**, the Town Manager has submitted a proposed budget to this governing body on December 15, 2021; and

**WHEREAS**, upon due and proper notice, published or posted in accordance with the Local Government Budget Law of Colorado, said proposed budget was open for inspection by the public at a designated place, a public hearing was held on December 15, 2021, and interested taxpayers were given an opportunity to file or register any objections to said proposed budget; and

**WHEREAS**, whatever increases may have been made in the expenditures, like increases were added to the revenues so that the budget remains in balance, as required by law.

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

**Section 1.** That estimated expenditures for each fund are as follows:

General Fund	\$1,345,611
Water Enterprise Fund	\$1,089,349
Sewer Enterprise Fund	\$ 718,316
Sales Tax Capital Improvement Fund	\$ 220,000
Conservation Trust Fund	\$ 8,994

<b>Total Expenditures</b>	<b>\$3,507,345</b>
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**Section 2.** That estimated revenues for each fund are as follows:

General Fund	\$1,348,167
Water Enterprise Fund	\$1,747,000
Sewer Enterprise Fund	\$ 843,400
Sales Tax Capital Improvement Fund	\$ 200,005
Conservation Trust Fund	\$ 10,010

<b>Total Revenues</b>	<b>\$4,148,582</b>
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**Section 3.** That the budget, as submitted, amended and hereinabove summarized by fund, a copy of which is attached hereto as Exhibit A and incorporated herein by reference, is hereby approved and adopted as the Budget of the Town of Wiggins for the 2022 fiscal year.

**Section 4.** That the budget hereby approved and adopted shall be signed by the Mayor and the Clerk and made a part of the public records of the Town of Wiggins.

**INTRODUCED, ADOPTED, AND RESOLVED THIS 15<sup>th</sup> DAY OF DECEMBER, 2021.**

TOWN OF WIGGINS, COLORADO

\_\_\_\_\_  
Jeff Palmer, Mayor

ATTEST:

\_\_\_\_\_  
Deborah Lee, Town Clerk

**EXHIBIT A**  
**2022 BUDGET**

# PROPOSED 2022 BUDGET

2021 12 15

GL Account	Account Description	2020 Actual	2021 Budget	2021 Actual Est. YTD	2022 Proposed
Beginning Fund Balance				\$763,045	\$1,664,103
<b>General Fund Revenue</b>					
10-31100	CURRENT PROPERTY TAX	\$358,783	\$403,665	\$405,890	\$499,772
10-31200	SPECIFIC OWNERSHIP	\$31,606	\$18,500	\$34,796	\$25,000
10-31300	1% TOWN SALES TAX	\$209,466	\$130,000	\$240,000	\$200,000
10-31301	USE TAX	\$100,461	\$75,000	\$150,000	\$120,000
10-31420	CIGARETTE TAX	\$1,995	\$1,000	\$22,000	\$1,800
10-31810	SEVERENCE TAX	\$21,572	\$15,000	\$7,996	\$6,500
10-31820	FRANCHISE FEE-MORGAN CTY REA	\$8,057	\$8,000	\$8,675	\$8,000
10-31821	FRANCHISE FEE-XCEL ENERGY	\$8,937	\$8,000	\$8,500	\$8,000
10-31823	FRANCHISE FEE-WIGGINS TELE (Blue Lightenir	\$2,949	\$2,200	\$3,300	\$2,750
10-31900	PENALTIES & INTEREST	\$1,127	\$0	\$700	\$0
10-32110	LIQUOR LICENSE (15%)	\$188	\$200	\$236	\$175
10-32210	BUILDING PERMITS	\$122,158	\$64,000	\$125,000	\$50,000
10-33410	GRANTS (DOLA CARES Act)	\$68,039	\$0	\$72,783	\$0
	DOLA EIAF 2021	\$0	\$0	\$0	\$82,500
10-33415	FEDERAL GRANT - ARP	\$0	\$0	\$146,160	\$146,160
10-33430	MISCELLANEOUS FEES	-\$233	\$0	\$4,600	\$0
10-33530	HIGHWAY USERS TAX	\$42,320	\$32,000	\$45,848	\$38,000
10-33550	ADDITIONAL MOTOR VEHICLE	\$7,325	\$5,000	\$9,343	\$6,000
10-33800	ROAD & BRIDGE	\$41,061	\$28,000	\$46,213	\$38,000
10-34210	SPECIAL POLICE SERVICES	\$0	\$0	\$95	\$0
10-34215	VIN INSPECTIONS	\$0	\$0	\$555	\$250
10-34220	BUILDING DEVELOPMENT REVIEW	\$2,562	\$5,000	\$6,175	\$5,000
	BUILDING INSPECTION PLAN REVIEW			\$250	\$1,000
10-34282	PARKS & REC FEES	\$4,862	\$9,000	\$7,564	\$0
10-34283	SOFTBALL REG FEES	\$0	\$0	\$65	\$2,000
10-34284	BASEBALL REG FEES	\$0	\$0	\$10,830	\$11,000
10-34286	VOLLEYBALL REG FEES	-\$805	\$0	\$860	\$1,000
10-34287	SOCCER REG FEES	\$0	\$0	\$30	\$1,500
10-34289	MISCELLANEOUS ACTIVITY FEES	\$66	\$0	\$2,160	\$2,000
10-34292	ABATEMENTS	\$0	\$0	\$0	\$0
10-35100	COURT APPEAL & BONDS	\$0	\$0	\$0	\$0
10-35110	COURT FINES-MUNICIPAL	\$34,731	\$15,000	\$50,000	\$30,000
10-36000	OTHER MISCELLANEOUS	\$1,249	\$0	\$4,695	\$0
10-36005	Cash Over/Short	\$836	\$0	\$0	\$0
10-36010	DOG LICENSES/CLINIC	\$350	\$300	\$460	\$300
10-36011	BUSINESS LICENSES	\$740	\$1,000	\$4,415	\$3,500
10-36012	CONTRACTOR LICENSES	\$2,075	\$1,200	\$2,250	\$1,800
10-36013	GOLF CART LICENSES	\$150	\$100	\$370	\$150
10-36014	MISCELLANEOUS FEES	\$0	\$0	\$0	\$0

# PROPOSED 2022 BUDGET

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GL Account	Account Description	2020 Actual	2021 Budget	2021 Actual Est. YTD	2022 Proposed
10-36020	CULTURE & RECREATIONAL FEES	\$0	\$0	\$0	\$0
10-36030	DONATIONS & SPECIAL EVENTS	\$0	\$0	\$1,150	\$0
10-36040	INSURANCE PROCEEDS	\$0	\$0	\$46,201	\$0
10-36050	CAPITAL CREDITS RECEIVED	\$0	\$0	\$0	\$0
10-36100	INTEREST ON SAVINGS	\$283	\$0	\$15	\$10
10-36310	BUILDING & FARM RENT	\$2,150	\$4,660	\$6,000	\$6,000
10-36314	LEGAL SETTLEMENTS	\$0	\$0	\$0	\$0
10-36420	REFUNDS	\$14,697	\$0	\$6,563	\$0
10-36500	CONTRIBUTIONS/DONATIONS	\$5,025	\$0	\$395	\$0
10-36501	SPONSORSHIPS	\$0	\$0	\$465	\$0
10-36510	OTHER GRANTS	\$2,600	\$0	\$0	\$0
10-36511	GRANTS - LEAF	\$1,641	\$0	\$3,940	\$0
10-36512	GRANTS - DUI	\$1,150	\$0	\$1,739	\$0
10-36513	GRANTS - POLICE TRAINING	\$0	\$0	\$2,107	\$0
10-36514	GRANTS- SIPA	\$6,500	\$0	\$0	\$0
10-36515	GRANTS - CIOT	\$225	\$0	\$0	\$0
10-39001	DEBT PROCEEDS	\$9,541	\$0	\$0	\$0
10-39150	TRANSFER FROM CTF	\$36,968	\$0	\$0	\$0
	TRANSFER FROM SALES TAX FUND	\$0	\$0	\$0	\$50,000
<b>Total General Fund Revenue</b>		<b>\$1,153,405</b>	<b>\$826,825</b>	<b>\$1,491,389</b>	<b>\$1,348,167</b>

## General Government

10-410-13	FINANCIAL AUDIT	\$2,853	\$4,000	\$0	\$9,000
10-410-32	PROFESSIONAL SERVICES	\$25,492	\$15,000	\$12,781	\$15,000
10-410-34	CODIFICATION	\$0	\$12,000	\$0	\$12,000
10-410-35	COPIER LEASE	\$0	\$477	\$318	\$477
10-410-40	EMPLOYEE TRAINING	\$342	\$5,000	\$978	\$5,000
10-410-41	TELEPHONE & INTERNET	\$573	\$800	\$569	\$800
10-410-42	UTILITIES--ELECTRIC	\$3,081	\$3,000	\$2,203	\$3,000
10-410-43	OFFICE BLDG REPAIRS & MAINT	\$3,604	\$4,000	\$940	\$2,000
10-410-44	POSTAGE METER LEASE	\$2,063	\$1,400	\$826	\$525
10-410-45	UTILITES-GAS	\$0	\$1,200	\$0	\$1,200
10-410-46	CELL PHONE	\$0	\$980	\$0	\$980
10-410-48	TRASH	\$0	\$270	\$0	\$270
10-410-52	INSURANCE & BONDS	\$23,408	\$20,000	\$24,522	\$25,000
10-410-54	ADVERTISING	\$1,349	\$500	\$161	\$250
10-410-55	POSTAGE & SHIPPING	\$1,566	\$1,200	\$1,338	\$1,500
10-410-58	TRAVEL & MEETINGS	\$3,665	\$3,500	\$1,026	\$3,500
10-410-61	OPERATING SUPPLIES	\$9,513	\$5,600	\$6,105	\$10,000
10-410-68	COPIER EXPENSE	\$0	\$390	\$0	\$600
10-410-70	IT SUPPORT	\$0	\$15,000	\$314	\$15,000
10-410-71	COMPUTER SOFTWARE	\$0	\$3,000	\$428	\$3,000
10-410-87	EQUIPMENT	\$24,537	\$0	\$0	\$0

# PROPOSED 2022 BUDGET

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GL Account	Account Description	2020 Actual	2021 Budget	2021 Actual Est. YTD	2022 Proposed
10-410-90	DUES & SUBSCRIPTIONS	\$1,838	\$2,500	\$402	\$2,500
<b>Total General Government</b>		<b>\$103,883</b>	<b>\$99,817</b>	<b>\$52,912</b>	<b>\$111,602</b>
<b>General Administration</b>					
10-411-11	SALARY-TOWN CLERK	\$54	\$0	\$0	\$0
10-411-15	ADMINISTRATION DEPT EMPLOYEES	\$76,236	\$84,637	\$80,000	\$86,649
10-411-20	EMPLOYEE BENEFITS	\$5,501	\$13,303	\$8,000	\$13,847
10-411-22	FICA & MEDICARE	\$6,098	\$6,425	\$5,500	\$6,629
10-411-23	457 RETIREMENT	\$1,757	\$3,394	\$3,300	\$6,190
10-411-25	UNEMPLOYMENT INS	\$267	\$254	\$175	\$254
10-411-26	WORKERS' COMPENSATION	\$1,976	\$150	\$150	\$150
10-411-27	EMPLOYEE APPRECIATION	\$222	\$1,000	\$500	\$1,000
10-411-28	TA VEHICLE MILEAGE	\$920	\$1,000	\$900	\$1,000
<b>Total General Administration</b>		<b>\$93,032</b>	<b>\$110,162</b>	<b>\$98,525</b>	<b>\$115,718</b>
<b>Judicial Department</b>					
10-412-00	CONTRACT-JUDGE	\$3,750	\$3,500	\$3,125	\$3,600
10-412-01	CONTRACT-TOWN PROSECUTOR	\$2,295	\$2,500	\$2,115	\$3,000
10-412-35	COPIER LEASE	\$0	\$286	\$95	\$125
10-412-41	TELEPHONE & INTERNET	\$0	\$100	\$0	\$100
10-412-55	POSTAGE	\$0	\$200	\$30	\$50
10-412-61	OFFICE SUPPLIES	\$1,713	\$500	\$129	\$150
10-412-68	COPIER EXPENSE	\$0	\$234	\$0	\$200
10-412-70	IT SUPPORT	\$0	\$1,000	\$0	\$100
10-412-71	COMPUTER SOFTWARE	\$0	\$146	\$0	\$200
<b>Total Judicial Department</b>		<b>\$7,758</b>	<b>\$8,466</b>	<b>\$5,494</b>	<b>\$7,525</b>
<b>Legislative</b>					
10-413-10	MAYOR COMPENSATION	\$2,600	\$2,400	\$1,600	\$2,400
10-413-11	BOARD OF TRUSTEES COMPENSATION	\$2,960	\$2,880	\$1,920	\$2,880
10-413-12	BOARD OF TRUSTEES APPRECIATION	\$0	\$500	\$0	\$500
10-413-22	FICA & MEDICARE	\$376	\$404	\$269	\$404
10-413-26	WORKER'S COMPENSATION	\$55	\$140	\$0	\$140
10-413-40	BOARD OF TRUSTEES TRAINING	\$0	\$3,000	\$0	\$3,000
10-413-51	E & O INSURANCE	\$0	\$1,850	\$0	\$2,000
10-413-58	BOARD TRAVEL & MEETINGS	\$0	\$700	\$76	\$5,000
10-413-90	DUES & SUBSCRIPTIONS	\$0	\$1,000	\$0	\$2,500
<b>Total Legislative</b>		<b>\$5,991</b>	<b>\$12,874</b>	<b>\$3,865</b>	<b>\$18,824</b>
<b>Elections</b>					
10-414-00	ELECTIONS	\$1,298	\$3,000	\$0	\$3,000
<b>Total Elections</b>		<b>\$1,298</b>	<b>\$3,000</b>	<b>\$0</b>	<b>\$3,000</b>

