



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

June 29, 2022, at 7:00 P.M.

**304 CENTRAL AVENUE
WIGGINS, CO 80654**

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

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

MEETING AGENDA

I. INTRODUCTIONS

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

II. CONSENT AGENDA

1. Approval of Board of Trustees Meeting Minutes May 25, 2022
2. Approval of Board of Trustees Special Meeting Minutes June 15, 2022
3. Approval of Bills June 2022

III. REPORTS

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

IV. PUBLIC COMMENTS

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

V. AUDIT PRESENTATION – 2021 FINANCIALS

1. Uli Keeley, Prospective Business Solutions, LLC
2. Lorraine Trotter, Professional Management Solutions

VI. CONSIDERATION OF RESOLUTION NO. 19-2022

A Resolution of the Board of Trustees of the Town of Wiggins, Colorado Appointing Members to the Planning and Zoning Commission to Fill Vacancies

1. Resolution No. 19-2022

VII. CONSIDERATION OF RESOLUTION NO. 20-2022

A Resolution Calling a Special Election to be Held on November 8, 2022, as a Coordinated Election.

1. Resolution No. 20-2022

VIII. CONSIDERATION OF RESOLUTION NO. 21-2022

A Resolution Approving Revocable License Agreements in Connection with the Town's Fourth of July Celebration

1. Resolution No. 21-2022

IX. LIQUOR LICENSE AUTHORITY

1. Consideration of Liquor License - Special Events Application
American Legion Beer Garden – Fourth of July Celebration

X. EXECUTIVE SESSION

1. 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: 1)the determination of the Town's position regarding a long term lease of Town owned property for an early learning childcare facility with a community space component; 2) position on and strategy for negotiation regarding the sidewalk along Central Avenue planned in conjunction with High Plains Bank; and 3) strategy for negotiation regarding final acceptance of the southern detention ponds in the Kiowa Park subdivision.

XI. REPORT OUT FROM EXECUTIVE SESSION *(Discussion, Direction and/or Action)*

XII. ADJOURNMENT

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



MINUTES OF MEETING

TOWN OF WIGGINS BOARD OF TRUSTEES MEETING

May 25, 2022 at 7:00 p.m.

CALL TO ORDER & ROLL CALL:

A regular meeting of the Town Board of Trustees for the Town of Wiggins, Colorado was held on Wednesday, May 25, 2022. Mayor Chris Franzen called the meeting to order at 7:07 p.m. The meeting was opened by the Mayor with a prayer about the Uvalde Texas School shooting and for the Wiggins school students. The following Trustees answered roll call: Mayor Chris Franzen and Trustees: Mandy Camilleri, Jerry Schwindt, Bryan Flax and Mark Strickland. Mayor Pro-Tem David Herbstman and Trustee Bruce Miller were absent. Staff present were Tom Acre, Town Manager, Deb Lee, Town Clerk, Chief of Police, Craig Miller, Hope Becker, Town Planning and Zoning Administrator; and Beau Warden, Public Works Supervisor.

APPROVAL OF AGENDA:

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

CONSENT AGENDA:

There was discussion about the bills. The questions were answered.

Motion was made by Trustee Mark Strickland to approve the consent agenda. Seconded by Trustee Jerry Schwindt. Roll Call: The consent agenda and bills were approved unanimously.

TOWN MANAGER REPORT:

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

- The USDA agreed to our phasing plan for the water project. We broke it down into 9 phases to make it easier to handle from a project and a financial standpoint. The first phase is going to be the water tank and booster station upgrade.
- Will meet with USDA next week to discuss the schedule with the waste water project. We revised the phasing to be completing the recharge ponds and the pipeline for the Walker wells along the South Platte. The second phase is the wastewater treatment plant upgrade. The third phase will be the effluent pipeline.
- He attended a webinar on Safe Streets for All. It is a grant program through the Federal Highway Administration. It could be held find planning that could make Central safer by putting in a sidewalk along Central and medians at the entrances to Town. They require a planning analysis to be done first.
- He attended the Economic Development meeting.
- He met with DOLA about a REDI Grant he submitted.
- Modified one of the Congressional Spending Grants that he submitted. They want to look at our wastewater project, the sewer head works and automatic bar screen. They asked him to look at it from an 80% Federal funding and 20% local match.



- He met today with Kent Flagler with Morgan County Quality Water to see how we can work together in water court and options with Lost Creek Water.
- Met with realtor Mark Reck about the Glassey Project.
- He met with Chris with RCAC and asked him to run one more scenario. He will email the Board the date and time.

He answered questions from the Board about supply chain issues, publishing the special meeting, and batteries.

BOARD OF TRUSTEES REPORTS:

Nothing to report.

FINANCIALS ACTUAL TO BUDGET:

Questions were asked about how often business licenses were paid, golf cart registrations; hiring the recreation department person and business district beautification. Manager Acre answered the questions.

Motion was made by Trustee Bryan Flax to approve the Financials. Seconded by Trustee Mandy Camilleri. Roll Call: The agenda was approved unanimously.

PUBLIC COMMENTS

Mayor Chris Franzen opened the meeting for public comments at 7:35 p.m. No one was present wanting to speak during Public Comments. The Public Comment portion of the meeting was closed at 7:36 p.m.

PUBLIC HEARING

A Public Hearing was held to consider amending the 2021 budget by increasing the appropriations in the General Fund. The Public Hearing was opened at 7:36 p.m.

Town Manager Acre reported that at the end of the auditor's visit, the auditor mentioned the Town exceeded the appropriated expenses in the 2021 Budget by \$40,000 and recommended that we amend the 2021 Budget. The Auditor indicated that was a very low amount to be over on the Budget estimate that was very conservative. The Auditor plans to come at the end of June to present the Audit of the 2021 budget. The only thing that stands out to the Town Manager of why we are over is the Community Events like the 4th of July and the Christmas program. The rest was for coming out of COVID and going into this year there were additional expenses at the end of 2021. We have the revenue to cover the increase. He answered questions from the Board about the Budget.

No public identified themselves as wanting to provide input. The Public Hearing was closed at 7:43 PM.

The Board then considered Resolution No. 13-2022- A Resolution Amending the 2021 Budget by Increasing the Appropriations in the General Fund.

CONSIDERATION OF RESOLUTION NO. 13-2022

A Resolution Amending the 2021 Budget by Increasing the Appropriations in the General Fund

Motion was made by Trustee Mandy Camilleri to approve Resolution No. 13-2022. Seconded by Trustee Bryan Flax. Roll Call: Ordinance No. 13-2022 was unanimously approved.



CONSIDERATION OF RESOLUTION NO. 14-2022:

A Resolution Authorizing Changes to the Authorized Signers for the Town's Banking Accounts.

This Resolution is necessary to remove former Mayor Jeff Palmer from the commercial checking, savings and credit accounts, safe deposit boxes with High Plains Bank, Bank of the West, WEX and other financial institutions.

Motion was made by Trustee Mark Strickland to approve Resolution No. 14-2022. Seconded by Trustee Jerry Schwindt. Roll Call: Resolution No. 14-2022 was unanimously approved.

CONSIDERATION OF RESOLUTION NO. 15-2022:

A Resolution Amending Bulk Water Fees on the Town of Wiggins Fee Schedule

Town Manager Acre reported that we have recently had to repair a meter used when selling bulk water and purchased a new meter/backflow preventer assembly due to the demand we have had this summer for purchasing bulk water. The request is to amend the deposit required when renting the equipment. Due to increased cost to purchase and repair the meter/backflow preventer assembly staff feels the deposit should be increased from \$500 to \$2,000.

Motion was made by Trustee Jerry Schwindt to approve Resolution No. 15-2022. Seconded by Trustee Mark Strickland. Roll Call: Resolution 15-2022 was unanimously approved.

CONSIDERATION OF RESOLUTION NO. 16-2022:

A Resolution Approving a First Amendment to Purchase Contract and Easement Agreement

Town Manager Acre has been working with Mike and Carey Miller to complete the sale of a section of the Knievel property for road access. In reviewing this, it was discovered the livestock well is included as it is on the property line. The Town needs to retain access to the stock well for leasing the adjacent pasture. Mr. Miller is amenable to entering into an easement. This resolution amends the purchase agreement by extending the closing and agreeing to an easement for the livestock well.

Motion was made by Trustee Mark Strickland to approve Resolution No. 16-2022. Seconded by Trustee Mandy Camilleri. Roll Call: Resolution 16-2022 was unanimously approved.

CONSIDERATION OF ORDINANCE NO. 07-2022:

An Ordinance Adopting an Updated Water Conservation Policy and Regulations for the Town of Wiggins

The draft ordinance was discussed at a previous Work Session, at which the Trustees suggested some edits. Town Manager Acre, Beau Warden, Public Works Supervisor and Hope Becker, Planning and Zoning Administrator have amended Water Conservation Policies based on input from the Board. This policy is necessary to achieve water conservation and enhance the Town's ability to supply the quantity of water required to meet the demand used by the users at any given time. Staff recommends updating the current Water Conservation Policy by setting a fixed watering schedule to allow the water system time to maintain adequate water levels in the water storage tank. The policy outlines the water schedule, an extreme water conservation schedule, prohibits wasting water, enforcement of the policy and penalties.

After discussion, the Trustees desired to amend the Ordinance to be non-emergency and replace "shall be punished" with "may be punished" in the penalty section.



Motion was made by Trustee Bryan Flax to approve Ordinance No. 07-2022 with the changes listed above. Seconded by Trustee Jerry Schwindt. Roll Call: Ordinance No. 07-2022 was unanimously approved.

CONSIDERATION OF ORDINANCE NO. 08-2022:

An Ordinance Amending the Wiggins Health and Safety Code Concerning Trailers Snow Removal, Garbage Cans, Emergency Alarms, and Other Matters.

Staff presented that the amendments to this ordinance to reflect changes necessitated by the adoption of the Fee Schedule earlier in the year. In addition, Wiggins Police noted the modifications needed for ease of code enforcement, deleting sections of the emergency alarm section, modifications based on Trustee comments regarding enforcement, and/or to comply with State Statute.

Motion was made by Trustee Jerry Schwindt to approve Ordinance No. 08-2022. Seconded by Trustee Mark Strickland. Roll Call: Ordinance No. 08-2022 was unanimously approved.

LIQUOR LICENSE RENEWAL

The Just 1 More Liquor License Renewal was reviewed.

Motion was made by Trustee Mark Strickland to approve the Liquor License Renewal of Just 1 More. Seconded by Trustee Mandy Camilleri. Roll Call: Unanimously approved.

EXECUTIVE SESSION

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) – (1) regarding the strategy for proposed incentives to spur retail development on West Central Avenue.

Motion was made by Trustee Bryan Flax to go into Executive Session for the topic listed above. Seconded by Trustee Jerry Schwindt. Roll Call: the motion to go into Executive Session was unanimously approved.

The Board went into Executive Session at 8:36 p.m. for the stated purpose. The Executive Session concluded at 9:12 p.m.

REPORT FROM EXECUTIVE SESSION

The Board of Trustees provided general direction to the Town Manager regarding incentives for retail development on West Central Avenue. No formal decisions were made.

ADJOURNMENT

Mayor Franzen adjourned the meeting at 9:13 p.m.

Respectfully submitted by:

Deborah Lee, Town Clerk



MINUTES OF MEETING

TOWN OF WIGGINS BOARD OF TRUSTEES SPECIAL MEETING

June 15, 2022 at 6:30 p.m.

CALL TO ORDER & ROLL CALL

A special meeting of the Town Board of Trustees for the Town of Wiggins, Colorado was held on Wednesday, June 15, 2022. Mayor Chris Franzen called the meeting to order at 6:43 p.m. The following answered roll call: Mayor Chris Franzen and Trustees: Mark Strickland and Jerry Schwindt. Mayor Pro-Tem David Herbstman and Trustees Mandy Camilleri and Bryan Flax joined the meeting through Zoom. Staff present were Tom Acre, Town Manager; Deb Lee, Town Clerk and Melinda Cully, Town Attorney.

APPROVAL OF AGENDA

Motion was made by Trustee Mark Strickland to approve the agenda. Seconded by Trustee Jerry Schwindt. Roll Call: Unanimously approved.

PUBLIC HEARING

A Public Hearing was held to consider amending the 2021 budget by increasing the appropriations in the General Fund. The Public Hearing was opened at 6:58 p.m.

Town Manager Acre reported that the 2021 audit of the budget showed the General Fund expenditures were over spent by approximately \$75,000. The Town Manager stated that this reflects an additional \$25,000 above that which was approved at the May Board Meeting. The increase is needed as a result of the final audit. The previous amendment was based on the audit field work in April. The Manager reminded the Board that he had budgeted extremely conservatively both on the expense and revenue side. In contrast, revenue exceeded the budget estimate by approximately \$700,000. Town Manager Acre explained that until the end of the year, things looked good. He explained that as we were coming out Covid-19, additional expenses occurred. Examples include; Insurance and Bonds expense were underestimated by \$10,000; the Town used the Town Attorney more than anticipated, we spent \$30,000 on stormwater drainage projects, and more was spent on the Fourth of July celebration. This year he will pay more attention and do a budget amendment before the end of the year, if needed.

No public identified themselves as wanting to provide input. The Public Hearing was closed at 7:03 PM.

The Board then considered Resolution No. 17-2022- A Resolution Amending the 2021 Budget by Increasing the Appropriations in the General Fund.

Motion was made by Trustee Mandy Camilleri to approve Resolution 17-2022. Seconded by Mayor Pro-Tem David Herbstman. Roll Call: Unanimously approved.



CONSIDERATION OF ORDINANCE NO. 09-2022

An Emergency Ordinance Approving a Water Lease Agreement Between the Town of Castle Rock and the Town of Wiggins for the Purpose of Leasing Augmentation Water

Town Manager Acre reported that the Town of Wiggins leases water for augmentation purposes from the Town of Castle Rock. The lease is due for renewal at the end of June and the details were just worked out.

Motion was made by Trustee Mark Strickland to approve Ordinance 09-2022. Seconded by Trustee Bryan Flax. Roll Call: Unanimously approved.

CONSIDERATION OF RESOLUTION NO. 18-2022

A Resolution Authorizing the Town Manager to Purchase Fireworks for the Fourth of July Celebration from Tri-State Fireworks.

Town Manager Acre is requesting approval of the contract to purchase fireworks for this year's Fourth of July celebration. The fireworks were ordered in January and the fireworks supplier is about to pull the show and has provided the attached contract. The cost for the show has increased some and we are planning a similar length show as the last show.

Motion was made by Trustee Mark Strickland to approve Resolution 18-2022. Seconded by Trustee Jerry Strickland. Roll Call: Unanimously approved.

CIRSA ELECTED OFFICIALS PRESENTATION

Tami Tanoue, CIRSA Executive Director provided the Board a presentation on Ethics, Liability & Best Practices for Elected Officials. She also provided the Trustees with a book as a companion to her presentation.

After the presentation, Trustee Mark Strickland wanted to remind the Board that when the Executive Session meetings are held that the Board is to speak to no one including their spouses about what goes on. Town Attorney, Melinda Culley, commented on Executive Session and State Statutes.

ADJOURNMENT

Mayor Franzen adjourned the meeting at 7:42 p.m.

Respectfully submitted by:

Deborah Lee, Town Clerk

TOWN of WIGGINS - BILLS PAID
JUNE 2022

Vendor Name	Description	Amount Paid
AQUASERVE	RO Water Treatment Media	\$13,087.52
BALLARD, ERIC & EMILY	Utility Deposit Refund	\$22.10
BANK OF THE WEST	Credit Card Payment	\$1,911.89
BANK OF THE WEST - 1135	Interest Payment	\$29,227.38
BANK OF THE WEST-Water Ent Construction	Syncing Fund	\$72,265.50
BECKER, ADAM	Umpire	\$375.00
BECKER, BRIAN	Umpire	\$120.00
BECKER, HOPE	Mileage	\$66.08
BLAKE JR, ROCKY	Utility Deposit Refund	\$15.53
BLOEDORN LUMBER	Public Works Supplies	\$1,742.47
BLUE LIGHTNING	Internet/Phone	\$1,035.99
CASELLE, INC	Financial Software Support	\$906.00
CITY OF FORT MORGAN	Glassey Farm Pump Electric	\$8.17
CITY OF YUMA	CML District Meeting	\$100.00
CMCA	Clerk Training	\$930.00
COLORADO ANALYTICAL LABORATORY	Water Analysis	\$1,110.90
CORE & MAIN	Water Meter Repairs	\$749.28
COUNTRY HARDWARE	Public Works & Parks & Rec Supplies	\$3,377.94
CRAIG DERENZO	2016 Utility Trailer	\$325.00
DALE FLEMING	Umpire	\$120.00
DIAMONDBACK ENG & SURV INC.	Town Engineer	\$30,290.00
DILLON HARSHMAN	Umpire	\$310.00
DOUBLE R EMBROIDERY CO	Name plates for Mandy and Chris	\$73.96
EMIL, KIM	Municipal Judge Salary	\$312.50
ENGELS, LACIA	Utility Deposit Refund	\$21.93
ERICKSON, DOUG	Umpire	\$60.00
FREAUFF, TRUETT	Umpire	\$30.00
FRYE, BRODY	Umpire	\$30.00
GARRETSON'S SPORT CENTER	Baseballs & Chalk	\$554.35
HAYES POZNANOVIC KORVER, LLC	Water Rights - Attorney's fees	\$6,928.50
JARVIS	Subscription	\$350.00
KAMMERER, WILLIAM	Water Shares Lease/Purch Payment	\$3,510.42
KELLY, PC	Legal Fees	\$6,256.50
LAW OFFICE OF AMY C. PENFOLD LLC	Attorney Fees - Municipal Court	\$375.00
LEAF	Copier Lease Split	\$159.00
LEE, DEBORAH	Mileage & License Plate Reimbursement	\$240.27
LINDA RICHARDS	Use tax refund	\$130.74
LOST CREEK GUIDE, LLC	4th of July ad	\$600.00
LRE Water	Water Rights Engineering	\$4,145.50
LYONS GADDIS	Water Legal Fees	\$88.50
MORGAN COUNTY GOVERNMENT	2022 Records Management System (RMS)	\$253.31
MORGAN COUNTY QUALITY WATER	Road U, 3261	\$52.23
MORGAN COUNTY REA	Utilities - Electric	\$9,196.61
NICOLETTI - FLATER ASSOCIATES	Pre-Employment Testing-PD	\$250.00

TOWN of WIGGINS - BILLS PAID
JUNE 2022

Vendor Name	Description	Amount Paid
OUT EAST CONTRACTING, LLC	Recycled Asphalt	\$1,300.00
PERRY, TYLER	Umpire	\$90.00
PITNEY BOWES (LEASE)	Postage Machine Lease	\$287.70
PITNEY BOWES-PURCHASE POWER	Postage	\$661.34
PRAIRIE MOUNTAIN MEDIA	Legal Notice Publication	\$8.28
PROCEDURE INC.	Building Inspection Fees	\$29,947.60
PROFESSIONAL MNGMNT SOLUTIONS	Contract Accountant	\$1,260.00
PROSPECTIVE BUSINESS SOLUTIONS LLC	2021 Audit	\$4,500.00
REICKS REPAIR	Repairs	\$150.00
RH WATER & WASTEWATER, INC.	Water & WWTF Contract Operator	\$3,935.00
ROBERTS, KARTER	Umpire	\$60.00
STANDARD GLASS CO	Glass Repair	\$248.64
STUB'S GAS & OIL, INC.	Public Works Fuel	\$629.26
TEST GAUGE INC	Supplies	\$805.00
TOWN OF CASTLE ROCK COLORADO	Augmentation Water Lease	\$40,675.00
UNCC	Water & Sewer Locates	\$214.50
US POSTMASTER	Movies in the Park Mailing	\$322.60
VERIZON WIRELESS	Water Cell Communication	\$64.08
VIAERO WIRELESS	Cell Phones	\$579.48
WATER TECHNOLOGY GROUP	Misc Supplies	\$780.00
WELDON VALLEY DITCH COMPANY	Kammerer Accounting	\$99.50
WERNER, BEN	Umpire	\$50.00
WEX BANK	Fuel-PW & PD	\$1,257.28
WIGGINS FARM AND AUTO SUPPLY	Public Works Supplies	\$83.35
WIGGINS SUPER'S 1846	Supplies	\$132.26
WILSON, GRADY	Umpire	\$60.00
WOLF WASTE, LLC	Trash removal	\$272.00
XCEL ENERGY	Utilities Gas	\$239.28

Total \$280,428.22

Approved: _____



Date: 06/27/2022

INCIDENT ANALYSIS - DAY

Date 06/08/2022

Time 16:04:00

Report CFS03

Agency Wiggins Police Dept.