**PROPOSED 2022 BUDGET**  
**2021 12 15**

GL Account	Account Description	2020 Actual	2021 Budget	2021 Actual Est. YTD	2022 Proposed
<b>Treasurer</b>					
10-415-15	COLLECTIONS (TREASURERS FEE)	\$7,198	\$6,800	\$7,863	\$8,000
10-415-30	TOWN LEGAL	\$52,495	\$35,000	\$31,564	\$35,000
10-415-40	REPORTING & PUBLISHING	\$911	\$1,200	\$354	\$1,200
<b>Total Treasurer</b>		<b>\$60,604</b>	<b>\$43,000</b>	<b>\$39,781</b>	<b>\$44,200</b>
<b>Economic Development</b>					
10-419-50	ECONOMIC DEVELOPMENT	\$6,000	\$6,600	\$12,910	\$20,000
10-419-51	MEMBERSHIP FEES/DUES	\$1,340	\$0	\$0	\$4,500
	CARES ACT BUSINESS GRANT	\$10,274	\$0	\$0	\$0
<b>Total Economic Development</b>		<b>\$17,614</b>	<b>\$6,600</b>	<b>\$12,910</b>	<b>\$24,500</b>
<b>Community Development</b>					
	CODE ENFORCEMENT	\$0	\$0	\$0	\$500
	ABATEMENT	\$0	\$0	\$0	\$500
	COMMUNITY MEETINGS	\$0	\$0	\$0	\$1,000
	NEWSLETTER	\$0	\$0	\$0	\$2,100
	COPIER LEASE	\$0	\$0	\$0	\$95
	COPIER EXPENSE	\$0	\$0	\$0	\$120
	POSTAGE MACHINE LEASE	\$0	\$0	\$0	\$105
	POSTAGE	\$0	\$0	\$0	\$500
	OFFICE SUPPLIES	\$0	\$0	\$0	\$120
	IT SUPPORT	\$0	\$0	\$0	\$200
	COMPUTER SOFTWARE	\$0	\$0	\$0	\$100
<b>Total Community Development</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,340</b>
<b>Planning &amp; Zoning</b>					
	STAFF TRAINING	\$0	\$0	\$0	\$1,000
	COMMISSION TRAINING	\$0	\$0	\$0	\$500
	LEGAL / ENGINEERING SUPPORT	\$0	\$0	\$0	\$3,500
	MEMBERSHIPS/PUBLICATIONS	\$0	\$0	\$0	\$200
	NOTICES/PUBLICATION	\$0	\$0	\$0	\$1,000
	COMPREHENSIVE PLAN	\$0	\$0	\$0	\$82,500
	ZONING MAP	\$0	\$0	\$0	\$5,000
	LAND DEVELOPMENT CODE	\$0	\$0	\$0	\$37,500
	IMPACT FEE STUDY	\$0	\$0	\$0	\$30,000
	COPIER LEASE	\$0	\$0	\$0	\$95
	COPIER EXPENSE	\$0	\$0	\$0	\$100
	TELEPHONE & INTERNET	\$0	\$0	\$0	\$425
	POSTAGE MACHINE LEASE	\$0	\$0	\$0	\$105
	POSTAGE	\$0	\$0	\$0	\$420
	OFFICE SUPPLIES	\$0	\$0	\$0	\$50
	IT SUPPORT	\$0	\$0	\$0	\$100



# PROPOSED 2022 BUDGET

2021 12 15

GL Account	Account Description	2020 Actual	2021 Budget	2021 Actual Est. YTD	2022 Proposed
	COMPUTER SOFTWARE	\$0	\$0	\$0	\$100
<b>Total Planning &amp; Zoning</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$162,595</b>
<b>Commuity Programs</b>					
10-419-00	FOURTH OF JULY FESTIVAL	\$121	\$12,575	\$17,406	\$20,000
10-419-01	WIGGINS OLD TIME CHRISTMAS	\$268	\$3,900	\$8	\$4,000
	FALL HARVEST FEST	\$0	\$0	\$0	\$4,000
10-419-05	BUSINESS DIST BEAUTIFICATION	\$0	\$2,000	\$641	\$2,000
10-419-20	DONATIONS/GRANTS	\$25,246	\$2,900	\$1,538	\$10,000
10-419-99	OTHER MISCELLANEOUS	\$36	\$0	\$203	\$0
	TREES/TREE PLANTING	\$0	\$0	\$0	\$2,000
	PLANTERS	\$0	\$0	\$0	\$1,500
	COMMUNITY MEETINGS	\$0	\$0	\$0	\$2,000
	NEWSLETTER/EVENT POSTCARDS/FLYERS	\$0	\$0	\$0	\$1,200
	MAIN STREET PROGAM	\$0	\$0	\$0	\$20,000
	EVENTS COORDINATOR	\$0	\$0	\$0	\$25,000
<b>TOTALCommunity Programs</b>		<b>\$25,670</b>	<b>\$21,375</b>	<b>\$19,797</b>	<b>\$91,700</b>
<b>Police Department</b>					
10-421-04	OFFICER EQUIPMENT	\$0	\$9,250	\$861	\$45,250
10-421-05	CAPITAL OUTLAY-EQUIPMENT	\$11,748	\$0	\$0	\$0
10-421-09	CAPITAL OUTLAY-VEHICLE LEASE	\$11,066	\$0	\$0	\$0
10-421-10	CAPITAL OUTLAY LEASE	\$0	\$0	\$16,166	\$0
10-421-15	POLICE SALARIES	\$158,672	\$163,273	\$109,271	\$179,727
10-421-20	EMPLOYEE BENEFITS	\$16,985	\$33,257	\$19,459	\$28,649
10-421-22	FICA & MEDICARE	\$4,510	\$1,620	\$1,585	\$13,749
10-421-23	PENSION-FPPA	\$8,558	\$16,327	\$9,716	\$16,175
10-421-24	DEATH & DISABILITY-FPPA	\$743	\$2,286	\$513	\$2,876
10-421-25	UNEMPLOYMENT INSURANCE	\$606	\$490	\$118	\$539
10-421-26	WORKERS' COMPENSATION	\$1,372	\$7,510	\$0	\$7,510
10-421-29	UNIFORMS	\$1,712	\$2,500	\$0	\$3,000
10-421-30	PROFESSIONAL LEGAL SERVICES	\$0	\$1,000	\$0	\$1,000
10-421-35	COPIER LEASE	\$0	\$95	\$32	\$95
10-421-40	TRAINING	\$2,517	\$2,100	\$2,497	\$3,000
10-421-41	TELEPHONE & INTERNET	\$2,248	\$700	\$1,803	\$2,735
10-421-42	MORGAN COUNTY COM CENTER PHONE LINE	\$1,956	\$1,821	\$407	\$1,821
10-421-43	VEHICLE REPAIRS AND MAINTENANCE	\$6,393	\$5,525	\$2,887	\$5,525
	VEHICLE/MOBILE EQUIPMENT	\$0	\$0	\$0	\$6,000
10-421-44	UTILITIES-ELECTRIC	\$0	\$750	\$0	\$750
10-421-45	UTILITIES-GAS	\$0	\$400	\$0	\$400
10-421-46	CELL PHONE	\$0	\$1,650	\$227	\$350
10-421-48	TRASH	\$0	\$270	\$0	\$270
10-421-49	OTHER MISCELLANEOUS	\$1,899	\$100	\$735	\$1,000

# PROPOSED 2022 BUDGET

2021 12 15

GL Account	Account Description	2020 Actual	2021 Budget	2021 Actual Est. YTD	2022 Proposed
10-421-52	INSURANCE & BONDS	\$16,042	\$16,500	\$16,477	\$25,000
10-421-55	PRINTING	\$1,707	\$600	\$0	\$800
10-421-60	SPECIAL DETAIL SERVICES	\$0	\$0	\$47	\$0
10-421-61	OFFICE/GEN OPERATING SUPPLIES	\$4,282	\$2,125	\$354	\$1,000
10-421-62	FUEL	\$1,813	\$7,000	\$6,400	\$8,500
10-421-64	CRIME PREVENTION	\$0	\$850	\$364	\$500
10-421-68	COPIER EXPENSE	\$0	\$78	\$0	\$100
10-421-70	IT SUPPORT	\$0	\$2,500	\$0	\$2,500
10-421-71	COMPUTER SOFTWARE	\$0	\$628	\$1,330	\$9,760
10-421-85	ANIMAL CONTROL	\$67	\$700	\$56	\$100
	AMUNITION	\$0	\$0	\$0	\$1,700
	CONTRACT SERVICES	\$0	\$0	\$0	\$3,600
	LEXIPOLE	\$0	\$0	\$0	\$2,239
	MEMBERSHIP DUES	\$0	\$0	\$0	\$253
<b>Total Police Department</b>		<b>\$254,898</b>	<b>\$281,905</b>	<b>\$191,301</b>	<b>\$376,474</b>
<b>Building Inspection Department</b>					
10-424-20	BUILDING INSPECTIONS MATERIALS	\$462	\$850	\$8	\$1,000
10-424-30	DEVELOPMENT REVIEW MISC EXP	\$2,802	\$5,000	\$2,475	\$5,000
10-424-40	EMPLOYEE TRAINING	\$288	\$1,500	\$0	\$2,000
	COMMERCIAL BUILDING REVIEW/INSPECTION	\$0	\$0	\$0	\$5,000
	REIDENTIAL BUILDING REVIEW/INSPECTION	\$0	\$0	\$0	\$5,000
<b>Total Building Inspection Department</b>		<b>\$3,551</b>	<b>\$7,350</b>	<b>\$2,483</b>	<b>\$18,000</b>
<b>Public Works Administration</b>					
10-430-11	SALARY- PW EMPLOYEES PART TIME MAINT	\$0	\$0	\$4,401	\$30,779
10-430-15	SALARY-PW SEASONAL (MOWING)	\$6,604	\$6,798	\$5,334	\$6,000
10-430-16	SALARY PW EMPLOYEES-FULL TIME	\$58,182	\$53,434	\$38,093	\$32,718
10-430-20	EMPLOYEE BENEFITS - PW	\$11,692	\$13,857	\$7,106	\$13,857
10-430-22	FICA & MEDICARE	\$4,801	\$4,493	\$3,440	\$4,493
10-430-23	457 RETIREMENT	\$1,700	\$1,603	\$1,019	\$1,603
10-430-25	UNEMPLOYMENT INSURANCE - PW	\$325	\$181	\$81	\$181
10-430-26	WORKERS' COMPENSATION - PW	\$988	\$8,250	\$0	\$8,250
10-430-29	LIFE INSURANCE	\$0	\$0	\$0	\$0
10-431-00	UNIFORMS - PW	\$0	\$3,500	\$213	\$3,500
10-431-10	CAPITAL LEASE	\$17,282	\$16,200	\$0	\$0
10-431-20	REPAIRS-EQUIPMENT & VEHICLES	\$7,234	\$9,500	\$5,839	\$9,500
10-431-21	STREETS-SIGNS & MATERIAL	\$2,899	\$3,000	\$3,614	\$10,000
10-431-22	REPAIRS & MAINTENANCE-STREETS	\$12,183	\$20,000	\$3,328	\$10,000
10-431-23	EQUIPMENT RENTAL	\$0	\$200	\$0	\$200
10-431-35	COPIER LEASE	\$0	\$95	\$32	\$95
10-431-39	GIS	\$0	\$250	\$279	\$250
10-431-40	EMPLOYEE TRAINING	\$1,500	\$2,500	\$0	\$2,500