Dates 05/01/2022 Thru 05/31/2022

Activity	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Total
<div> <div>Agency: WPD Wiggins Police Dept.</div> </div>								
00500 Burglary	0	0	0	0	1	0	0	1
00600 Theft	0	0	0	0	0	1	0	1
02430 Loud Noise	0	0	0	0	0	1	3	4
02620 Trespassing	0	0	0	0	1	0	0	1
02660 Harass/threat	0	0	2	0	0	0	0	2
02670 Local Ordinance Violation	0	1	3	0	3	1	0	8
02671 Dog At Large	0	0	0	0	0	0	1	1
02678 Watering Violation	0	0	2	1	1	0	0	4
02700 Susp Pers/veh/inc	0	1	0	0	2	2	1	6
03000 Community Policing	0	1	5	0	4	1	4	15
03010 Assist Other Agency	2	1	3	1	1	2	2	12
03080 Medical Assist	0	2	0	2	0	0	0	4
03100 Welfare Check	1	1	1	0	2	2	1	8
03120 Extra Patrol	21	15	30	25	33	28	41	193
03121 Vacation House Check	0	0	0	0	0	1	2	3
03540 Traffic Accident	1	0	0	0	0	0	0	1
03590 Traffic Ctrl	0	0	0	0	1	0	0	1
03600 Driving Complaint	1	0	1	0	0	0	0	2
03610 Parking Complaint	0	0	0	0	1	1	0	2
03615 Parking Control	0	0	0	1	0	0	0	1
03640 Animal Control	1	0	0	0	0	0	0	1
03650 Cat At Large	0	1	0	0	0	0	0	1
03670 Animal Bite	0	0	0	0	0	0	1	1
03690 Neighborhood Dispute	0	0	1	0	0	0	0	1
03730 Lost/found	1	0	0	1	0	0	0	2
03750 Meet Party	0	0	0	1	0	0	0	1
03760 Information	0	1	1	0	1	0	0	3
04000 Alarm	0	0	2	0	0	0	0	2
07410 Disturbance	0	0	0	1	0	1	1	3
07510 Abandoned Vehicle	0	0	0	0	0	1	0	1
07520 Motorist Assist	0	1	1	0	0	0	2	4
07530 Traffic Contact	3	7	16	14	33	16	16	105
07531 Pedestrian Contact	0	0	0	0	0	1	0	1
07580 Vehicle Inspection	0	1	5	2	0	2	0	10
07700 Juv Problem	0	0	0	0	0	0	1	1
08100 Water	0	0	0	1	0	0	0	1
09000 Fire Investigation LE	0	0	0	0	0	1	0	1
09007 Animal Welfare Check	0	0	0	0	0	1	0	1
09900 Follow Up/Investigation	1	3	2	4	7	2	5	24
09902 Civil Issues	0	2	1	0	0	0	1	4
09917 Special Events	1	0	1	1	0	0	0	3
35DU Traffic Contact-DUI Inv	7	0	0	0	0	5	14	26
35SB Traffic Contact-Seatbelt	0	0	3	1	0	0	0	4
REPO Repossession	0	0	0	0	1	0	0	1
S2T Safe2Tell	0	0	1	0	0	0	0	1
SEO Select Enforce Off Init	5	10	16	11	24	12	8	86
Wiggins Police Dept. Agency Total	45	48	97	67	116	82	104	559
Total	45	48	97	67	116	82	104	559

TOWN OF WIGGINS
COMBINED CASH INVESTMENT
MAY 31, 2022

COMBINED CASH ACCOUNTS

01-10210	HIGH PLAINS-MAIN CHECKING	4,336,576.57
01-10750	UTILITY CASH CLEARING ACCOUNT	43.02
		<hr/>
	TOTAL COMBINED CASH	4,336,619.59
01-10100	CASH ALLOCATED TO OTHER FUNDS	(4,038,177.41)
		<hr/>
TOTAL UNALLOCATED CASH		298,442.18
		<hr/> <hr/>

CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO GENERAL FUND	1,278,486.39
20	ALLOCATION TO WATER ENTERPRISE	950,366.85
30	ALLOCATION TO SEWER ENTERPRISE	1,150,783.49
40	ALLOCATION TO SALES TAX CAPITAL IMPROVEMENT	643,003.90
50	ALLOCATION TO CONSERVATION TRUST	15,536.78
		<hr/>
	TOTAL ALLOCATIONS TO OTHER FUNDS	4,038,177.41
	ALLOCATION FROM COMBINED CASH FUND - 01-10100	(4,038,177.41)
		<hr/>
ZERO PROOF IF ALLOCATIONS BALANCE		.00
		<hr/> <hr/>

TOWN OF WIGGINS
BALANCE SHEET
MAY 31, 2022

GENERAL FUND

ASSETS

10-10100	CASH IN COMBINED CASH FUND	1,278,486.39	
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	18,812.96	
10-10250	COLOTRUST FUND	107.10	
10-10260	CASH IN USE TAX FUND	267,277.31	
10-10310	CASH W/ COUNTY TREASURER	3,505.36	
10-10500	PROPERTY TAXES RECEIVABLE	499,772.00	
10-11500	ACCOUNTS RECEIVABLE	55,352.50	
10-14100	PREPAID EXPENSES	1,079.39	
	TOTAL ASSETS		2,125,245.70

LIABILITIES AND EQUITY

LIABILITIES

10-20200	ACCOUNTS PAYABLE	55,472.59	
10-20210	PAYABLE TO SCHOOL DISTRICT	10,885.90	
10-22210	DEFERRED PROPERTY TAX	499,772.00	
10-22710	FED/ FICA TAXES PAYABLE	10,670.20	
10-22720	STATE W/H TAXES PAYABLE	10,710.58	
10-22740	POLICE PENSION PAYABLE	4,191.43	
10-22760	DEFERRED COMP CONTRIB PAYABLE	(292.16)	
10-22770	UNEMPLOYMENT PAYABLE	(765.71)	
10-22790	GARNISHMENT PAYABLE	(971.25)	
10-22820	HEALTH INSURANCE PAYABLE	(7,955.99)	
10-22825	AFLAC PAYABLE	(43.36)	
10-22830	LIFE INSURANCE PAYABLE	6.72	
10-22840	VISION INSURANCE PAYABLE	(3.00)	
10-25320	FUND BALANCE	1,324,817.00	
	TOTAL LIABILITIES		1,906,494.95

FUND EQUITY

UNAPPROPRIATED FUND BALANCE:			
REVENUE OVER EXPENDITURES - YTD	347,066.94		
BALANCE - CURRENT DATE		347,066.94	
TOTAL FUND EQUITY			347,066.94
TOTAL LIABILITIES AND EQUITY			2,253,561.89

TOWN OF WIGGINS
REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2022

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
10-30004 GENERAL MISCELLANEOUS	.00	(360.10)	.00	360.10	.0
10-31100 CURRENT PROPERTY TAX	100,188.08	322,503.29	499,772.00	177,268.71	64.5
10-31200 SPECIFIC OWNERSHIP	3,161.11	15,091.78	25,000.00	9,908.22	60.4
10-31300 1% TOWN SALES TAX	21,494.93	102,948.03	200,000.00	97,051.97	51.5
10-31301 USE TAX	30,109.33	99,460.70	120,000.00	20,539.30	82.9
10-31420 CIGARETTE TAX	.00	882.74	1,800.00	917.26	49.0
10-31810 SEVERENCE TAX	.00	.00	6,500.00	6,500.00	.0
10-31820 FRANCHISE FEE-MORGAN CTY REA	.00	4,609.00	8,000.00	3,391.00	57.6
10-31821 FRANCHISE FEE-XCEL ENERGY	1,979.13	8,142.15	8,000.00	(142.15)	101.8
10-31823 FRANCHISE FEE--BLUE LIGHTNING	.00	1,825.40	2,750.00	924.60	66.4
10-31900 PENALTIES & INTEREST	4.43	20.36	.00	(20.36)	.0
10-32110 LIQUOR LICENSE (15%)	75.00	75.00	175.00	100.00	42.9
10-32210 BUILDING PERMITS	21,166.72	70,995.48	50,000.00	(20,995.48)	142.0
10-33410 GRANTS (DOLA CARES ACT)	.00	100.00	.00	(100.00)	.0
10-33412 DOLA EIAF 2021	.00	.00	82,500.00	82,500.00	.0
10-33415 FEDERAL GRANT--ARP	.00	.00	146,160.00	146,160.00	.0
10-33430 MISCELLANEOUS FEES	.00	395.38	.00	(395.38)	.0
10-33530 HIGHWAY USERS TAX	3,917.66	20,104.01	38,000.00	17,895.99	52.9
10-33550 ADDITIONAL MOTOR VEHICLE	898.44	3,414.21	6,000.00	2,585.79	56.9
10-33800 ROAD & BRIDGE	11,430.75	36,796.05	38,000.00	1,203.95	96.8
10-34210 SPECIAL POLICE SERVICES	5.00	38.47	.00	(38.47)	.0
10-34215 VIN INSPECTIONS	175.00	440.00	250.00	(190.00)	176.0
10-34220 BUILDING DEVELOPMENT REVIEW	6,072.83	10,304.68	5,000.00	(5,304.68)	206.1
10-34221 BUILDING INSPECTION PLAN REV	8,343.03	8,343.03	1,000.00	(7,343.03)	834.3
10-34281 ADULT ACTIVITIES FEE	700.00	700.00	.00	(700.00)	.0
10-34282 PARKS & REC FEES	.00	(25.00)	.00	25.00	.0
10-34283 SOFTBALL REG FEES	.00	.00	2,000.00	2,000.00	.0
10-34284 BASEBALL REG FEES	2,705.00	8,890.00	11,000.00	2,110.00	80.8
10-34286 VOLLEYBALL REG FEES	.00	.00	1,000.00	1,000.00	.0
10-34287 SOCCER REG FEES	.00	3,190.00	1,500.00	(1,690.00)	212.7
10-34289 MISCELLANEOUS ACTIVITY FEES	.00	.00	2,000.00	2,000.00	.0
10-35110 COURT FINES-MUNICIPAL	4,810.00	14,885.00	30,000.00	15,115.00	49.6
10-36010 DOG LICENSES/CLINIC	10.00	235.00	300.00	65.00	78.3
10-36011 BUSINESS LICENSES	.00	3,870.90	3,500.00	(370.90)	110.6
10-36012 CONTRACTOR LICENSES	100.00	825.00	1,800.00	975.00	45.8
10-36013 GOLF CART LICENSES	115.00	410.00	150.00	(260.00)	273.3
10-36030 SPECIAL EVENT FEES	395.00	395.00	.00	(395.00)	.0
10-36100 INTEREST ON SAVINGS	.00	4.65	10.00	5.35	46.5
10-36310 BUILDING & FARM RENT	.00	1,115.00	6,000.00	4,885.00	18.6
10-36420 REFUNDS	860.44	3,445.68	.00	(3,445.68)	.0
10-36500 CONTRIBUTIONS/DONATIONS	.00	(800.00)	.00	800.00	.0
10-36501 SPONSORSHIPS	140.00	140.00	.00	(140.00)	.0
10-36511 GRANTS--LEAF	.00	1,250.00	.00	(1,250.00)	.0
10-36512 GRANTS--DUI	.00	2,200.00	.00	(2,200.00)	.0
10-36513 GRANTS--TRAINING	.00	1,575.87	.00	(1,575.87)	.0
10-36515 GRANT--C.I.O.T.	262.96	262.96	.00	(262.96)	.0
10-39160 TRANSFER FROM SALES TAX FUND	.00	.00	50,000.00	50,000.00	.0
10-39210 SALE OF FIXED ASSETS	.00	23,899.00	.00	(23,899.00)	.0

TOWN OF WIGGINS
REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2022

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
TOTAL FUND REVENUE	219,119.84	772,598.72	1,348,167.00	575,568.28	57.3

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2022

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>GENERAL GOVERNMENTAL</u>					
10-410-13 FINANCIAL AUDIT	1,500.00	1,500.00	9,000.00	7,500.00	16.7
10-410-32 PROFESSIONAL SERVICES	3,133.35	8,435.55	15,000.00	6,564.45	56.2
10-410-34 CODIFICATION	.00	.00	12,000.00	12,000.00	.0
10-410-35 COPIER LEASE	111.68	342.61	477.00	134.39	71.8
10-410-40 EMPLOYEE TRAINING	240.00	1,178.00	5,000.00	3,822.00	23.6
10-410-41 TELEPHONE & INTERNET	81.80	421.61	800.00	378.39	52.7
10-410-42 UTILITIES--ELECTRIC	60.88	413.31	3,000.00	2,586.69	13.8
10-410-43 OFFICE BLDG REPAIRS & MAINT	.00	1,891.03	2,000.00	108.97	94.6
10-410-44 POSTAGE METER LEASE	.00	.00	525.00	525.00	.0
10-410-45 UTILITES-GAS	27.04	765.94	1,200.00	434.06	63.8
10-410-46 CELL PHONE	108.64	600.30	980.00	379.70	61.3
10-410-48 TRASH	.00	.00	270.00	270.00	.0
10-410-52 INSURANCE & BONDS	.00	22,126.08	25,000.00	2,873.92	88.5
10-410-54 ADVERTISING	.00	500.00	250.00	(250.00)	200.0
10-410-55 POSTAGE & SHIPPING	.00	125.64	1,500.00	1,374.36	8.4
10-410-58 TRAVEL & MEETINGS	140.99	1,051.23	3,500.00	2,448.77	30.0
10-410-61 OPERATING SUPPLIES	389.61	1,798.51	10,000.00	8,201.49	18.0
10-410-68 COPIER EXPENSE	.00	453.14	600.00	146.86	75.5
10-410-70 IT SUPPORT	.00	23.98	15,000.00	14,976.02	.2
10-410-71 COMPUTER SOFTWARE	(638.10)	981.11	3,000.00	2,018.89	32.7
10-410-90 DUES & SUBSCRIPTIONS	.00	20.00	2,500.00	2,480.00	.8
10-410-91 NEWSLETTERS & PUBLICATIONS	.00	738.25	.00	(738.25)	.0
TOTAL GENERAL GOVERNMENTAL	5,155.89	43,366.29	111,602.00	68,235.71	38.9
<u>ADMINISTRATION DEPARTMENT</u>					
10-411-15 ADMINISTRATION DEPT EMPLOYEES	3,541.87	31,876.83	86,649.00	54,772.17	36.8
10-411-20 EMPLOYEE BENEFITS	.00	3,159.48	13,847.00	10,687.52	22.8
10-411-22 FICA & MEDICARE	268.20	2,413.80	6,629.00	4,215.20	36.4
10-411-23 457 RETIREMENT	141.88	1,276.92	6,190.00	4,913.08	20.6
10-411-25 UNEMPLOYMENT INS	.29	89.93	254.00	164.07	35.4
10-411-26 WORKERS' COMPENSATION	.00	104.46	150.00	45.54	69.6
10-411-27 EMPLOYEE APPRECIATION	.00	66.91	1,000.00	933.09	6.7
10-411-28 TA VEHICLE STIPEND	.00	.00	1,000.00	1,000.00	.0
TOTAL ADMINISTRATION DEPARTMENT	3,952.24	38,988.33	115,719.00	76,730.67	33.7

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2022

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>JUDICIAL DEPARTMENT</u>					
10-412-00 CONTRACT-JUDGE	.00	1,562.50	3,600.00	2,037.50	43.4
10-412-01 CONTRACT-TOWN PROSECUTOR	.00	750.00	3,000.00	2,250.00	25.0
10-412-35 COPIER LEASE	67.01	205.57	125.00	(80.57)	164.5
10-412-41 TELEPHONE & INTERNET	.00	.00	100.00	100.00	.0
10-412-55 POSTAGE	.00	57.42	50.00	(7.42)	114.8
10-412-61 OFFICE SUPPLIES	.00	33.14	150.00	116.86	22.1
10-412-68 COPIER EXPENSE	.00	.00	200.00	200.00	.0
10-412-70 IT SUPPORT	.00	.00	100.00	100.00	.0
10-412-71 COMPUTER SOFTWARE	.00	.00	200.00	200.00	.0
TOTAL JUDICIAL DEPARTMENT	67.01	2,608.63	7,525.00	4,916.37	34.7
<u>MAYOR & LEGISLATIVE BOARDS</u>					
10-413-10 MAYOR COMPENSATION	.00	800.00	2,400.00	1,600.00	33.3
10-413-11 BOARD OF TRUSTEES COMPENSATION	.00	960.00	2,880.00	1,920.00	33.3
10-413-12 BOARD OF TRUSTEES APPRECIATION	.00	.00	500.00	500.00	.0
10-413-22 FICA & MEDICARE	.00	134.64	404.00	269.36	33.3
10-413-26 WORKER'S COMPENSATION	.00	28.46	140.00	111.54	20.3
10-413-40 BOARD OF TRUSTEES TRAINING	.00	.00	3,000.00	3,000.00	.0
10-413-51 E & O INSURANCE	.00	3,084.63	2,000.00	(1,084.63)	154.2
10-413-58 BOARD TRAVEL & MEETINGS	100.00	310.00	5,000.00	4,690.00	6.2
10-413-71 COMPUTER SOFTWARE	.00	168.14	.00	(168.14)	.0
10-413-90 DUES & SUBSCRIPTIONS	.00	.00	2,500.00	2,500.00	.0
TOTAL MAYOR & LEGISLATIVE BOARDS	100.00	5,485.87	18,824.00	13,338.13	29.1
<u>ELECTIONS</u>					
10-414-00 ELECTIONS	.00	2,204.41	3,000.00	795.59	73.5
TOTAL ELECTIONS	.00	2,204.41	3,000.00	795.59	73.5
<u>TREASURER'S OFFICE</u>					
10-415-15 COLLECTIONS (TREASURERS FEE)	1,989.78	6,436.41	8,000.00	1,563.59	80.5
10-415-30 TOWN LEGAL	6,256.50	33,260.50	35,000.00	1,739.50	95.0
10-415-40 REPORTING & PUBLISHING	8.28	87.40	1,200.00	1,112.60	7.3
TOTAL TREASURER'S OFFICE	8,254.56	39,784.31	44,200.00	4,415.69	90.0