# PROPOSED 2022 BUDGET

2021 12 15

GL Account	Account Description	2020 Actual	2021 Budget	2021 Actual Est. YTD	2022 Proposed
10-431-41	UTILITIES - ELECTRIC	\$5,448	\$1,500	\$3,217	\$1,500
	FARM HOUSE UTILITIES	\$0	\$0	\$0	\$2,700
	FARM HOUSE MAINT	\$0	\$0	\$0	\$1,000
10-431-43	BUIDING MAINT	\$0	\$3,000	\$4,400	\$3,000
10-431-45	UTILITIES-GAS	\$0	\$1,200	\$0	\$1,200
10-431-46	CELL PHONE	\$0	\$975	\$0	\$975
10-431-47	TELEPHONE & INTERNET	\$0	\$800	\$0	\$800
10-431-48	TRASH REMOVAL	\$0	\$540	\$0	\$540
10-431-52	INSURANCE - PW	\$11,468	\$9,611	\$12,575	\$9,611
10-431-60	STREET LIGHTING - PW	\$10,166	\$9,600	\$7,107	\$9,600
10-431-61	OFFICE SUPPLIES	\$0	\$1,400	\$259	\$1,400
10-431-62	FUEL - PW	\$3,908	\$7,000	\$1,103	\$8,500
10-431-63	CONTRACT REFUSE REMOVAL - PW	\$2,380	\$2,000	\$2,239	\$2,000
10-431-65	TREE PROGRAM	\$0	\$1,500	\$0	\$1,500
10-431-66	PEST/WEED CONTROL - PW	\$195	\$1,600	\$1,555	\$1,600
10-431-68	COPIER EXPENSE	\$0	\$78	\$0	\$78
10-431-70	IT SUPPORT	\$0	\$2,500	\$0	\$2,500
10-431-71	COMPUTER SOFTWARE	\$0	\$424	\$0	\$424
10-431-74	EQUIPMENT- CAPITAL OUTLAY	\$1,455	\$2,250	\$92	\$2,250
10-431-75	RESERVE CAPITAL OUTLAY	\$0	\$0	\$0	\$0
10-431-95	ENGINEERING	\$0	\$0	\$0	\$0
10-431-96	CAPITAL OUTLAY - PEST CONTROL	\$0	\$0	\$0	\$0
10-431-99	OTHER MISCELLANEOUS - PW	\$5,009	\$0	\$1,616	\$0
<b>Total Public Works Administration</b>		<b>\$165,419</b>	<b>\$189,839</b>	<b>\$106,942</b>	<b>\$185,104</b>
<b>Stormwater</b>					
10-432-59	ENGINEERING/DESIGN	\$0	\$0	\$6,862	\$5,000
10-432-60	CONSTRUCTION	\$0	\$0	\$5,560	\$50,000
10-432-61	RETENTION/DETENTION POND MAINT	\$0	\$0	\$0	\$5,000
10-432-62	CULVERT/DITCH MAINT	\$0	\$0	\$0	\$1,000
10-432-63	3rd AVE STORM LIFT STATION	\$0	\$1,000	\$0	\$1,000
10-432-64	STREET SWEEPING	\$0	\$0	\$0	\$500
	LEVEE REPAIR & MAINT	\$0	\$0	\$0	\$2,000
<b>Total Stormwater</b>		<b>\$0</b>	<b>\$1,000</b>	<b>\$12,422</b>	<b>\$64,500</b>
<b>Parks &amp; Recreation</b>					
10-451-10	CONTRACT LABOR	\$110	\$1,500	\$0	\$0
10-451-11	SALARIES - P&R COORDINATOR (SEAS)	\$0	\$0	\$1,213	\$17,991
	SALARIES - PW FULL-TIME	\$0	\$0	\$0	\$5,006
10-451-12	SALARIES - SUMMER HELP (PT/SEAS)	\$6,714	\$2,938	\$7,165	\$16,141
10-451-22	FICA P&R	\$481	\$219	\$641	\$641
10-451-25	UNEMPLOYMENT INSURANCE	\$20	\$9	\$25	\$25
10-451-26	WORKERS' COMPENSATION	\$0	\$1,500	\$0	\$1,500

# PROPOSED 2022 BUDGET

2021 12 15

GL Account	Account Description	2020 Actual	2021 Budget	2021 Actual Est. YTD	2022 Proposed
10-451-30	SPECIAL EVENTS - P&R	\$6,600	\$1,000	\$137	\$1,000
10-451-38	CELL PHONE	\$0	\$490	\$0	\$490
10-451-39	TELEPHONE & INTERNET	\$0	\$1,200	\$0	\$1,200
10-451-41	UTILITIES - ELECTRIC	\$13,230	\$6,600	\$7,633	\$12,000
10-451-43	PARK REPAIR AND MAINTENANCE	\$7,932	\$10,000	\$10,005	\$15,000
10-451-44	CAPITAL OUTLAY - PARKS	\$0	\$0	\$1,199	\$15,000
10-451-48	TRASH	\$0	\$800	\$0	\$800
10-451-61	OPERATING SUPPLIES - P&R	\$245	\$1,500	\$3,718	\$4,500
10-451-62	PARKS & RECREATION PROGRAMS	\$4,493	\$9,000	\$9,964	\$3,000
10-451-83	SOFTBALL	\$0	\$0	\$12	\$2,000
10-451-84	BASEBALL	\$0	\$0	\$0	\$10,100
10-451-86	VOLLEYBALL	\$44	\$0	\$0	\$1,000
10-451-87	SOCCER	\$0	\$0	\$0	\$1,200
10-451-88	SUMMER ACTIVITY	\$0	\$0	\$0	\$2,000
10-451-89	MISC ACTIVITY	\$2,357	\$0	\$55	\$0
10-451-90	UNIFORMS & EQUIPMENT P&R	\$0	\$0	\$2,089	\$500
10-451-91	MISC FEES	\$409	\$500	\$0	\$0
10-451-92	PARK CONCESSION EXPENSE	\$0	\$1,200	\$44	\$100
	COMPUTER SOFTWARE	\$0	\$0	\$0	\$2,100
	IT SUPPORT	\$0	\$0	\$0	\$100
	BACKGROUND CHECKS	\$0	\$0	\$0	\$735
	MEMBERSHIP/PUBLICATIONS	\$0	\$0	\$0	\$200
	TRAINING	\$0	\$0	\$0	\$1,000
	NEWSLETTERS/POSTCARDS	\$0	\$0	\$0	\$1,200
<b>Total Parks &amp; Recreation</b>		<b>\$42,635</b>	<b>\$38,456</b>	<b>\$43,899</b>	<b>\$116,529</b>
<b>TOTAL GENERAL FUND EXPENDITURES</b>		<b>\$782,354</b>	<b>\$823,844</b>	<b>\$590,330</b>	<b>\$1,345,611</b>
<b>TOTAL GENERAL FUND REVENUE</b>		<b>\$1,153,405</b>	<b>\$826,825</b>	<b>\$1,491,389</b>	<b>\$1,348,167</b>
<b>NET REVENUE OVER EXPENDITURES</b>		<b>\$371,051</b>	<b>\$2,981</b>	<b>\$901,058</b>	<b>\$2,556</b>
<b>Ending Fund Balance</b>				<b>\$1,664,103</b>	<b>\$1,666,659</b>
<b>WATER ENTERPRISE FUND</b>					
<b>Beginning Water Enterprise Funds Available</b>				<b>\$1,108,077</b>	<b>\$398,833</b>
<b>Water Fund Revenue</b>					
20-34000	WATER SALES	\$748,025	\$615,000	\$768,000	\$882,000
20-34001	CUSTOMER DEPOSITS	\$0	\$45,000	\$34,516	\$35,000
20-34002	BULK WATER SALES/DEPOSITS	\$22,220	\$3,000	-\$11,888	\$3,000
20-34440	TAP FEES & ACQUISITION FEES	\$816,500	\$500,000	\$523,500	\$800,000

# PROPOSED 2022 BUDGET

2021 12 15

GL Account	Account Description	2020 Actual	2021 Budget	2021 Actual Est. YTD	2022 Proposed
20-34450	MISCELLANEOUS WATER INCOME	\$20,262	\$5,000	\$22,000	\$15,000
20-34451	OTHER MISCELLANEOUS INCOME	\$6,296	\$22,316	\$0	\$0
20-36000	WATER DEVELOPMENT CONTRIBUTION	\$325	\$0	\$250	\$0
20-36001	RENTAL INCOME	\$15,850	\$10,000	\$17,704	\$12,000
20-36100	INTEREST EARNED	\$1,142	\$0	\$328	\$0
<b>Total Water Fund Revenue</b>		<b>\$1,630,621</b>	<b>\$1,200,316</b>	<b>\$1,354,410</b>	<b>\$1,747,000</b>
<b>Professional Services</b>					
20-410-13	FINANCIAL AUDIT	\$2,853	\$4,000	\$7,667	\$4,000
20-410-15	TREASURER'S FEES	\$62	\$0	\$0	\$0
20-410-30	LEGAL SERVICE	\$34,300	\$5,000	\$1,731	\$5,000
20-410-31	WATER RIGHTS EXPENSES (LEGAL)	\$0	\$95,000	\$83,907	\$95,000
20-410-32	PROF SERVICES WATER RIGHTS (ENGRNG)	\$126,030	\$135,000	\$87,052	\$90,000
	POSTAGE MACHINE LEASE	\$0	\$0	\$0	\$105
20-410-33	POSTAGE	\$1,753	\$2,000	\$1,571	\$2,000
20-410-34	WATER DEPOSIT REFUND	\$0	\$1,000	\$256	\$1,000
20-410-38	PROFESSIONAL SERVICES ACCOUNTANT	\$0	\$10,000	\$11,525	\$10,000
20-410-40	TRAVEL, MEETINGS, & TRAINING	\$1,077	\$4,000	\$110	\$4,000
20-410-59	DESIGN/SYSTEM ENGINEERING	\$0	\$100,000	\$4,873	\$5,000
<b>Total Professional Services</b>		<b>\$166,074</b>	<b>\$356,000</b>	<b>\$198,690</b>	<b>\$216,105</b>
<b>Water Administration</b>					
20-411-12	EMPLOYEE SALARY-ADMINISTRATION	\$61,896	\$66,943	\$52,000	\$65,793
20-411-20	EMPLOYEE BENEFITS	\$4,848	\$9,977	\$4,642	\$10,505
20-411-21	COMPENSATED ABSENCE EXPENSE	\$1,867	\$0	\$0	\$0
20-411-22	FICA & MEDICARE	\$4,561	\$4,994	\$3,490	\$5,033
20-411-23	457 RETIREMENT	\$1,592	\$3,006	\$1,996	\$5,116
20-411-25	UNEMPLOYMENT INSURANCE	\$187	\$201	\$47	\$197
20-411-26	WORKERS' COMPENSATION	\$0	\$145	\$0	\$145
20-411-72	UTILITY BILLING SOFTWARE EXP	\$0	\$2,920	\$0	\$2,920
<b>Total Water Administration</b>		<b>\$74,950</b>	<b>\$88,186</b>	<b>\$62,176</b>	<b>\$89,709</b>
<b>Public Works Administration</b>					
20-430-11	SALARY-PW MAINTENANCE	\$36,943	\$37,640	\$21,461	\$30,040
20-430-15	EMPL SALARY-PW P/T SEASONAL	\$0	\$4,243	\$0	\$1,950
20-430-20	EMPLOYEE BENEFITS	\$7,585	\$8,868	\$4,338	\$5,730
20-430-22	FICA & MEDICARE	\$2,745	\$3,124	\$1,532	\$2,298
20-430-23	457 RETIREMENT	\$1,075	\$1,129	\$549	\$901
20-430-25	UNEMPLOYMENT INSURANCE	\$111	\$126	\$30	\$90
20-430-26	WORKERS' COMPENSATION	\$549	\$3,345	\$0	\$3,345
<b>Total Public Works Administration</b>		<b>\$49,008</b>	<b>\$58,476</b>	<b>\$27,910</b>	<b>\$44,354</b>