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2022

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ECONOMIC DEVELOPMENT</u>						
10-416-50	ECONOMIC DEVELOPMENT	.00	.00	20,000.00	20,000.00	.0
10-416-51	MEMBERSHIP FEE/DUES	.00	.00	4,500.00	4,500.00	.0
	TOTAL ECONOMIC DEVELOPMENT	.00	.00	24,500.00	24,500.00	.0
<u>COMMUNITY DEVELOPMENT</u>						
10-417-30	COMMUNITY MEETING	.00	.00	1,000.00	1,000.00	.0
10-417-35	COPIER LEASE	.00	.00	95.00	95.00	.0
10-417-44	POSTAGE	.00	.00	105.00	105.00	.0
10-417-55	POSTAGE MACHINE LEASE	.00	.00	500.00	500.00	.0
10-417-61	OFFICE SUPPLIES	.00	.00	120.00	120.00	.0
10-417-63	ABATEMENT	.00	.00	500.00	500.00	.0
10-417-68	COPIER EXPENSE	.00	.00	120.00	120.00	.0
10-417-70	IT SUPPORT	.00	.00	200.00	200.00	.0
10-417-71	COMPUTER SOFTWARE	.00	168.14	100.00	(68.14)	168.1
10-417-85	CODE ENFORCEMENT	.00	.00	500.00	500.00	.0
10-417-91	NEWSLETTER	.00	.00	2,100.00	2,100.00	.0
	TOTAL COMMUNITY DEVELOPMENT	.00	168.14	5,340.00	5,171.86	3.2
<u>PLANNING & ZONING</u>						
10-418-30	LEGAL/ENGINEERING SUPPORT	.00	725.00	3,500.00	2,775.00	20.7
10-418-35	COPIER LEASE	.00	.00	95.00	95.00	.0
10-418-40	STAFF TRAINING	.00	.00	1,000.00	1,000.00	.0
10-418-41	TELEPHONE & INTERNET	.00	.00	425.00	425.00	.0
10-418-44	POSTAGE	.00	12.00	105.00	93.00	11.4
10-418-49	COMMISSION TRAINING	.00	.00	500.00	500.00	.0
10-418-51	MEMBERSHIPS/PUBLICATIONS	.00	.00	200.00	200.00	.0
10-418-54	NOTICES/PUBLICATION	.00	137.88	1,000.00	862.12	13.8
10-418-55	POSTAGE	.00	.00	420.00	420.00	.0
10-418-61	OFFICE SUPPLIES	.00	78.09	50.00	(28.09)	156.2
10-418-68	COPIER EXPENSE	.00	.00	100.00	100.00	.0
10-418-70	IT SUPPORT	.00	.00	100.00	100.00	.0
10-418-71	COMPUTER SOFTWARE	33.00	201.14	100.00	(101.14)	201.1
10-418-93	COMPREHENSIVE PLAN	.00	.00	82,500.00	82,500.00	.0
10-418-94	ZONING MAP	.00	.00	5,000.00	5,000.00	.0
10-418-97	LAND DEVELOPMENT CODE	.00	.00	37,500.00	37,500.00	.0
10-418-98	IMPACT FEE STUDY	.00	.00	30,000.00	30,000.00	.0
	TOTAL PLANNING & ZONING	33.00	1,154.11	162,595.00	161,440.89	.7

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2022

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>COMMUNITY PROGRAMS</u>					
10-419-00 FOURTH OF JULY FESTIVAL	.00	274.49	20,000.00	19,725.51	1.4
10-419-01 WIGGINS OLD TIME CHRISTMAS	28.10	5,686.32	4,000.00	(1,686.32)	142.2
10-419-02 FALL HARVEST FEST	.00	.00	4,000.00	4,000.00	.0
10-419-05 BUSINESS DIST BEAUTIFICATION	.00	93.48	2,000.00	1,906.52	4.7
10-419-10 EVENTS COORINATOR	.00	.00	25,000.00	25,000.00	.0
10-419-20 DONATIONS	.00	.00	10,000.00	10,000.00	.0
10-419-50 ECONOMIC DEVELOPMENT	.00	296.80	.00	(296.80)	.0
10-419-58 COMMUNITY MEETING	.00	.00	2,000.00	2,000.00	.0
10-419-61 OFFICE EQUIPMENT LEASES	13.77	13.77	.00	(13.77)	.0
10-419-62 MAIN STREET PROGRAMS	.00	.00	20,000.00	20,000.00	.0
10-419-65 TREES/TREE PLANTING	.00	1,042.78	2,000.00	957.22	52.1
10-419-66 PLANTERS	.00	.00	1,500.00	1,500.00	.0
10-419-91 NEWSLETTER/EVENT POSTCARD	.00	320.40	1,200.00	879.60	26.7
10-419-99 OTHER MISCELLANEOUS	184.87	248.85	.00	(248.85)	.0
TOTAL COMMUNITY PROGRAMS	226.74	7,976.89	91,700.00	83,723.11	8.7

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2022

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>POLICE DEPARTMENT</u>					
10-421-02 CONTRACT SERVICES	.00	869.00	3,600.00	2,731.00	24.1
10-421-04 EQUIPMENT	29,073.99	31,066.37	45,250.00	14,183.63	68.7
10-421-15 POLICE SALARIES	7,159.50	51,581.46	179,727.00	128,145.54	28.7
10-421-20 EMPLOYEE BENEFITS	.00	5,829.20	28,649.00	22,819.80	20.4
10-421-21 VEHICLE/MOBILE EQUIPMENT	.00	39.95	6,000.00	5,960.05	.7
10-421-22 FICA & MEDICARE	109.13	783.91	13,749.00	12,965.09	5.7
10-421-23 PENSION-FPPA	688.56	4,764.10	16,175.00	11,410.90	29.5
10-421-24 DEATH & DISABILITY-FPPA	70.36	381.17	2,876.00	2,494.83	13.3
10-421-25 UNEMPLOYMENT INSURANCE	4.46	66.31	539.00	472.69	12.3
10-421-26 WORKERS' COMPENSATION	.00	1,923.96	7,510.00	5,586.04	25.6
10-421-28 FARM HOUSE UTILITIES-GAS & ELC	210.90	1,553.32	.00	(1,553.32)	.0
10-421-29 UNIFORMS	.00	1,404.53	3,000.00	1,595.47	46.8
10-421-30 PROFESSIONAL LEGAL SERVICES	.00	.00	1,000.00	1,000.00	.0
10-421-35 COPIER LEASE	22.34	68.53	95.00	26.47	72.1
10-421-40 TRAINING	(267.72)	2,354.66	3,000.00	645.34	78.5
10-421-41 TELEPHONE & INTERNET	38.12	255.44	2,735.00	2,479.56	9.3
10-421-42 COM CENTER PHONE LINE	253.31	288.49	1,821.00	1,532.51	15.8
10-421-43 REPAIRS AND MAINTENANCE (AUTO)	83.77	453.78	5,525.00	5,071.22	8.2
10-421-44 UTILITIES-ELECTRIC	60.88	413.32	750.00	336.68	55.1
10-421-45 UTILITIES-GAS	.00	461.78	400.00	(61.78)	115.5
10-421-46 CELL PHONE	108.66	641.16	350.00	(291.16)	183.2
10-421-48 TRASH	.00	.00	270.00	270.00	.0
10-421-49 OTHER MISCELLANEOUS	250.00	496.78	1,000.00	503.22	49.7
10-421-52 INSURANCE & BONDS	.00	5,359.91	25,000.00	19,640.09	21.4
10-421-55 PRINTING	.00	745.00	800.00	55.00	93.1
10-421-61 OFFICE/GEN OPERATING SUPPLIES	64.83	460.71	1,000.00	539.29	46.1
10-421-62 FUEL	944.10	2,408.13	8,500.00	6,091.87	28.3
10-421-64 CRIME PREVENTION	.00	12.50	500.00	487.50	2.5
10-421-68 COPIER EXPENSE	.00	.00	100.00	100.00	.0
10-421-70 IT SUPPORT	.00	8.95	2,500.00	2,491.05	.4
10-421-71 COMPUTER SOFTWARE	.00	180.15	9,760.00	9,579.85	1.9
10-421-72 AMUNITION	.00	568.43	1,700.00	1,131.57	33.4
10-421-73 LEXIPOLE	.00	.00	2,239.00	2,239.00	.0
10-421-85 ANIMAL CONTROL	.00	29.78	100.00	70.22	29.8
10-421-90 MEMBERSHIP DUES	.00	110.00	253.00	143.00	43.5
TOTAL POLICE DEPARTMENT	38,875.19	115,580.78	376,473.00	260,892.22	30.7
<u>BUILDING INSPECTION DEPARTMENT</u>					
10-424-20 BUILDING INSPECTIONS MATERIALS	10,058.33	21,878.93	1,000.00	(20,878.93)	2187.9
10-424-30 DEVELOPMENT REVIEW MISC EXP	865.00	865.00	5,000.00	4,135.00	17.3
10-424-31 COMMERCIAL BUILDING REVIEW	.00	9,874.84	5,000.00	(4,874.84)	197.5
10-424-32 RESIDENTIAL BUILDING REVIEW	5,136.65	19,157.71	5,000.00	(14,157.71)	383.2
10-424-40 EMPLOYEE TRAINING	.00	.00	2,000.00	2,000.00	.0
TOTAL BUILDING INSPECTION DEPARTMEN	16,059.98	51,776.48	18,000.00	(33,776.48)	287.7

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2022

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PUBLIC WORKS ADMINISTRATION</u>					
10-430-11 SALARY - PW MAINTENANCE(1)	5,213.80	31,783.18	30,779.00	(1,004.18)	103.3
10-430-12 SALARY-PW MAINTENANCE(2)	.00	487.00	.00	(487.00)	.0
10-430-15 SALARY-PW SEASONAL (MOWING)	.00	368.82	6,000.00	5,631.18	6.2
10-430-16 PW EMPLOYEES-FULL TIME	.00	.00	32,718.00	32,718.00	.0
10-430-20 EMPLOYEE BENEFITS - PW	.00	1,445.60	13,857.00	12,411.40	10.4
10-430-22 FICA & MEDICARE	385.44	2,376.06	4,493.00	2,116.94	52.9
10-430-23 457 RETIREMENT	31.87	286.83	1,603.00	1,316.17	17.9
10-430-25 UNEMPLOYMENT INSURANCE - PW	8.31	84.02	181.00	96.98	46.4
10-430-26 WORKERS' COMPENSATION - PW	.00	1,036.46	8,250.00	7,213.54	12.6
TOTAL PUBLIC WORKS ADMINISTRATION	5,639.42	37,867.97	97,881.00	60,013.03	38.7
<u>PUBLIC WORKS & STREETS DEPT</u>					
10-431-00 UNIFORMS - PW	.00	674.10	3,500.00	2,825.90	19.3
10-431-20 REPAIRS-EQUIPMENT & VEHICLES	532.94	7,067.22	9,500.00	2,432.78	74.4
10-431-21 STREETS-SIGNS & MATERIAL	33.95	1,020.67	10,000.00	8,979.33	10.2
10-431-22 REPAIRS & MAINTENANCE-STREETS	1,325.98	10,072.42	.00	(10,072.42)	.0
10-431-23 EQUIPMENT RENTAL	.00	.00	200.00	200.00	.0
10-431-24 REPAIRS & MAINTENANCE-STREETS	.00	1,170.81	10,000.00	8,829.19	11.7
10-431-25 FARM HOUSE MAINT	59.99	404.85	1,000.00	595.15	40.5
10-431-28 FARM HOUSE UTILITIES	.00	.00	2,700.00	2,700.00	.0
10-431-35 COPIER LEASE	22.34	68.53	95.00	26.47	72.1
10-431-39 GIS	.00	.00	250.00	250.00	.0
10-431-40 EMPLOYEE TRAINING	.00	.00	2,500.00	2,500.00	.0
10-431-41 UTILITIES - ELECTRIC	83.74	2,409.91	1,500.00	(909.91)	160.7
10-431-43 BUILDING MAINT	.00	975.37	3,000.00	2,024.63	32.5
10-431-45 UTILITIES-GAS	27.04	765.94	1,200.00	434.06	63.8
10-431-46 CELL PHONE	36.22	445.54	975.00	529.46	45.7
10-431-47 TELEPHONE & INTERNET	81.80	312.97	800.00	487.03	39.1
10-431-48 TRASH	.00	.00	540.00	540.00	.0
10-431-52 INSURANCE - PW	.00	3,935.88	9,611.00	5,675.12	41.0
10-431-55 POSTAGE & SHIPPING-PW	.00	18.53	.00	(18.53)	.0
10-431-60 STREET LIGHTING - PW	895.72	4,443.45	9,600.00	5,156.55	46.3
10-431-61 OFFICE SUPPLIES	.00	.00	1,400.00	1,400.00	.0
10-431-62 FUEL - PW	522.93	4,940.02	8,500.00	3,559.98	58.1
10-431-63 CONTRACT REFUSE REMOVAL - PW	272.00	1,291.00	2,000.00	709.00	64.6
10-431-64 LEVEE REPAIR & MAINT	.00	389.49	.00	(389.49)	.0
10-431-65 TREE PROGRAM	.00	.00	1,500.00	1,500.00	.0
10-431-66 PEST/WEED CONTROL - PW	.00	.00	1,600.00	1,600.00	.0
10-431-68 COPIER EXPENSE	.00	.00	78.00	78.00	.0
10-431-70 IT SUPPORT	.00	.00	2,500.00	2,500.00	.0
10-431-71 COMPUTER SOFTWARE	.00	180.15	424.00	243.85	42.5
10-431-74 EQUIPMENT- CAPITAL OUTLAY	.00	.00	2,250.00	2,250.00	.0
10-431-99 OTHER MISCELLANEOUS - PW	189.04	3,015.64	.00	(3,015.64)	.0
TOTAL PUBLIC WORKS & STREETS DEPT	4,083.69	43,602.49	87,223.00	43,620.51	50.0