**Supplies**

# PROPOSED 2022 BUDGET

2021 12 15

GL Account	Account Description	2020 Actual	2021 Budget	2021 Actual Est. YTD	2022 Proposed
20-431-22	EQUIPMENT REPAIRS AND MAINT	\$14,214	\$5,000	\$605	\$5,000
20-431-62	FUEL	\$4,998	\$5,500	\$3,290	\$6,000
20-431-75	VEHICLE REPAIR	\$3,901	\$5,000	\$4,159	\$5,000
<b>Total Supplies</b>		<b>\$23,113</b>	<b>\$15,500</b>	<b>\$8,055</b>	<b>\$16,000</b>
<b>Operations</b>					
20-432-00	LINE MAINTENANCE	\$3,840	\$5,000	\$0	\$2,500
20-432-30	CONTRACT OPERATOR	\$12,767	\$5,000	\$4,670	\$6,000
20-432-35	COPIER LEASE	\$0	\$477	\$159	\$477
20-432-37	ANALYTICAL/SAMPLING EXPENSE	\$1,095	\$10,000	\$8,068	\$12,000
20-432-39	GIS	\$0	\$1,125	\$1,125	\$1,125
20-432-40	TELEPHONE & INTERNET	\$0	\$800	\$0	\$800
20-432-41	UTILITIES-ELECTRIC	\$72,573	\$65,000	\$48,720	\$70,000
20-432-45	UTILITIES-GAS	\$0	\$500	\$3,349	\$500
20-432-46	CELL PHONE	\$0	\$764	\$0	\$764
20-432-48	TRASH	\$0	\$100	\$0	\$100
20-432-49	UTILITIES-PROPANE	\$0	\$4,500	\$81	\$100
20-432-50	PERMIT FEES	\$0	\$1,000	\$220	\$300
20-432-52	INSURANCE AND BONDS	\$6,327	\$10,000	\$6,591	\$8,000
20-432-53	BOOSTER STATION MAINTENANCE	\$0	\$20,000	\$10,195	\$12,000
20-432-54	WATER MAIN INSTALLATION EXP	\$0	\$7,500	\$4,334	\$7,500
20-432-55	METER INSTALL EXPENSE	\$19,372	\$20,000	\$22,986	\$30,000
20-432-56	MAINTENANCE (PLANT) RO	\$10,098	\$70,000	\$1,451	\$15,000
20-432-57	TREATMENT/OPERATING SUPPLIES	\$5,920	\$7,500	\$2,228	\$7,500
20-432-59	WATER WELL MAINTENANCE	\$0	\$1,000	\$497	\$1,000
20-432-61	OFFICE SUPPLIES	\$1,213	\$1,500	\$795	\$1,500
20-432-68	COPIER EXPENSE	\$0	\$390	\$0	\$390
20-432-70	IT SUPPORT	\$0	\$500	\$0	\$500
20-432-73	CAPITAL OUTLAY	\$840,000	\$50,000	\$0	\$0
20-432-75	SYSTEM REPAIR & MAINTENANCE	\$0	\$0	\$518	\$0
20-432-84	Water Assessment Fees	\$5,734	\$0	\$0	\$0
20-432-85	WATER LEASES	\$60,000	\$70,000	\$64,275	\$70,000
20-432-86	DEPRECIATION	\$153,986	\$0	\$0	\$0
20-432-87	EQUIPMENT	\$2,907	\$5,000	\$1,862	\$5,000
20-432-90	CAPITAL IMPROVEMENT PROJECT	\$0	\$0	\$0	\$100,000
20-432-99	OTHER MISCELLANEOUS EXPENSE	\$8,938	\$1,000	\$1,504	\$1,000
<b>Total Operations</b>		<b>\$1,204,771</b>	<b>\$358,656</b>	<b>\$183,626</b>	<b>\$354,056</b>
<b>Debt Service</b>					
20-471-09	LOAN PMT-CWCB	\$33,816	\$45,000	\$0	\$45,000
20-471-11	LOAN PAYMENT-USDA	\$73,515	\$147,000	\$73,536	\$147,000
20-471-12	LEASE/PURCHASE PAYMTS-KAMMERER	\$17,211	\$42,162	\$24,573	\$42,125
20-471-13	TRANSFER TO WATER RESERVE ACCT	\$0	\$26,000	\$36,133	\$40,000

# PROPOSED 2022 BUDGET

2021 12 15

GL Account	Account Description	2020 Actual	2021 Budget	2021 Actual Est. YTD	2022 Proposed
20-471-14	LOAN PYMT BANK OF THE WEST	\$78,298	\$172,000	\$94,545	\$95,000
<b>Total Debt Service</b>		<b>\$202,840</b>	<b>\$432,162</b>	<b>\$228,787</b>	<b>\$369,125</b>
<b>TOTAL WATER FUND EXPENDITURES</b>		<b>\$3,351,377</b>	<b>\$2,509,296</b>	<b>\$2,063,654</b>	<b>\$1,089,349</b>
<b>TOTAL WATER FUND REVENUE</b>		<b>\$1,630,621</b>	<b>\$1,200,316</b>	<b>\$1,354,410</b>	<b>\$1,747,000</b>
<b>NET REVENUE OVER EXPENDITURES</b>		<b>-\$1,720,756</b>	<b>-\$1,308,980</b>	<b>-\$709,244</b>	<b>\$657,651</b>
<b>Ending Water Enterprise Funds Available</b>				<b>\$398,833</b>	<b>\$1,056,484</b>
<b>SEWER ENTERPRISE FUND</b>					
<b>Beginning Sewer Enterprise Funds Available</b>				<b>\$1,318,092</b>	<b>\$1,559,151</b>
<b>Sewer Fund Revenue</b>					
30-33420	DOLA GRANT	\$79,914	\$155,000	\$0	\$155,000
30-34000	SEWER SALES	\$229,527	\$200,000	\$220,000	\$248,400
30-34001	CUSTOMER DEPOSITS	\$0	\$2,500	\$41,500	\$35,000
30-34440	TAP FEES	\$427,500	\$250,000	\$240,000	\$320,000
30-34450	MISCELLANEOUS SEWER INCOME	\$78	\$0	\$0	\$0
30-36100	INTEREST EARNED	\$265	\$0	\$48	\$0
30-39110	TRANSFER FROM SALES TAX FUND	\$0	\$85,000	\$0	\$85,000
<b>Total Sewer Fund Revenue</b>		<b>\$737,283</b>	<b>\$692,500</b>	<b>\$501,548</b>	<b>\$843,400</b>
<b>Professional Services</b>					
30-410-13	FINANCIAL AUDIT	\$2,854	\$3,200	\$7,667	\$8,000
30-410-30	LEGAL SERVICE	\$0	\$6,500	\$0	\$500
30-410-32	PROFESSIONAL SERVICES	\$30,736	\$10,000	\$13,058	\$15,000
	POSTAGE MACHINE LEASE	\$0	\$0	\$0	\$105
30-410-33	POSTAGE	\$1,975	\$1,500	\$1,604	\$2,100
30-410-34	SEWER DEPOSIT REFUND	\$0	\$500	\$0	\$500
30-410-35	COPIER LEASE	\$0	\$477	\$159	\$477
30-410-40	TRAINING	\$52	\$3,000	\$0	\$1,000
30-410-67	OFFICE SUPPLIES	\$0	\$500	\$18	\$200
30-410-68	COPIER EXPENSE	\$0	\$390	\$0	\$600
<b>Total Professional Services</b>		<b>\$35,616</b>	<b>\$26,067</b>	<b>\$22,506</b>	<b>\$28,482</b>
<b>Sewer Administration</b>					
30-411-14	EMPL SALARY'S-ADMINISTRATION	\$61,321	\$66,943	\$45,000	\$45,524
30-411-20	EMPLOYEE BENEFITS	\$4,848	\$9,977	\$4,642	\$7,162
30-411-21	COMPENSATED ABSENCE EXPENCE	\$1,641	\$0	\$0	\$0
30-411-22	FICA & MEDICARE	\$4,560	\$4,994	\$3,490	\$3,483

# PROPOSED 2022 BUDGET

2021 12 15

GL Account	Account Description	2020 Actual	2021 Budget	2021 Actual Est. YTD	2022 Proposed
30-411-23	457 RETIREMENT	\$1,592	\$3,006	\$1,996	\$3,610
30-411-25	UNEMPLOYMENT INSURANCE	\$185	\$201	\$47	\$137
30-411-26	WORKERS' COMPENSATION	\$0	\$145	\$0	\$145
30-411-70	IT SUPPORT	\$0	\$250	\$0	\$250
30-411-72	UTILITY SOFTWARE EXP	\$0	\$2,920	\$0	\$2,920
<b>Total Sewer Administration</b>		<b>\$74,147</b>	<b>\$88,436</b>	<b>\$55,175</b>	<b>\$63,231</b>
<b>Public Works Administration</b>					
30-430-12	SALARY-PW MAINTENANCE	\$43,041	\$45,291	\$21,399	\$30,040
30-430-13	EMPL SALARY-PW P/T SEASONAL	\$6,714	\$4,243	\$3,247	\$1,950
30-430-20	EMPLOYEE BENEFITS	\$9,019	\$10,531	\$4,338	\$5,730
30-430-22	FICA & MEDICARE	\$3,692	\$3,695	\$1,877	\$2,298
30-430-23	457 RETIREMENT	\$1,244	\$1,359	\$549	\$901
30-430-25	UNEMPLOYMENT	\$120	\$149	\$44	\$149
30-430-26	WORKERS' COMPENSATION	\$19,176	\$2,625	\$7,488	\$90
<b>Total Public Works Administration</b>		<b>\$83,005</b>	<b>\$67,892</b>	<b>\$38,941</b>	<b>\$41,158</b>
<b>WWTP</b>					
30-431-22	EQUIPMENT MTNCE & REPAIRS	\$7,359	\$20,000	\$143	\$10,000
30-431-41	UTILITIES-ELECTRIC	\$0	\$11,000	\$0	\$11,000
30-431-45	UTILITIES-GAS	\$0	\$400	\$0	\$400
30-431-48	TRASH	\$0	\$876	\$0	\$876
30-431-51	WWTP ENGINEERING & CONTINGENCY	\$0	\$0	\$3,300	\$5,000
30-431-59	ENGINEERING DESIGN	\$0	\$5,000	\$13,083	\$5,000
30-431-62	FUEL	\$4,338	\$3,500	\$2,583	\$3,500
30-431-74	CAPITAL OUTLAY WWTP	\$0	\$60,000	\$22,649	\$25,000
30-431-75	VEHICLE REPAIRS	\$3,697	\$5,000	\$2,659	\$5,000
<b>Total WWTP</b>		<b>\$15,394</b>	<b>\$105,776</b>	<b>\$44,416</b>	<b>\$65,776</b>
<b>Operations</b>					
30-432-00	LINE MAINTENANCE	\$11,293	\$12,000	\$720	\$12,000
30-432-30	CONTRACT OPERATOR	\$3,811	\$5,000	\$4,670	\$6,000
30-432-39	COMPUTER SOFTWARE-GIS	\$0	\$1,125	\$1,125	\$1,125
30-432-41	UTILITIES(ELECTRIC)	\$26,344	\$11,000	\$22,401	\$25,000
30-432-42	TELEPHONE/INTERNET	\$0	\$800	\$0	\$800
30-432-45	UTILITIES --GAS	\$0	\$100	\$0	\$100
30-432-46	CELL PHONE	\$0	\$764	\$0	\$764
30-432-50	PERMIT FEES	\$1,000	\$1,650	\$0	\$1,650
30-432-51	ANALYTICAL/SAMPLING EXPENSE	\$3,239	\$4,500	\$0	\$4,500
30-432-52	INSURANCE AND BONDS	\$6,485	\$12,668	\$6,591	\$8,000
30-432-53	SEWER CLEANING/VIDEO	\$19,270	\$15,000	\$4,130	\$15,000
30-432-55	GENERAL MAINT CENT LIFT ST	\$0	\$1,000	\$625	\$1,000
30-432-56	GENERAL MAINT OF PLANT	\$1,972	\$2,500	\$1,054	\$2,500