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2022

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>STORMWATER</u>					
10-432-59 STORMWATER ENGINEERING/DESIGN	4,680.00	5,695.00	5,000.00	(695.00)	113.9
10-432-60 STORMWATER CONSTRUCTION	.00	.00	50,000.00	50,000.00	.0
10-432-61 RETENTION/DETENTION POND MAINT	.00	.00	5,000.00	5,000.00	.0
10-432-62 CULVERT/DITCH MAINT	.00	.00	1,000.00	1,000.00	.0
10-432-63 3RD AVE STORM LIFT STATION	.00	.00	1,000.00	1,000.00	.0
10-432-64 STREET SWEEPING	.00	.00	500.00	500.00	.0
10-432-65 LEVEE REPAIR & MAINT	.00	.00	2,000.00	2,000.00	.0
TOTAL STORMWATER	4,680.00	5,695.00	64,500.00	58,805.00	8.8
<u>PARK & RECREATION</u>					
10-451-11 SALARIES - P&R DIRECTOR (SEAS)	.00	.00	17,991.00	17,991.00	.0
10-451-12 SALARIES - SUMMER HELP (SEAS)	.00	1,780.36	16,141.00	14,360.64	11.0
10-451-16 SALARIES-PW FULL-TIME	.00	.00	5,006.00	5,006.00	.0
10-451-22 FICA P&R	.00	136.22	641.00	504.78	21.3
10-451-25 UNEMPLOYMENT INSURANCE	.00	3.14	25.00	21.86	12.6
10-451-26 WORKERS' COMPENSATION	.00	521.70	1,500.00	978.30	34.8
10-451-30 SPECIAL EVENTS - P&R	.00	.00	1,000.00	1,000.00	.0
10-451-38 CELL PHONE	36.22	391.44	490.00	98.56	79.9
10-451-39 TELEPHONE & INTERNET	81.80	312.97	1,200.00	887.03	26.1
10-451-40 TRAINING	.00	.00	1,000.00	1,000.00	.0
10-451-41 UTILITIES - ELECTRIC	785.36	4,088.70	12,000.00	7,911.30	34.1
10-451-43 PARK REPAIR AND MAINTENANCE	2,603.40	10,983.03	15,000.00	4,016.97	73.2
10-451-44 CAPITAL OUTLAY - PARKS	.00	.00	15,000.00	15,000.00	.0
10-451-48 TRASH	.00	.00	800.00	800.00	.0
10-451-55 NEWSLETTERS/POSTCARDS	.00	.00	1,200.00	1,200.00	.0
10-451-60 BACKGROUNDCHECKS	.00	.00	735.00	735.00	.0
10-451-61 OPERATING SUPPLIES - P&R	246.64	3,432.51	4,500.00	1,067.49	76.3
10-451-62 PARKS & RECREATION PROGRAMS	674.98	1,126.98	3,000.00	1,873.02	37.6
10-451-70 IT SUPPORT	.00	.00	100.00	100.00	.0
10-451-71 COMPUTER SOFTWARE	33.00	551.14	2,100.00	1,548.86	26.2
10-451-83 SOFTBALL	.00	.00	2,000.00	2,000.00	.0
10-451-84 BASEBALL	1,264.37	2,909.21	10,100.00	7,190.79	28.8
10-451-86 VOLLEYBALL	.00	.00	1,000.00	1,000.00	.0
10-451-87 SOCCER	35.56	2,793.23	1,200.00	(1,593.23)	232.8
10-451-88 SUMMER ACTIVITY	.00	.00	2,000.00	2,000.00	.0
10-451-90 UNIFORMS & EQUIPMENT P&R	.00	.00	500.00	500.00	.0
10-451-92 PARK CONCESSION EXPENSE	241.45	241.45	100.00	(141.45)	241.5
10-451-93 MEMBERSHIP/PUBLICATIONS	.00	.00	200.00	200.00	.0
TOTAL PARK & RECREATION	6,002.78	29,272.08	116,529.00	87,256.92	25.1
TOTAL FUND EXPENDITURES	93,130.50	425,531.78	1,345,611.00	920,079.22	31.6
NET REVENUE OVER EXPENDITURES	125,989.34	347,066.94	2,556.00	(344,510.94)	1357.8

TOWN OF WIGGINS
BALANCE SHEET
MAY 31, 2022

WATER ENTERPRISE

ASSETS

20-10100	CASH IN COMBINED CASH FUND	950,366.85	
20-10120	CASH ON HAND	50.00	
20-10210	WATER ENTERPRISE CLEARING ACCT	7,603.69	
20-10250	COLOTRUST-WATER FUND	107.10	
20-10251	HIGH PLAINS WATER ENTPR FUND	182,762.69	
20-10260	COLOTRUST - DEVELOPMENT FEES	107.17	
20-10261	2011 USDA DEBT SERV RESERVE	101,257.85	
20-10262	2013 USDA DEBT SERV RESERVE	154,570.61	
20-10270	COLOTRUST-WATER BOND ACCOUNT	22.11	
20-10271	63.23% BOTW DEBT SERVICE	631.68	
20-10273	2020 BOTW LOAN--SINKING FUND	365,497.25	
20-10280	COLOTRUST-WATER BOND RESERVE	108.10	
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	107.16	
20-11500	ACCOUNTS RECEIVABLE	66,670.16	
20-14000	CWCB LOAN PROCEEDS ESCROW	1,133,775.50	
20-14100	PREPAID EXPENSE	276.31	
20-16100	LAND	661,549.57	
20-16200	WATER RIGHTS	5,022,202.92	
20-16300	CONSTRUCTION IN PROGRESS	46,000.00	
20-16400	PLANT EQUIPMENT	7,382,696.17	
20-16401	OTHER EQUIPMENT	28,834.06	
20-16410	ACCUMULATED DEPRECIATION	(1,796,869.05)	
	TOTAL ASSETS		14,585,506.58

LIABILITIES AND EQUITY

LIABILITIES

20-20200	ACCOUNTS PAYABLE	35,920.91	
20-20300	ACCRUED COMPENSATED ABSENCES	7,101.64	
20-20301	ACCR'D COMP ABS--CURR. PORTION	1,775.41	
20-20400	ACCRUED INTEREST PAYABLE	157,563.15	
20-22530	2013 USDA	471,062.09	
20-22540	REVENUE BOND PAYABLE-REA	2,719,371.76	
20-22550	BOTW LOAN--63.23% WATER	1,827,739.03	
20-22600	CAPITAL LEASES PAYABLE	239,931.50	
20-22650	2017 CWCB NOTE PAYABLE	2,408,850.00	
20-22900	CUSTOMER DEPOSIT LIABILITY	48,041.00	
	TOTAL LIABILITIES		7,917,356.49

FUND EQUITY

20-27900	RETAINED EARNINGS	6,464,467.93	
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TOWN OF WIGGINS
BALANCE SHEET
MAY 31, 2022

WATER ENTERPRISE

UNAPPROPRIATED FUND BALANCE:			
20-29001	SUSPENSE	63,564.71	
	REVENUE OVER EXPENDITURES - YTD	<u>243,805.54</u>	
	BALANCE - CURRENT DATE		<u>307,370.25</u>
	TOTAL FUND EQUITY		<u>6,771,838.18</u>
	TOTAL LIABILITIES AND EQUITY		<u><u>14,689,194.67</u></u>

TOWN OF WIGGINS
REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2022

WATER ENTERPRISE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
20-34000 WATER SALES	71,417.47	304,782.23	882,000.00	577,217.77	34.6
20-34001 CUSTOMER DEPOSITS	.00	445.00	35,000.00	34,555.00	1.3
20-34002 BULK WATER SALES	499.00	2,274.60	3,000.00	725.40	75.8
20-34440 TAP FEES & ACQUISITION FEES	86,000.00	261,000.00	800,000.00	539,000.00	32.6
20-34450 MISCELLANEOUS WATER INCOME	1,590.00	7,350.00	15,000.00	7,650.00	49.0
20-36000 WATER DEVELOPMENT CONTRIBUTION	25.00	325.00	.00	(325.00)	.0
20-36001 RENTAL INCOME	.00	.00	12,000.00	12,000.00	.0
20-36100 INTEREST EARNED	.00	108.18	.00	(108.18)	.0
 TOTAL FUND REVENUE	 159,531.47	 576,285.01	 1,747,000.00	 1,170,714.99	 33.0