**PROPOSED 2022 BUDGET**  
**2021 12 15**

GL Account	Account Description	2020 Actual	2021 Budget	2021 Actual Est. YTD	2022 Proposed
30-432-57	GENERAL MAINT JOHNSON LT ST	\$0	\$2,000	\$625	\$2,000
	ENGINEERING DESIGN	\$0	\$15,000	\$2,260	\$15,000
30-432-60	TREATMENT OPERATIONS	\$14,421	\$12,000	\$9,857	\$10,000
30-432-61	OFFICE SUPPLIES	\$1,220	\$1,500	\$600	\$1,500
30-432-75	CAPITAL OUTLAY - LINES	\$0	\$331,730	\$8,666	\$331,730
30-432-99	OTHER MISCELLANEOUS EXPENSE	\$6,316	\$1,000	\$99	\$1,000
<b>Total Operations</b>		<b>\$95,371</b>	<b>\$431,338</b>	<b>\$63,421</b>	<b>\$439,669</b>
30-471-13	LOAN PMT-BANK OF THE WEST	\$45,533	\$150,000	\$79,855	\$80,000
<b>Total Debt Service</b>		<b>\$45,533</b>	<b>\$150,000</b>	<b>\$79,855</b>	<b>\$80,000</b>
<b>TOTAL SEWER FUND EXPENDITURES</b>		<b>\$334,262</b>	<b>\$764,323</b>	<b>\$260,489</b>	<b>\$718,316</b>
<b>TOTAL SEWER FUND REVENUE</b>		<b>\$737,283</b>	<b>\$692,500</b>	<b>\$501,548</b>	<b>\$843,400</b>
<b>NET REVENUE OVER EXPENDITURES</b>			<b>-\$71,823</b>	<b>\$241,059</b>	<b>\$125,084</b>
<b>Ending Sewer Enterprise Funds Available</b>				<b>\$1,559,151</b>	<b>\$1,684,235</b>
<b>SALES TAX CAPITAL IMPROVEMENT FUND</b>					
<b>Beginning Sales Tax CIP Fund</b>				<b>\$364,158</b>	<b>\$604,164</b>
40-31300	1% TOWN SALES TAX	\$209,466	\$130,000	\$240,000	\$200,000
40-36100	INTEREST EARNED	\$12	\$12	\$6	\$5
<b>Total Sales Tax Fund Revenue</b>		<b>\$209,478</b>	<b>\$130,012</b>	<b>\$240,006</b>	<b>\$200,005</b>
<b>Capital Projects</b>					
40-430-00	CAPITAL PROJECTS - SEWER BNSF	\$315	\$85,000	\$0	\$85,000
40-430-05	CIP - NORTH STORM DETENTION	\$0	\$0	\$0	\$75,000
40-430-10	CIP - MAIN STREET C&G 3RD-TO 5TH	\$0	\$0	\$0	\$60,000
<b>Total Capital Projects</b>		<b>\$315</b>	<b>\$85,000</b>	<b>\$0</b>	<b>\$220,000</b>
<b>TOTAL SALES TAX CIP FUND EXPENDITURES</b>		<b>\$315</b>	<b>\$85,000</b>	<b>\$0</b>	<b>\$220,000</b>
<b>TOTAL SALES TAX CIP FUND REVENUE</b>		<b>\$209,478</b>	<b>\$130,012</b>	<b>\$240,006</b>	<b>\$200,005</b>
<b>NET REVENUE OVER EXPENDITURES</b>		<b>\$209,163</b>	<b>\$45,012</b>	<b>\$240,006</b>	<b>-\$19,995</b>
<b>Ending Sales Tax CIP Fund Balance</b>				<b>\$604,164</b>	<b>\$584,169</b>

**CONSERVTION TRUST FUND**

**PROPOSED 2022 BUDGET**  
**2021 12 15**

GL Account	Account Description	2020 Actual	2021 Budget	2021 Actual Est. YTD	2022 Proposed
<b>Beginnning CTF Fund Balance</b>				<b>\$10,649</b>	<b>\$21,288</b>
<b>Conservation Fund Revenue</b>					
50-33501	CT - ST PROCEEDS (LOTTERY)	\$10,245	\$0	\$10,628	\$10,000
50-36100	INTEREST EARNED	\$22	\$5,500	\$11	\$10
<b>Total Conservation Fund Revenue</b>		<b>\$10,266</b>	<b>\$5,500</b>	<b>\$10,639</b>	<b>\$10,010</b>
<b>Administration</b>					
50-411-11	GROUNDSCKEEPER SALARY	\$0	\$7,344	\$0	\$5,460
50-411-22	FICA	\$0	\$548	\$0	\$418
50-411-25	UNEMPLOYMENT	\$0	\$0	\$0	\$16
50-411-26	WORKERS' COMPENSATION	\$0	\$0	\$0	\$100
<b>Total Adminisration</b>		<b>\$0</b>	<b>\$7,892</b>	<b>\$0</b>	<b>\$5,994</b>
<b>Park Operations</b>					
50-452-60	REPAIRS AND MAINTENANCE	\$0	\$1,500	\$0	\$3,000
<b>Total Park Operations</b>		<b>\$0</b>	<b>\$1,500</b>	<b>\$0</b>	<b>\$3,000</b>
<b>TOTAL CTF FUND EXPENDITURES</b>		<b>\$0</b>	<b>\$9,392</b>	<b>\$0</b>	<b>\$8,994</b>
<b>TOTAL CTF FUND REVENUE</b>		<b>\$10,266</b>	<b>\$5,500</b>	<b>\$10,639</b>	<b>\$10,010</b>
<b>NET REVENUE OVER EXPENDITURES</b>		<b>\$10,266</b>	<b>-\$3,892</b>	<b>\$10,639</b>	<b>\$1,016</b>
<b>Ending CTF Fund Balance</b>				<b>\$21,288</b>	<b>\$22,303</b>

**TOWN OF WIGGINS, COLORADO  
RESOLUTION NO. 44-2021**

**A RESOLUTION APPROPRIATING SUMS OF MONEY TO THE VARIOUS FUNDS AND SPENDING AGENCIES IN THE AMOUNTS AND FOR THE PURPOSES SET FORTH BELOW FOR THE TOWN OF WIGGINS, COLORADO FOR THE 2022 BUDGET YEAR**

**WHEREAS**, the Board of Trustees has adopted the annual budget in accordance with the Local Government Budget Law on December 15, 2021; and

**WHEREAS**, the Board of Trustees has made provisions therein for revenues in an amount equal or greater than the total proposed expenditures as set forth in said budget; and

**WHEREAS**, it is not only required by law, but also necessary to appropriate the revenues as provided in the budget to and for the purposes described below, so as not to impair the operation of the Town.

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

**Section 1.** That the following sums are hereby appropriated from the revenue of each fund, to each fund, for the purpose state, for the fiscal year beginning January 1, 2022:

Total General Fund	\$1,348,167
Total Water Enterprise Fund	\$1,747,000
Total Sewer Enterprise Fund	\$ 843,400
Total Sales Tax Capital Improvement Fund	\$ 200,005
Total Conservation Trust Fund	\$ 10,010
<b>Total Revenues</b>	<b>\$4,148,582</b>

**INTRODUCED, ADOPTED, AND RESOLVED THIS 15<sup>th</sup> DAY OF DECEMBER, 2021.**

TOWN OF WIGGINS, COLORADO

\_\_\_\_\_  
Jeff Palmer, Mayor

ATTEST:

\_\_\_\_\_  
Deborah Lee, Town Clerk

**TOWN OF WIGGINS, COLORADO  
RESOLUTION NO. 45-2021**

**A RESOLUTION LEVYING GENERAL PROPERTY TAXES FOR THE TAXABLE YEAR 2021 TO HELP DEFRAID THE COSTS OF GOVERNMENT FOR THE TOWN OF WIGGINS, COLORADO FOR THE 2022 BUDGET YEAR**

**WHEREAS**, the Board of Trustees of the Town of Wiggins has adopted the annual budget in accordance with the Local Government Budget law on December 15, 2021; and

**WHEREAS**, the amount of money necessary to balance the budget for general operating expenses is \$499,772 and

**WHEREAS**, the 2021 taxable year valuation for assessment for the Town of Wiggins as certified by the County Assessor is \$15,515,100.

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

**Section 1.** That for the purpose of meeting all operating expenses of the Town of Wiggins during the 2021 budget year, there is hereby levied a tax of 32.212 mills upon each one thousand (\$1,000.00) dollars of the total valuation for assessment of all taxable property within the Town for the taxable year 2021.

**Section 2.** That the Town Clerk is hereby authorized and directed to immediately certify to the County Commissioners of Morgan County, Colorado, the mill levies for the Town of Wiggins as hereinabove determined and set.

**INTRODUCED, ADOPTED, AND RESOLVED THIS 15<sup>th</sup> DAY OF DECEMBER 2021.**

TOWN OF WIGGINS, COLORADO

\_\_\_\_\_  
Jeff Palmer, Mayor

ATTEST:

\_\_\_\_\_  
Deborah Lee, Town Clerk

**TOWN OF WIGGINS, COLORADO  
RESOLUTION NO. 46-2021**

**A RESOLUTION CERTIFYING COMPLIANCE WITH ARTICLE X, SECTION 20 OF THE COLORADO CONSTITUTION**

**WHEREAS**, the Board of Trustees of the Town of Wiggins certified the mill levy on December 15, 2021 and the Certification of the Mill Levy will be submitted to the Morgan County Commissioners on or before December 15, 2021; and

**WHEREAS**, the Board of Trustees of the Town has certified the mill levy at 32.212 mills.

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

**Section 1.** In so certifying the mill levy at 32.212 mills, the Board of Trustees hereby additionally certifies to the Morgan County Assessor and the Board of County Commissioners for Morgan County that the Trustees of the Town of Wiggins have utilized their best efforts to comply with Article X, Section 20 of the Colorado Constitution, as enacted by a vote of the people on November 3, 1992 (commonly known as TABOR) in preparing its 2021 budget and budget appropriations, and certifying its mill levy.

**INTRODUCED, ADOPTED AND RESOLVED THIS 15<sup>th</sup> DAY OF DECEMBER, 2021.**

TOWN OF WIGGINS, COLORADO

\_\_\_\_\_  
Jeff Palmer, Mayor

ATTEST:

\_\_\_\_\_  
Deborah Lee, Town Clerk

**TOWN OF WIGGINS, COLORADO  
RESOLUTION NO. 47-2021**

**A RESOLUTION CREATING A NON-EMERGENCY RESERVE FOR THE TOWN OF WIGGINS**

**WHEREAS**, the Town of Wiggins Board of Trustees has adopted the 2022 budget; and

**WHEREAS**, the Town of Wiggins has accumulated fund balances from years prior to and including 2021.

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

**Section 1.** Any and all year-end fund balances shall be considered a reserve increase and therefore, a part of 2022 fiscal year spending, within the meaning of Article X, Section 20(2)(e) of the Colorado Constitution.

**INTRODUCED, ADOPTED AND RESOLVED THIS 15<sup>th</sup> DAY OF DECEMBER, 2021.**

TOWN OF WIGGINS, COLORADO

\_\_\_\_\_  
Jeff Palmer, Mayor

ATTEST:

\_\_\_\_\_  
Deborah Lee, Town Clerk

### **CERTIFICATION OF TAX LEVIES**

TO: County Commissioners of Morgan County, Colorado

This is to certify that the tax levy to be assessed by you upon all property within the limits of the Town of Wiggins based on a total assessed valuation of \$15,515,100 for the taxable year 2021 as determined and fixed by the Board of Trustees on December 15, 2021 is:

	<u>LEVY</u>	<u>REVENUE</u>
General Operating Expenses:	32.212 mills	\$499,772

You are hereby authorized and directed to extend said levy upon your tax list.

**IN WITNESS WHEREOF**, I have hereunto set my hand and affixed the seal of the Town of Wiggins, Colorado this 15<sup>th</sup> day of December, 2021

\_\_\_\_\_  
Deborah Lee, Town Clerk

CC: Division of Local Government



## **STAFF SUMMARY**

### **Board of Trustee Regular Meeting December 15, 2021**

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**DATE:** December 15, 2021

**AGENDA ITEM NUMBERS:** 7 and 8

**TOPIC:** Consideration of Ordinance No.1-2021 and Resolution No. 49-2021 Regarding Collection of Municipal Assessments and Utility Bills

**STAFF MEMBER RESPONSIBLE:** Deb Lee, Town Clerk

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**BACKGROUND:**

As of January 1, 2022 the Department of Motor Vehicles will no longer give Outstanding Warrant Judgements for those that do not pay or show up to pay their traffic tickets. The Town of Wiggins currently does not have a collection agency for traffic tickets or for unpaid utility bills. I discussed this with Judge Kimberly Emil. She recommended that we hire a collection company.

I spoke with Town Clerks and Deputy Clerks during my Institute Training to find out what companies they used and why. I asked if they were receiving the full amount that was owed. Only one company was collecting the full amount that I could find. The town/deputy clerks that weren't receiving the full amount that is owed to them said they planned to look into this company as they were only receiving a small amount if any from the collection companies that they had. I have spoken with Professional Finance Company (PFC) in Greeley Colorado. PFC can handle both Municipal Court fine collections and utility payment collections.

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

**SUMMARY:**

I spoke with our Town Attorney, Melinda Culley. She said we would need an Ordinance allowing collections and a Resolution approving the service agreement with Professional Finance Company to give the Town of Wiggins the ability to collect the entire bad debt amount owed to the Town for both court fines and utility bills. The Town Attorney has previously drafted both documents for other towns, so she drafted both for our town as well.



The Trustees and staff strive to be good stewards of the Town's resources. I am asking the Board of Trustees to consider an Ordinance allowing collections and a Resolution approving the service agreement with Professional Finance Company to give the Town of Wiggins the ability to collect the entire bad debt amount owed to the Town for both the court fines and the utility bills.

This information was presented to the Board of Trustees at the Work Session on December 8, 2021. The Trustees gave staff direction to move forward with this action.

**FISCAL IMPACT:**

There is no fiscal impact to the Town of Wiggins to have a collection agency to collect debts owed to the town. All fees owed for the collection of a debt will be added to the amount that is owed and be payable by individual owing the debt. The future positive impacts will be that we receive the money that is owed to the Town.