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2022

WATER ENTERPRISE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PROFESSIONAL SERVICES</u>					
20-410-13 FINANCIAL AUDIT	.00	.00	4,000.00	4,000.00	.0
20-410-30 LEGAL SERVICE	88.50	678.50	5,000.00	4,321.50	13.6
20-410-31 WATER RIGHTS EXPENSES	.00	35,105.50	95,000.00	59,894.50	37.0
20-410-32 PROFESSIONAL SERVICES	7,373.80	52,762.39	90,000.00	37,237.61	58.6
20-410-33 POSTAGE	.00	168.20	2,000.00	1,831.80	8.4
20-410-34 WATER DEPOSIT REFUND	.00	.00	1,000.00	1,000.00	.0
20-410-38 PROFESSIONAL SERVICES	.00	.00	10,000.00	10,000.00	.0
20-410-40 TRAVEL, MEETINGS, & TRAINING	.00	.00	4,000.00	4,000.00	.0
20-410-44 POSTAGE MACHINE LEASE	.00	.00	105.00	105.00	.0
20-410-59 DESIGN/SYSTEM ENGINEERING	19,175.00	21,085.00	5,000.00	(16,085.00)	421.7
TOTAL PROFESSIONAL SERVICES	26,637.30	109,799.59	216,105.00	106,305.41	50.8
<u>WATER ADMINISTRATION</u>					
20-411-12 EMPLOYEE SALARY-ADMINISTRATION	.00	.00	65,793.00	65,793.00	.0
20-411-15 ADMINISTRATION DEPT EMPLOYEES	2,800.80	25,207.20	.00	(25,207.20)	.0
20-411-20 EMPLOYEE BENEFITS	.00	2,192.44	10,505.00	8,312.56	20.9
20-411-22 FICA & MEDICARE	211.05	1,899.45	5,033.00	3,133.55	37.7
20-411-23 457 RETIREMENT	125.59	1,130.31	5,116.00	3,985.69	22.1
20-411-25 UNEMPLOYMENT INSURANCE	1.30	34.12	197.00	162.88	17.3
20-411-26 WORKERS' COMPENSATION	.00	7.45	145.00	137.55	5.1
20-411-72 UTILITY BILLING SOFTWARE EXP	.00	.00	2,920.00	2,920.00	.0
TOTAL WATER ADMINISTRATION	3,138.74	30,470.97	89,709.00	59,238.03	34.0
<u>PUBLIC WORKS ADMINISTRATION</u>					
20-430-11 SALARY-PW MAINTENANCE	531.29	4,781.61	30,040.00	25,258.39	15.9
20-430-15 EMPL SALARY-PW P/T SEASONAL	.00	.00	1,950.00	1,950.00	.0
20-430-20 EMPLOYEE BENEFITS	.00	722.80	5,730.00	5,007.20	12.6
20-430-22 FICA & MEDICARE	33.93	305.37	2,298.00	1,992.63	13.3
20-430-23 457 RETIREMENT	15.94	143.46	901.00	757.54	15.9
20-430-25 UNEMPLOYMENT INSURANCE	.00	7.02	90.00	82.98	7.8
20-430-26 WORKERS' COMPENSATION	.00	354.75	3,345.00	2,990.25	10.6
TOTAL PUBLIC WORKS ADMINISTRATION	581.16	6,315.01	44,354.00	38,038.99	14.2
<u>SUPPLIES</u>					
20-431-22 EQUIPMENT REPAIRS AND MAINT	2,753.16	2,753.16	5,000.00	2,246.84	55.1
20-431-62 FUEL	209.75	262.81	6,000.00	5,737.19	4.4
20-431-75 VEHICLE REPAIR	.00	.00	5,000.00	5,000.00	.0
TOTAL SUPPLIES	2,962.91	3,015.97	16,000.00	12,984.03	18.9

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2022

WATER ENTERPRISE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OPERATIONS</u>					
20-432-00 LINE MAINTENANCE	.00	.00	2,500.00	2,500.00	.0
20-432-05 UTILITY LOCATE EXPENSE	.00	267.41	.00	(267.41)	.0
20-432-30 CONTRACT OPERATOR	400.00	1,200.00	6,000.00	4,800.00	20.0
20-432-35 COPIER LEASE	111.68	342.61	477.00	134.39	71.8
20-432-37 ANALYTICAL/SAMPLING EXPENSE	3,151.00	7,784.55	12,000.00	4,215.45	64.9
20-432-39 GIS	.00	.00	1,125.00	1,125.00	.0
20-432-40 TELEPHONE & INTERNET	147.80	672.50	800.00	127.50	84.1
20-432-41 UTILITIES-ELECTRIC	4,187.61	21,826.72	70,000.00	48,173.28	31.2
20-432-45 UTILITIES-GAS	355.73	1,648.66	500.00	(1,148.66)	329.7
20-432-46 CELL PHONE	.00	.00	764.00	764.00	.0
20-432-48 TRASH	.00	.00	100.00	100.00	.0
20-432-49 UTILITIES-PROPANE	.00	6,066.66	100.00	(5,966.66)	6066.7
20-432-50 PERMIT FEES	.00	.00	300.00	300.00	.0
20-432-52 INSURANCE AND BONDS	.00	5,111.14	8,000.00	2,888.86	63.9
20-432-53 BOOSTER STATION MAINTENANCE	98.67	352.66	12,000.00	11,647.34	2.9
20-432-54 WATER MAIN INSTALLATION EXP	749.28	1,228.99	7,500.00	6,271.01	16.4
20-432-55 METER INSTALL EXPENSE	.00	6,830.27	30,000.00	23,169.73	22.8
20-432-56 MAINTENANCE (PLANT) RO	156.66	6,889.37	15,000.00	8,110.63	45.9
20-432-57 TREATMENT/OPERATING SUPPLIES	119.99	554.95	7,500.00	6,945.05	7.4
20-432-59 WATER WELL MAINTENANCE	.00	158.43	1,000.00	841.57	15.8
20-432-61 OFFICE SUPPLIES	.00	.00	1,500.00	1,500.00	.0
20-432-68 COPIER EXPENSE	.00	466.87	390.00	(76.87)	119.7
20-432-70 IT SUPPORT	.00	.00	500.00	500.00	.0
20-432-75 SYSTEM REPAIR & MAINTENANCE	830.77	830.77	.00	(830.77)	.0
20-432-85 WATER LEASES	.00	.00	70,000.00	70,000.00	.0
20-432-87 EQUIPMENT	.00	.00	5,000.00	5,000.00	.0
20-432-90 CAPITAL IMPROVEMENT PROJECT	.00	.00	100,000.00	100,000.00	.0
20-432-99 OTHER MISCELLANEOUS EXPENSE	.00	4,747.40	1,000.00	(3,747.40)	474.7
TOTAL OPERATIONS	10,309.19	66,979.96	354,056.00	287,076.04	18.9
<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	.00	10,223.00	147,000.00	136,777.00	7.0
20-471-12 LEASE/PURCHASE PAYMTS-KAMMERER	.00	17,552.10	42,125.00	24,572.90	41.7
20-471-13 BOTW SINKING FUND PYMT	.00	.00	40,000.00	40,000.00	.0
20-471-14 BOTW INTEREST PYMT	.00	88,122.87	95,000.00	6,877.13	92.8
TOTAL DEBT SERVICE	.00	115,897.97	369,125.00	253,227.03	31.4
TOTAL FUND EXPENDITURES	43,629.30	332,479.47	1,089,349.00	756,869.53	30.5
NET REVENUE OVER EXPENDITURES	115,902.17	243,805.54	657,651.00	413,845.46	37.1

TOWN OF WIGGINS
BALANCE SHEET
MAY 31, 2022

SEWER ENTERPRISE

ASSETS

30-10100	CASH IN COMBINED CASH FUND	1,150,783.49	
30-10250	COLOTRUST FUND	107.10	
30-10251	HIGH PLAINS SEWER ENTPR FUND	63,637.18	
30-10260	COLOTRUST SEWER PROJECT	107.10	
30-10271	36.77% BOTW DEBT SERVICE	1,787.02	
30-10273	2020 BOTW LOAN--SINKING FUND	212,546.75	
30-10282	2020 BOTW LOAN--D.S. RESERVE	148,803.41	
30-10290	CD 1726--STORM SEWER WGNS SCH	12,301.08	
30-11500	ACCOUNTS RECEIVABLE	23,488.99	
30-14100	PREPAID EXPENSE	276.30	
30-16100	LAND	821,659.00	
30-16200	BUILDINGS	130,310.00	
30-16300	CONSTRUCTION IN PROGRESS	63,081.99	
30-16400	EQUIPMENT	2,118,488.31	
30-16401	OTHER EQUIPMENT	25,098.72	
30-16410	ACCUMULATED DEPRECIATION-EQ	(768,463.19)	
TOTAL ASSETS			4,004,013.25

LIABILITIES AND EQUITY

LIABILITIES

30-20200	ACCOUNTS PAYABLE	10,941.25	
30-20300	ACCRUED COMPENSATED ABSENCES	7,101.64	
30-20301	ACCR'D COMP ABS--CURR. PORTION	1,775.41	
30-20400	ACCRUED INTEREST PAYABLE	10,435.84	
30-22550	BOTH 36.77% SEWER LOAN	1,062,880.97	
30-22900	CUSTOMER DEPOSIT LIABILITY	10,872.00	
30-22905	DEVELOPER PERFORMANCE DEPOSIT	11,750.00	
TOTAL LIABILITIES			1,115,757.11

FUND EQUITY

30-27900	RETAINED EARNINGS	2,830,717.65	
UNAPPROPRIATED FUND BALANCE:			
30-29001	SUSPENSE	36,964.63	
	REVENUE OVER EXPENDITURES - YTD	65,516.83	
BALANCE - CURRENT DATE		102,481.46	
TOTAL FUND EQUITY			2,933,199.11
TOTAL LIABILITIES AND EQUITY			4,048,956.22