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

The approval of both the Ordinance 11-2021 and Resolution 48-2021 will help the Town meet the objective to receive payment from those who have not paid money owed for utilities and municipal court fines

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

The Board of Trustees can approve Ordinance 11-2021 and Resolution No. 48-2021 as presented, adopt them with modifications, or not approve the ordinance and resolution. If the Board of Trustees choose to not approve the ordinance and resolution, the Town will not be able to hire a collection company to collect bad debt.

**MOTION:**

I make a motion to approve Ordinance 11-2021 – An Ordinance Regarding the Collection of Municipal Court Assessments.

I make a motion to approve Resolution 48-2021 – A Resolution Approving a Service Agreement with Professional Finance Company, Inc. for Collection Services.

**ACTION REQUESTED:**

Motion, Second, Roll-Call Vote.

(This action requires affirmative votes from the majority of the Trustees present.)

**TOWN OF WIGGINS, COLORADO  
ORDINANCE NO. 11-2021**

**AN ORDINANCE REGARDING THE COLLECTION OF MUNICIPAL COURT  
ASSESSMENTS**

**WHEREAS**, defendants sometimes fail to pay fines, costs, fees and judgments assessed against them by the Wiggins Municipal Court, and there is a loss of revenue from such defendants' failure to comply with Municipal Court orders; and

**WHEREAS**, these unpaid assessments constitute debts to the Town, which the Town is authorized to collect by any lawful means; and

**WHEREAS**, C.R.S. § 13-10-113(3) empowers municipal judges in their discretion to assess costs, as established by the municipal governing body by ordinance, against any defendant who pleads guilty or nolo contendere or who enters into a plea agreement or who, after trial, is found guilty of an ordinance violation; and

**WHEREAS**, the Board of Trustees desires to authorize the Municipal Judge, the Court Clerk or a designee to utilize lawful means to collect unpaid Municipal Court assessments and to assess reasonable costs of collection.

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

**Section 1.** The Board of Trustees hereby adopts the Town of Wiggins Collection Costs Ordinance to read as follows:

**Sec. 1 – Collection Costs**

The Municipal Judge, Court Clerk, or a designee, is authorized to use any lawful method of collecting fines, fees, default judgments, personal recognizance bond forfeitures, civil penalties, or any other unpaid amounts due from any person assessed such sums by the Municipal Court, including the reasonable costs of collection. Reasonable costs of collection shall include, without limitation, the fees and costs of a collection agency or counsel.

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

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

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

**INTRODUCED, READ, PASSED AND ADOPTED AND ORDERED PUBLISHED  
BY TITLE ONLY THIS 15<sup>th</sup> DAY OF DECEMBER, 2021.**

TOWN OF WIGGINS, COLORADO

\_\_\_\_\_  
Jeffrey Palmer, Mayor

ATTEST:

\_\_\_\_\_  
Deborah Lee, Town Clerk

I, Deborah Lee, Town Clerk of the Town of Wiggins, Colorado, hereby certify and attest that the foregoing Ordinance No. 11-2021 was introduced, read, adopted and ordered published by title only, at a regular meeting of the Board of Trustees of the Town of Wiggins, Colorado on the \_\_\_\_ day of \_\_\_\_\_, 2021. This Ordinance was published in The Fort Morgan Times on \_\_\_\_\_, 2021.

Dated \_\_\_\_\_.

**TOWN OF WIGGINS, COLORADO  
RESOLUTION NO. 48-2021**

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

**WHEREAS**, an agreement has been proposed between the Town and Professional Finance Company to undertake collection of the Town's bad debt accounts; and

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

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

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

**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 15<sup>TH</sup> DAY DECEMBER, 2021.**

TOWN OF WIGGINS, COLORADO

\_\_\_\_\_  
Jeffrey Palmer, Mayor

ATTEST:

\_\_\_\_\_  
Deborah Lee, Town Clerk



## **STAFF SUMMARY**

### **Board of Trustees Meeting**

**December 15, 2021**

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**DATE:** December 10, 2021

**AGENDA ITEM NUMBER:** 9

**TOPIC:** Consideration of Ordinance No. 12-2021- An Ordinance Repealing Ordinance No. 01-2018 and Fixing the Compensation of the Mayor and Trustees

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

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**BACKGROUND:**

The Board of Trustees in February 2018 adopted Ordinance 01-2018 repealing Ordinance 2-91 and setting the Mayor and Trustees Compensation at \$400 and \$100 per month. After the adoption of Ordinance No. 01-2018, the Board of Trustees in office at the time did not implement the ordinance.

**SUMMARY:**

Staff researched the topic and did not find documentation of repeal or other action invalidating Ordinance 01-2018. This information was brought to the current Board of Trustees attention. Direction was given to staff to bring an ordinance for their consideration repealing Ordinance No. 01-2018.

**FISCAL IMPACT:**

Adoption of Ordinance No.12-2021 will not impact the 2021 budget.

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

Adopting Ordinance No.12-2021 maintains the Town's records and provides transparency in government actions.

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

The Board of Trustees could adopt the ordinance s as presented, request modifications, or not adopt the Ordinance.

**MOTION FOR APPROVAL:** I make a motion to adopt Ordinance No. 12-2021 - An Ordinance Repealing Ordinance No. 01-2018 and Fixing the Compensation of the Mayor and Trustees

**ACTION REQUESTED:** MOTION, SECOND, ROLL-CALL VOTE

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

**TOWN OF WIGGINS, COLORADO  
ORDINANCE NO. 12-2021**

**AN ORDINANCE REPEALING ORDINANCE NO. 01-2018 AND FIXING THE  
COMPENSATION OF THE MAYOR AND TRUSTEES**

**WHEREAS**, the Board of Trustees previously adopted Ordinance No. 2-91 fixing the compensation for the Mayor and Trustees; and

**WHEREAS**, the Board of Trustees adopted Ordinance No. 01-2018 on February 14<sup>th</sup>, 2018 Repealing Ordinance No. 2-91; and

**WHEREAS**, the Board of Trustees in office at the time did not implement Ordinance No. 01-2018 and did not repeal or otherwise invalidate the ordinance; and

**WHEREAS**, the current Board of Trustees do not wish to implement Ordinance No. 01-2018.

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

**Section 1.** The Board of Trustees hereby adopts the “Town of Wiggins Mayor and Trustee Compensation Ordinance” to read as follows:

**Mayor and Trustee Compensation**

A. **Mayor Compensation.** Commencing with the effective date of this ordinance, the Mayor of the Town shall be compensated at the rate of two hundred dollars (\$200.00) per month, provided the Mayor attends at least one Board meeting a month.

B. **Trustee Compensation.** Commencing with the effective date of this ordinance, each Trustee shall be compensated at the rate of forty dollars (\$40.00) per month, provided the Trustee attends at least one Board meeting a month.

**Section 2.** Ordinance No. 01-2018 is hereby repealed in its entirety.

**Section 3.** If any section, paragraph, sentence, clause, or phrase of this ordinance is held to be unconstitutional or invalid for any reason, such decision shall not affect the validity or constitutionality of the remaining portions of this ordinance. The Board of Trustees hereby declares that it would have passed this ordinance and each part or parts hereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.

**Section 4.** All other ordinances or portions thereof inconsistent or conflicting with this ordinance or any portion hereof are hereby repealed to the extent of such inconsistency or conflict.

**Section 5.** The repeal or modification of any provision of any Town of Wiggins ordinance by this ordinance shall not release, extinguish, alter, modify, or change in whole or in

part any penalty, forfeiture, or liability, either civil or criminal, which shall have been incurred under such provision, and each provision shall be treated and held as still remaining in force for the purpose of sustaining any and all proper actions, suits, proceedings, and prosecutions for the enforcement of the penalty, forfeiture, or liability, as well as for the purpose of sustaining any judgment, decree, or order which can or may be rendered, entered, or made in such actions, suits, proceedings, or prosecutions.

**INTRODUCED, READ, ADOPTED, APPROVED, AND ORDERED PUBLISHED  
BY TITLE ONLY THIS 15<sup>TH</sup> DAY OF DECEMBER, 2021.**

TOWN OF WIGGINS, COLORADO


\_\_\_\_\_  
Jeffrey Palmer, Mayor

ATTEST:

\_\_\_\_\_  
Deborah Lee, Town Clerk

I, Deborah Lee, Town Clerk of the Town of Wiggins, Colorado, hereby certify and attest that the foregoing Ordinance No. 11-2021 was introduced, read, adopted and ordered published by title only, at a regular meeting of the Board of Trustees of the Town of Wiggins, Colorado on the \_\_\_\_ day of \_\_\_\_\_, 2021. This Ordinance was published in The Fort Morgan Times on \_\_\_\_\_, 2021.

Dated \_\_\_\_\_.

<input checked="" type="checkbox"/> New License <input type="checkbox"/> New-Concurrent <input type="checkbox"/> Transfer of Ownership <input type="checkbox"/> State Property Only <input type="checkbox"/> Master file			
<b>All answers must be printed in black ink or typewritten</b> <b>Applicant must check the appropriate box(es)</b> <b>Applicant should obtain a copy of the Colorado Liquor and Beer Code: <a href="http://www.colorado.gov/enforcement/liquor">www.colorado.gov/enforcement/liquor</a></b>			
1. Applicant is applying as a/an <input type="checkbox"/> Individual <input checked="" type="checkbox"/> Limited Liability Company <input type="checkbox"/> Association or Other ! Corporation <input type="checkbox"/> Partnership (includes Limited Liability and Husband and Wife Partnerships)			
2. Applicant If an LLC, name of LLC; if partnership, at least 2 partner's names; if corporation, name of corporation <u>Mariana's Mexican Restaurant</u>			FEIN Number 
2a. Trade Name of Establishment (DBA) <u>Mariana's Mexican Restaurant</u>		State Sales Tax Number <u>95009215</u>	Business Telephone <u>970-483-7278</u>
3. Address of Premises (specify exact location of premises, include suite/unit numbers) <u>612 Central Avenue</u>			
City <u>wiggins</u>	County <u>morgan</u>	State <u>CO</u>	ZIP Code <u>80654</u>
4. Mailing Address (Number and Street) <u>PO Box 417</u>		City or Town <u>wiggins</u>	State <u>CO</u> ZIP Code <u>80654</u>
5. Email Address <u>altamarianago@gmail.com</u>			
6. If the premises currently has a liquor or beer license, you must answer the following questions			
Present Trade Name of Establishment (DBA) <u>Mariana's Family Restaurant LLC</u>		Present State License Number <u>03-10848</u>	Present Expiration Date <u>12-12-21</u>
<b>Section A Nonrefundable Application Fees*</b>		<b>Section B (Cont.) Liquor License Fees*</b>	
<input type="checkbox"/> Application Fee for New License.....\$1,550.00 <input type="checkbox"/> Application Fee for New License w/Concurrent Review .....\$1,650.00 <input type="checkbox"/> Application Fee for Transfer .....\$1,550.00		<input type="checkbox"/> Liquor-Licensed Drugstore (County) .....\$312.50 <input type="checkbox"/> Lodging & Entertainment - L&E (City) .....\$500.00 <input type="checkbox"/> Lodging & Entertainment - L&E (County) .....\$500.00 <input type="checkbox"/> Manager Registration - H & R .....\$75.00 <input type="checkbox"/> Manager Registration - Tavern .....\$75.00 <input type="checkbox"/> Manager Registration - Lodging & Entertainment .....\$75.00 <input type="checkbox"/> Manager Registration - Campus Liquor Complex .....\$75.00 <input type="checkbox"/> Optional Premises License (City).....\$500.00 <input type="checkbox"/> Optional Premises License (County).....\$500.00 <input type="checkbox"/> Racetrack License (City).....\$500.00 <input type="checkbox"/> Racetrack License (County).....\$500.00 <input type="checkbox"/> Resort Complex License (City).....\$500.00 <input type="checkbox"/> Resort Complex License (County).....\$500.00 <input type="checkbox"/> Related Facility - Campus Liquor Complex (City) .....\$160.00 <input type="checkbox"/> Related Facility - Campus Liquor Complex (County) .....\$160.00 <input type="checkbox"/> Related Facility - Campus Liquor Complex (State).....\$160.00 <input type="checkbox"/> Retail Gaming Tavern License (City) .....\$500.00 <input type="checkbox"/> Retail Gaming Tavern License (County).....\$500.00 <input type="checkbox"/> Retail Liquor Store License-Additional (City).....\$227.50 <input type="checkbox"/> Retail Liquor Store License-Additional (County).....\$312.50 <input type="checkbox"/> Retail Liquor Store (City).....\$227.50 <input type="checkbox"/> Retail Liquor Store (County).....\$312.50 <input type="checkbox"/> Tavern License (City).....\$500.00 <input type="checkbox"/> Tavern License (County).....\$500.00 <input type="checkbox"/> Vintners Restaurant License (City) .....\$750.00 <input type="checkbox"/> Vintners Restaurant License (County).....\$750.00	
<b>Section B Liquor License Fees*</b>			
<input type="checkbox"/> Add Optional Premises to H & R.....\$100.00 X _____ Total _____ <input type="checkbox"/> Add Related Facility to Resort Complex \$75.00 X _____ Total _____ <input type="checkbox"/> Add Sidewalk Service Area.....\$75.00 <input type="checkbox"/> Arts License (City) .....\$308.75 <input type="checkbox"/> Arts License (County) .....\$308.75 <input type="checkbox"/> Beer and Wine License (City).....\$351.25 <input type="checkbox"/> Beer and Wine License (County).....\$436.25 <input type="checkbox"/> Brew Pub License (City) .....\$750.00 <input type="checkbox"/> Brew Pub License (County).....\$750.00 <input type="checkbox"/> Campus Liquor Complex (City).....\$500.00 <input type="checkbox"/> Campus Liquor Complex (County) .....\$500.00 <input type="checkbox"/> Campus Liquor Complex (State).....\$500.00 <input type="checkbox"/> Club License (City).....\$308.75 <input type="checkbox"/> Club License (County) .....\$308.75 <input type="checkbox"/> Distillery Pub License (City).....\$750.00 <input type="checkbox"/> Distillery Pub License (County) .....\$750.00 <input type="checkbox"/> Hotel and Restaurant License (City).....\$500.00 <input type="checkbox"/> Hotel and Restaurant License (County) .....\$500.00 <input checked="" type="checkbox"/> Hotel and Restaurant License w/one opt premises (City) .....\$600.00 <input type="checkbox"/> Hotel and Restaurant License w/one opt premises (County).....\$600.00 <input type="checkbox"/> Liquor-Licensed Drugstore (City) .....\$227.50			
<b>* Note that the Division will not accept cash</b>			
<b>Questions? Visit: <a href="http://www.colorado.gov/enforcement/liquor">www.colorado.gov/enforcement/liquor</a> for more information</b>			
<b>Do not write in this space - For Department of Revenue use only</b>			
<b>Liability Information</b>			
License Account Number	Liability Date	License Issued Through (Expiration Date)	Total \$
			000096



## Application Documents Checklist and Worksheet

**Instructions:** This checklist should be utilized to assist applicants with filing all required documents for licensure. All documents must be properly signed and correspond with the name of the applicant exactly. All documents must be typed or legibly printed. Upon final State approval the license will be mailed to the local licensing authority. Application fees are nonrefundable. **Questions? Visit:** [www.colorado.gov/enforcement/liquor](http://www.colorado.gov/enforcement/liquor) for more information

Items submitted, please check all appropriate boxes completed or documents submitted	
<b>I. Applicant information</b>	<input checked="" type="checkbox"/> A. Applicant/Licensee identified <input checked="" type="checkbox"/> B. State sales tax license number listed or applied for at time of application <input checked="" type="checkbox"/> C. License type or other transaction identified <input checked="" type="checkbox"/> D. Return originals to local authority (additional items may be required by the local licensing authority) <input checked="" type="checkbox"/> E. All sections of the application need to be completed <input checked="" type="checkbox"/> F. Master file applicants must include the Application for Master File form DR 8415 and applicable fees to this Retail License Application
<b>II. Diagram of the premises</b>	<input checked="" type="checkbox"/> A. No larger than 8 1/2" X 11" <input checked="" type="checkbox"/> B. Dimensions included (does not have to be to scale). Exterior areas should show type of control (fences, walls, entry/exit points, etc.) <input checked="" type="checkbox"/> C. Separate diagram for each floor (if multiple levels) <input checked="" type="checkbox"/> D. Kitchen - identified if Hotel and Restaurant <input checked="" type="checkbox"/> E. Bold/Outlined Licensed Premises
<b>III. Proof of property possession (One Year Needed)</b>	<input type="checkbox"/> A. Deed in name of the applicant (or) (matching question #2) date stamped / filed with County Clerk <input type="checkbox"/> B. Lease in the name of the applicant (or) (matching question #2) <input type="checkbox"/> C. Lease assignment in the name of the applicant with proper consent from the landlord and acceptance by the applicant <input type="checkbox"/> D. Other agreement if not deed or lease. (matching question #2)
<b>IV. Background information (DR 8404-I) and financial documents</b>	<input checked="" type="checkbox"/> A. Complete DR 8404-I for each principal (individuals with more than 10% ownership, officers, directors, partners, members) <input checked="" type="checkbox"/> B. Fingerprints taken and submitted to the appropriate Local Licensing Authority through an approved state vendor. <b>Do not complete fingerprint cards prior to submitting your application.</b> The Vendors are as follows: <b>Identigo</b> – <a href="https://uenroll.identigo.com/">https://uenroll.identigo.com/</a> Phone: 844-539-5539 (toll-free) <b>Identigo FAQs:</b> <a href="https://www.colorado.gov/pacific/cbi/identification-faqs">https://www.colorado.gov/pacific/cbi/identification-faqs</a> <b>Colorado Fingerprinting</b> – <a href="http://www.coloradofingerprinting.com">http://www.coloradofingerprinting.com</a> Appointment Scheduling Website: <a href="http://www.coloradofingerprinting.com/cabs/">http://www.coloradofingerprinting.com/cabs/</a> Phone: 720-292-2722 Toll Free: 833-224-2227 <input type="checkbox"/> C. Purchase agreement, stock transfer agreement, and/or authorization to transfer license <input type="checkbox"/> D. List of all notes and loans (Copies to also be attached)
<b>V. Sole proprietor/husband and wife partnership (if applicable)</b>	<input type="checkbox"/> A. Form DR 4679 <input type="checkbox"/> B. Copy of State issued Driver's License or Colorado Identification Card for each applicant
<b>VI. Corporate applicant information (if applicable)</b>	<input type="checkbox"/> A. Certificate of Incorporation <input checked="" type="checkbox"/> B. Certificate of Good Standing <input type="checkbox"/> C. Certificate of Authorization if foreign corporation (out of state applicants only)
<b>VII. Partnership applicant information (if applicable)</b>	<input type="checkbox"/> A. Partnership Agreement (general or limited). <input type="checkbox"/> B. Certificate of Good Standing
<b>VIII. Limited Liability Company applicant information (if applicable)</b>	<input checked="" type="checkbox"/> A. Copy of articles of organization <input checked="" type="checkbox"/> B. Certificate of Good Standing <input type="checkbox"/> C. Copy of Operating Agreement (if applicable) <input type="checkbox"/> D. Certificate of Authority if foreign LLC (out of state applicants only)
<b>IX. Manager registration for Hotel and Restaurant, Tavern, Lodging &amp; Entertainment, and Campus Liquor Complex licenses when included with this application</b>	<input type="checkbox"/> A. \$75.00 fee <input checked="" type="checkbox"/> B. Individual History Record (DR 8404-I) <input checked="" type="checkbox"/> C. If owner is managing, no fee required



Name <i>Mariachi's Mexican Restaurant</i>		Type of License <i>Hotel + Restaurant License</i>		Account Number	
7. Is the applicant (including any of the partners if a partnership; members or managers if a limited liability company; or officers, stockholders or directors if a corporation) or managers under the age of twenty-one years?					Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
8. Has the applicant (including any of the partners if a partnership; members or managers if a limited liability company; or officers, stockholders or directors if a corporation) or managers ever (in Colorado or any other state):					
a. Been denied an alcohol beverage license?					<input type="checkbox"/> <input checked="" type="checkbox"/>
b. Had an alcohol beverage license suspended or revoked?					<input type="checkbox"/> <input checked="" type="checkbox"/>
c. Had interest in another entity that had an alcohol beverage license suspended or revoked?					<input type="checkbox"/> <input checked="" type="checkbox"/>
If you answered yes to 8a, b or c, explain in detail on a separate sheet.					
9. Has a liquor license application (same license class), that was located within 500 feet of the proposed premises, been denied within the preceding two years? If "yes", explain in detail.					<input type="checkbox"/> <input checked="" type="checkbox"/>
10. Are the premises to be licensed within 500 feet, of any public or private school that meets compulsory education requirements of Colorado law, or the principal campus of any college, university or seminary?					<input type="checkbox"/> <input checked="" type="checkbox"/>
Waiver by local ordinance? <input type="checkbox"/> <input type="checkbox"/>					
Other: _____					
11. Is your Liquor Licensed Drugstore (LLDS) or Retail Liquor Store (RLS) within 1500 feet of another retail liquor license for off-premises sales in a jurisdiction with a population of greater than (>) 10,000? NOTE: The distance shall be determined by a radius measurement that begins at the principal doorway of the LLDS/RLS premises for which the application is being made and ends at the principal doorway of the Licensed LLDS/RLS.					<input type="checkbox"/> <input type="checkbox"/>
12. Is your Liquor Licensed Drugstore (LLDS) or Retail Liquor Store (RLS) within 3000 feet of another retail liquor license for off-premises sales in a jurisdiction with a population of less than (<) 10,000? NOTE: The distance shall be determined by a radius measurement that begins at the principal doorway of the LLDS/RLS premises for which the application is being made and ends at the principal doorway of the Licensed LLDS/RLS.					<input type="checkbox"/> <input type="checkbox"/>
13 a. For additional Retail Liquor Store only. Was your Retail Liquor Store License issued on or before January 1, 2016?					<input type="checkbox"/> <input type="checkbox"/>
13 b. Are you a Colorado resident?					<input checked="" type="checkbox"/> <input type="checkbox"/>
14. Has a liquor or beer license ever been issued to the applicant (including any of the partners, if a partnership; members or manager if a Limited Liability Company; or officers, stockholders or directors if a corporation)? If yes, identify the name of the business and list any <u>current</u> financial interest in said business including any loans to or from a licensee.					<input type="checkbox"/> <input checked="" type="checkbox"/>
15. Does the applicant, as listed on line 2 of this application, have legal possession of the premises by ownership, lease or other arrangement?					<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> Ownership <input checked="" type="checkbox"/> Lease <input type="checkbox"/> Other (Explain in Detail) _____					
a. If leased, list name of landlord and tenant, and date of expiration, <b>exactly</b> as they appear on the lease:					
Landlord		Tenant		Expires	
b. Is a percentage of alcohol sales included as compensation to the landlord? If yes, complete question 16.					<input type="checkbox"/> <input checked="" type="checkbox"/>
c. Attach a diagram that designates the area to be licensed in black bold outline (including dimensions) which shows the bars, brewery, walls, partitions, entrances, exits and what each room shall be utilized for in this business. This diagram should be no larger than 8 1/2" X 11".					
16. Who, besides the owners listed in this application (including persons, firms, partnerships, corporations, limited liability companies) will loan or give money, inventory, furniture or equipment to or for use in this business; or who will receive money from this business? Attach a separate sheet if necessary.					
Last Name		First Name		Date of Birth	FEIN or SSN
Last Name		First Name		Date of Birth	FEIN or SSN
Attach copies of all notes and security instruments and any written agreement or details of any oral agreement, by which any person (including partnerships, corporations, limited liability companies, etc.) will share in the profit or gross proceeds of this establishment, and any agreement relating to the business which is contingent or conditional in any way by volume, profit, sales, giving of advice or consultation.					
17. Optional Premises or Hotel and Restaurant Licenses with Optional Premises: Has a local ordinance or resolution authorizing optional premises been adopted?					<input type="checkbox"/> <input checked="" type="checkbox"/>
Number of additional Optional Premise areas requested. (See license fee chart)					
18. For the addition of a Sidewalk Service Area per Regulation 47-302(A)(4), include a diagram of the service area and documentation received from the local governing body authorizing use of the sidewalk. Documentation may include but is not limited to a statement of use, permit, easement, or other legal permissions.					
19. Liquor Licensed Drugstore (LLDS) applicants, answer the following:					
a. Is there a pharmacy, licensed by the Colorado Board of Pharmacy, located within the applicant's LLDS premise?					<input type="checkbox"/> <input type="checkbox"/>
If "yes" a copy of license must be attached.					

Name <i>Mariano's Mexican Restaurant</i>	Type of License <i>Hotel &amp; Restaurant Lrc</i>	Account Number		
<b>20. Club Liquor License applicants answer the following: Attach a copy of applicable documentation</b>				
a. Is the applicant organization operated solely for a national, social, fraternal, patriotic, political or athletic purpose and not for pecuniary gain?		Yes <input type="checkbox"/> No <input type="checkbox"/>		
b. Is the applicant organization a regularly chartered branch, lodge or chapter of a national organization which is operated solely for the object of a patriotic or fraternal organization or society, but not for pecuniary gain?		Yes <input type="checkbox"/> No <input type="checkbox"/>		
c. How long has the club been incorporated?				
d. Has applicant occupied an establishment for three years (three years required) that was operated solely for the reasons stated above?		Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>21. Brew-Pub, Distillery Pub or Vintner's Restaurant applicants answer the following:</b>				
a. Has the applicant received or applied for a Federal Permit? (Copy of permit or application must be attached)		Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>22. Campus Liquor Complex applicants answer the following:</b>				
a. Is the applicant an institution of higher education?		Yes <input type="checkbox"/> No <input type="checkbox"/>		
b. Is the applicant a person who contracts with the institution of higher education to provide food services? If "yes" please provide a copy of the contract with the institution of higher education to provide food services.		Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>23. For all on-premises applicants.</b>				
a. Hotel and Restaurant, Lodging and Entertainment, Tavern License and Campus Liquor Complex, the Registered Manager must also submit an Individual History Record - DR 8404-I and fingerprint submitted to approved State Vendor through the Vendor's website. See application checklist, Section IV, for details.				
b. For all Liquor Licensed Drugstores (LLDS) the Permitted Manager must also submit a Manager Permit Application - DR 8000 and fingerprints.				
Last Name of Manager <i>Parra-Márquez</i>		First Name of Manager <i>Mariana</i>		
<b>24. Does this manager act as the manager of, or have a financial interest in, any other liquor licensed establishment in the State of Colorado? If yes, provide name, type of license and account number.</b>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
<b>25. Related Facility - Campus Liquor Complex applicants answer the following:</b>		Yes <input type="checkbox"/> No <input type="checkbox"/>		
a. Is the related facility located within the boundaries of the Campus Liquor Complex? If yes, please provide a map of the geographical location within the Campus Liquor Complex. If no, this license type is not available for issues outside the geographical location of the Campus Liquor Complex.				
b. Designated Manager for Related Facility- Campus Liquor Complex				
Last Name of Manager		First Name of Manager		
<b>26. Tax Information.</b>				
a. Has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant, been found in final order of a tax agency to be delinquent in the payment of any state or local taxes, penalties, or interest related to a business?		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
b. Has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant failed to pay any fees or surcharges imposed pursuant to section 44-3-503, C.R.S.?		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
<b>27. If applicant is a corporation, partnership, association or limited liability company, applicant must list all Officers, Directors, General Partners, and Managing Members. In addition, applicant must list any stockholders, partners, or members with ownership of 10% or more in the applicant. All persons listed below must also attach form DR 8404-I (Individual History Record), and make an appointment with an approved State Vendor through their website. See application checklist, Section IV, for details.</b>				
Name <i>Mariana Parra Márquez</i>	Home Address, City & State <i>15754 County Road R Alamosa</i>	DOB <i>03/29/80</i>	Position <i>Owner</i>	%Owned <i>100</i>
Name	Home Address, City & State <i>Co. 80701</i>	DOB	Position	%Owned
Name	Home Address, City & State	DOB	Position	%Owned
Name	Home Address, City & State	DOB	Position	%Owned
Name	Home Address, City & State	DOB	Position	%Owned
** If applicant is owned 100% by a parent company, please list the designated principal officer on above. ** Corporations - the President, Vice-President, Secretary and Treasurer must be accounted for above (Include ownership percentage if applicable) ** If total ownership percentage disclosed here does not total 100%, applicant must check this box: <input checked="" type="checkbox"/> Applicant affirms that no individual other than these disclosed herein owns 10% or more of the applicant and does not have financial interest in a prohibited liquor license pursuant to Article 3 or 5, C.R.S.				

Name <b>Mariana Parra Marquez</b>		Type of License <b>Hotel &amp; Restaurant lce</b>		Account Number	
<b>Oath Of Applicant</b>					
I declare under penalty of perjury in the second degree that this application and all attachments are true, correct, and complete to the best of my knowledge. I also acknowledge that it is my responsibility and the responsibility of my agents and employees to comply with the provisions of the Colorado Liquor or Beer Code which affect my license.					
Authorized Signature <b>Mariana P.M.</b>		Printed Name and Title <b>Mariana Parra Marquez Member</b>		Date <b>12/8/21</b>	
<b>Report and Approval of Local Licensing Authority (City/County)</b>					
Date application filed with local authority		Date of local authority hearing (for new license applicants; cannot be less than 30 days from date of application)			
The Local Licensing Authority Hereby Affirms that each person required to file DR 8404-I (Individual History Record) or a DR 8000 (Manager Permit) has been:					
<input checked="" type="checkbox"/> Fingerprinted <input checked="" type="checkbox"/> Subject to background investigation, including NCIC/CCIC check for outstanding warrants					
That the local authority has conducted, or intends to conduct, an inspection of the proposed premises to ensure that the applicant is in compliance with and aware of, liquor code provisions affecting their class of license					
(Check One)					
<input type="checkbox"/> Date of inspection or anticipated date <u>11/01/21</u> <input type="checkbox"/> Will conduct inspection upon approval of state licensing authority					
<input type="checkbox"/> Is the Liquor Licensed Drugstore (LLDS) or Retail Liquor Store (RLS) within 1,500 feet of another retail liquor license for off-premises sales in a jurisdiction with a population of > 10,0000? <span style="float: right;">Yes No <input type="checkbox"/> <input type="checkbox"/></span>					
<input type="checkbox"/> Is the Liquor Licensed Drugstore(LLDS) or Retail Liquor Store (RLS) within 3,000 feet of another retail liquor license for off-premises sales in a jurisdiction with a population of < 10,0000? <span style="float: right;"><input type="checkbox"/> <input type="checkbox"/></span>					
<b>NOTE:</b> The distance shall be determined by a radius measurement that begins at the principal doorway of the LLDS/RLS premises for which the application is being made and ends at the principal doorway of the Licensed LLDS/RLS.					
<input type="checkbox"/> Does the Liquor-Licensed Drugstore (LLDS) have at least twenty percent (20%) of the applicant's gross annual income derived from the sale of food, during the prior twelve (12) month period? <span style="float: right;"><input type="checkbox"/> <input type="checkbox"/></span>					
The foregoing application has been examined; and the premises, business to be conducted, and character of the applicant are satisfactory. We do report that such license, if granted, will meet the reasonable requirements of the neighborhood and the desires of the adult inhabitants, and will comply with the provisions of Title 44, Article 4 or 3, C.R.S., and Liquor Rules. <b>Therefore, this application is approved.</b>					
Local Licensing Authority for			Telephone Number		<input type="checkbox"/> Town, City <input type="checkbox"/> County
Signature	Print	Title	Date		
Signature	Print	Title	Date		



## Tax Check Authorization, Waiver, and Request to Release Information

I, \_\_\_\_\_ am signing this Tax Check Authorization, Waiver and Request to Release Information (hereinafter "Waiver") on behalf of \_\_\_\_\_ (the "Applicant/Licensee") to permit the Colorado Department of Revenue and any other state or local taxing authority to release information and documentation that may otherwise be confidential, as provided below. If I am signing this Waiver for someone other than myself, including on behalf of a business entity, I certify that I have the authority to execute this Waiver on behalf of the Applicant/Licensee.

The Executive Director of the Colorado Department of Revenue is the State Licensing Authority, and oversees the Colorado Liquor Enforcement Division as his or her agents, clerks, and employees. The information and documentation obtained pursuant to this Waiver may be used in connection with the Applicant/Licensee's liquor license application and ongoing licensure by the state and local licensing authorities. The Colorado Liquor Code, section 44-3-101. et seq. ("Liquor Code"), and the Colorado Liquor Rules, 1 CCR 203-2 ("Liquor Rules"), require compliance with certain tax obligations, and set forth the investigative, disciplinary and licensure actions the state and local licensing authorities may take for violations of the Liquor Code and Liquor Rules, including failure to meet tax reporting and payment obligations.

The Waiver is made pursuant to section 39-21-113(4), C.R.S., and any other law, regulation, resolution or ordinance concerning the confidentiality of tax information, or any document, report or return filed in connection with state or local taxes. This Waiver shall be valid until the expiration or revocation of a license, or until both the state and local licensing authorities take final action to approve or deny any application(s) for the renewal of the license, whichever is later. Applicant/Licensee agrees to execute a new waiver for each subsequent licensing period in connection with the renewal of any license, if requested.

By signing below, Applicant/Licensee requests that the Colorado Department of Revenue and any other state or local taxing authority or agency in the possession of tax documents or information, release information and documentation to the Colorado Liquor Enforcement Division, and is duly authorized employees, to act as the Applicant's/Licensee's duly authorized representative under section 39-21-113(4), C.R.S., solely to allow the state and local licensing authorities, and their duly authorized employees, to investigate compliance with the Liquor Code and Liquor Rules. Applicant/Licensee authorizes the state and local licensing authorities, their duly authorized employees, and their legal representatives, to use the information and documentation obtained using this Waiver in any administrative or judicial action regarding the application or license.

Name (Individual/Business)		Social Security Number/Tax Identification Number	
Address			
City		State	Zip
Home Phone Number		Business/Work Phone Number	
Printed name of person signing on behalf of the Applicant/Licensee			
Applicant/Licensee's Signature (Signature authorizing the disclosure of confidential tax information)			Date signed

### Privacy Act Statement

Providing your Social Security Number is voluntary and no right, benefit or privilege provided by law will be denied as a result of refusal to disclose it. § 7 of Privacy Act, 5 USCS § 552a (note).

**STUBS GAS & OIL INC**  
**PO BOX 309**  
**Wiggins CO 80654-0309**

Fees Due		
Renewal Fee		227.50
Storage Permit	\$100 X _____	\$
Sidewalk Service Area	\$75.00	\$
Additional Optional Premise Hotel & Restaurant	\$100 X _____	\$
Related Facility - Campus Liquor Complex	\$160.00 per facility	\$
Amount Due/Paid		\$

Make check payable to: Colorado Department of Revenue. The State may convert your check to a one-time electronic banking transaction. Your bank account may be debited as early as the same day received by the State. If converted, your check will not be returned. If your check is rejected due to insufficient or uncollected funds, the Department may collect the payment amount directly from your banking account electronically.

## Retail Liquor or Fermented Malt Beverage License Renewal Application

Please verify & update all information below

Return to city or county licensing authority by due date

Licensee Name <b>STUBS GAS &amp; OIL INC</b>			Doing Business As Name (DBA) <b>STUBS GAS &amp; OIL INC</b>	
Liquor License # <b>02-20411-0000</b>	License Type <b>Liquor Store (city)</b>	Sales Tax License # <b>02204110000</b>	Expiration Date <b>12/28/2021</b>	Due Date <b>11/13/2021</b>
Business Address <b>16740 HWY 39 Wiggins CO 80654-8919</b>				Phone Number <b>3034837867</b>
Mailing Address <b>PO BOX 309 Wiggins CO 80654-0309</b>			Email	
Operating Manager	Date of Birth	Home Address		Phone Number
1. Do you have legal possession of the premises at the street address above? <b>Yes</b> No Are the premises owned or rented? <b>Owned</b> Rented* *If rented, expiration date of lease _____				
2. Are you renewing a storage permit, additional optional premises, sidewalk service area, or related facility? If yes, please see the table in upper right hand corner and include all fees due. Yes <b>No</b>				
3a. Since the date of filing of the last application, has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant, been found in final order of a tax agency to be delinquent in the payment of any state or local taxes, penalties, or interest related to a business? Yes No				
3b. Since the date of filing of the last application, has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant failed to pay any fees or surcharges imposed pursuant to section 44-3-503, C.R.S.? Yes <b>No</b>				
4. Since the date of filing of the last application, has there been any change in financial interest (new notes, loans, owners, etc.) or organizational structure (addition or deletion of officers, directors, managing members or general partners)? If yes, explain in detail and attach a listing of all liquor businesses in which these new lenders, owners (other than licensed financial institutions), officers, directors, managing members, or general partners are materially interested. Yes <b>No</b>				
5. Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been convicted of a crime? If yes, attach a detailed explanation. Yes <b>No</b>				
6. Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been denied an alcohol beverage license, had an alcohol beverage license suspended or revoked, or had interest in any entity that had an alcohol beverage license denied, suspended or revoked? If yes, attach a detailed explanation. Yes <b>No</b>				
7. Does the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) have a direct or indirect interest in any other Colorado liquor license, including loans to or from any licensee or interest in a loan to any licensee? If yes, attach a detailed explanation. Yes <b>No</b>				



### Affirmation & Consent

I declare under penalty of perjury in the second degree that this application and all attachments are true, correct and complete to the best of my knowledge.

Type or Print Name of Applicant/Authorized Agent of Business <i>Steve Klecka</i>	Title <i>Manager</i>
Signature <i>SK</i>	Date <i>11-30-21</i>

### Report & Approval of City or County Licensing Authority

The foregoing application has been examined and the premises, business conducted and character of the applicant are satisfactory, and we do hereby report that such license, if granted, will comply with the provisions of Title 44, Articles 4 and 3, C.R.S., and Liquor Rules.

**Therefore this application is approved.**

Local Licensing Authority For		Date
Signature	Title	Attest

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