TOWN OF WIGGINS
REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2022

SEWER ENTERPRISE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
30-33420 DOLA GRANT	.00	.00	155,000.00	155,000.00	.0
30-34000 SEWER SALES	21,342.23	105,705.82	248,400.00	142,694.18	42.6
30-34001 CUSTOMER DEPOSITS	.00	130.00	35,000.00	34,870.00	.4
30-34440 TAP FEES	40,000.00	118,000.00	320,000.00	202,000.00	36.9
30-36100 INTEREST EARNED	.00	15.70	.00	(15.70)	.0
30-39110 TRANSFER FROM SALES TAX FUND	.00	.00	85,000.00	85,000.00	.0
TOTAL FUND REVENUE	61,342.23	223,851.52	843,400.00	619,548.48	26.5

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2022

SEWER ENTERPRISE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PROFESSIONAL SERVICES</u>					
30-410-13 FINANCIAL AUDIT	.00	.00	8,000.00	8,000.00	.0
30-410-30 LEGAL SERVICE	.00	.00	500.00	500.00	.0
30-410-32 PROFESSIONAL SERVICES	3,133.35	8,471.46	15,000.00	6,528.54	56.5
30-410-33 POSTAGE	.00	168.20	2,100.00	1,931.80	8.0
30-410-34 SEWER DEPOSIT REFUND	.00	.00	500.00	500.00	.0
30-410-35 COPIER LEASE	111.65	342.55	477.00	134.45	71.8
30-410-40 TRAINING	.00	.00	1,000.00	1,000.00	.0
30-410-44 POSTAGE MACHINE LEASE	.00	.00	105.00	105.00	.0
30-410-67 OFFICE SUPPLIES	.00	.00	200.00	200.00	.0
30-410-68 COPIER EXPENSE	.00	.00	600.00	600.00	.0
TOTAL PROFESSIONAL SERVICES	3,245.00	8,982.21	28,482.00	19,499.79	31.5
<u>SEWER ADMINISTRATION</u>					
30-411-14 EMPL SALARY'S-ADMINISTRATION	.00	.00	45,524.00	45,524.00	.0
30-411-15 ADMINISTRATION DEPT EMPLOYEES	2,800.80	25,207.20	.00 (25,207.20)	.0
30-411-20 EMPLOYEE BENEFITS	.00	2,192.40	7,162.00	4,969.60	30.6
30-411-22 FICA & MEDICARE	211.06	1,899.54	3,483.00	1,583.46	54.5
30-411-23 457 RETIREMENT	125.58	1,130.22	3,610.00	2,479.78	31.3
30-411-25 UNEMPLOYMENT INSURANCE	1.30	34.11	137.00	102.89	24.9
30-411-26 WORKERS' COMPENSATION	.00	.00	145.00	145.00	.0
30-411-70 IT SUPPORT	.00	.00	250.00	250.00	.0
30-411-72 UTILITY SOFTWARE EXP	.00	.00	2,920.00	2,920.00	.0
TOTAL SEWER ADMINISTRATION	3,138.74	30,463.47	63,231.00	32,767.53	48.2
<u>PUBLIC WORKS ADMINISTRATION</u>					
30-430-11 SALARY-PW MAINTENANCE	531.29	4,781.61	.00 (4,781.61)	.0
30-430-12 SALARY-PW MAINTENANCE	.00	1,410.78	30,040.00	28,629.22	4.7
30-430-13 EMPL SALARY-PW P/T SEASONAL	.00	.00	1,950.00	1,950.00	.0
30-430-20 EMPLOYEE BENEFITS	.00	722.80	5,730.00	5,007.20	12.6
30-430-22 FICA & MEDICARE	33.94	413.36	2,298.00	1,884.64	18.0
30-430-23 457 RETIREMENT	15.94	143.46	901.00	757.54	15.9
30-430-25 UNEMPLOYMENT	.00	9.27	149.00	139.73	6.2
30-430-26 WORKERS' COMPENSATION	.00	222.95	90.00 (132.95)	247.7
TOTAL PUBLIC WORKS ADMINISTRATION	581.17	7,704.23	41,158.00	33,453.77	18.7

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2022

SEWER ENTERPRISE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>WWTP</u>					
30-431-22 EQUIPMENT MTNCE & REPAIRS	.00	.00	10,000.00	10,000.00	.0
30-431-41 UTILITIES-ELECTRIC	.00	.00	11,000.00	11,000.00	.0
30-431-45 UTILITIES-GAS	.00	.00	400.00	400.00	.0
30-431-48 TRASH	.00	.00	876.00	876.00	.0
30-431-51 WWTP ENGINEERING & CONTINGENCY	2,040.00	2,040.00	5,000.00	2,960.00	40.8
30-431-59 ENGINEERING DESIGN	3,530.00	8,052.50	5,000.00	(3,052.50)	161.1
30-431-62 FUEL	209.76	262.82	3,500.00	3,237.18	7.5
30-431-74 CAPITAL OUTLAY WWTP	.00	.00	25,000.00	25,000.00	.0
30-431-75 VEHICLE REPAIRS	.00	.00	5,000.00	5,000.00	.0
TOTAL WWTP	5,779.76	10,355.32	65,776.00	55,420.68	15.7
<u>OPERATIONS</u>					
30-432-00 LINE MAINTENANCE	.00	.00	12,000.00	12,000.00	.0
30-432-05 UTILITY LOCATE EXPENSE	.00	210.61	.00	(210.61)	.0
30-432-30 CONTRACT OPERATOR	400.00	1,200.00	6,000.00	4,800.00	20.0
30-432-39 COMPUTER SOFTWARE-GIS	.00	.00	1,125.00	1,125.00	.0
30-432-41 UTILITIES(ELECTRIC)	1,585.91	11,167.92	25,000.00	13,832.08	44.7
30-432-42 TELEPHONE/INTERNET	115.74	448.16	800.00	351.84	56.0
30-432-45 UTILITIES --GAS	27.03	765.90	100.00	(665.90)	765.9
30-432-46 CELL PHONE	.00	.00	764.00	764.00	.0
30-432-50 PERMIT FEES	.00	1,574.00	1,650.00	76.00	95.4
30-432-51 ANALYTICAL/SAMPLING EXPENSE	999.20	4,372.20	4,500.00	127.80	97.2
30-432-52 INSURANCE AND BONDS	.00	5,111.12	8,000.00	2,888.88	63.9
30-432-53 SEWER CLEANING/VIDEO	.00	.00	15,000.00	15,000.00	.0
30-432-55 GENERAL MAINT CENT LIFT ST	.00	.00	1,000.00	1,000.00	.0
30-432-56 GENERAL MAINT OF PLANT	598.33	1,404.85	2,500.00	1,095.15	56.2
30-432-57 GENERAL MAINT JOHNSON LT ST	150.00	150.00	2,000.00	1,850.00	7.5
30-432-59 ENGINEERING DESIGN	.00	.00	15,000.00	15,000.00	.0
30-432-60 TREATMENT OPERATIONS	119.99	1,844.31	10,000.00	8,155.69	18.4
30-432-61 OFFICE SUPPLIES	.00	453.16	1,500.00	1,046.84	30.2
30-432-75 CAPITAL OUTLAY - LINES	.00	1,266.00	331,730.00	330,464.00	.4
30-432-99 OTHER MISCELLANEOUS EXPENSE	.00	.00	1,000.00	1,000.00	.0
TOTAL OPERATIONS	3,996.20	29,968.23	439,669.00	409,700.77	6.8
<u>DEBT SERVICE</u>					
30-471-13 BOTW SINKING FUND PYMT	.00	60,665.76	80,000.00	19,334.24	75.8
30-471-14 BOTW INTEREST PYMT	.00	10,195.47	.00	(10,195.47)	.0
TOTAL DEBT SERVICE	.00	70,861.23	80,000.00	9,138.77	88.6
TOTAL FUND EXPENDITURES	16,740.87	158,334.69	718,316.00	559,981.31	22.0

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2022

SEWER ENTERPRISE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
NET REVENUE OVER EXPENDITURES	44,601.36	65,516.83	125,084.00	59,567.17	52.4

TOWN OF WIGGINS
BALANCE SHEET
MAY 31, 2022

SALES TAX CAPITAL IMPROVEMENT

ASSETS

40-10100	CASH IN COMBINED CASH FUND	643,003.90	
40-10250	COLOTRUST FUND	107.10	
40-10251	HIGH PLAINS 1% TAX FUND	15,174.73	
40-11500	ACCOUNTS RECEIVABLE	44,015.44	
	TOTAL ASSETS		702,301.17

LIABILITIES AND EQUITY

LIABILITIES

40-25320	FUND BALANCE	620,845.59	
	TOTAL LIABILITIES		620,845.59

FUND EQUITY

UNAPPROPRIATED FUND BALANCE:
REVENUE OVER EXPENDITURES - YTD

102,950.51

BALANCE - CURRENT DATE

102,950.51

TOTAL FUND EQUITY

102,950.51

TOTAL LIABILITIES AND EQUITY

723,796.10

TOWN OF WIGGINS
REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2022

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	21,494.93	102,947.99	200,000.00	97,052.01	51.5
40-36100	INTEREST EARNED	.00	2.52	5.00	2.48	50.4
	TOTAL FUND REVENUE	21,494.93	102,950.51	200,005.00	97,054.49	51.5

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2022

SALES TAX CAPITAL IMPROVEMENT

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CAPITAL PROJECTS</u>					
40-430-00 CAPITAL PROJECTS - SEWER	.00	.00	85,000.00	85,000.00	.0
40-430-05 CIP-NORTH STORM DETENTION	.00	.00	75,000.00	75,000.00	.0
40-430-10 CIP-MAIN STREET C&G 3RD TO 5TH	.00	.00	60,000.00	60,000.00	.0
TOTAL CAPITAL PROJECTS	.00	.00	220,000.00	220,000.00	.0
TOTAL FUND EXPENDITURES	.00	.00	220,000.00	220,000.00	.0
NET REVENUE OVER EXPENDITURES	21,494.93	102,950.51	(19,995.00)	(122,945.51)	514.9

TOWN OF WIGGINS
BALANCE SHEET
MAY 31, 2022

CONSERVATION TRUST

ASSETS

50-10100	CASH IN COMBINED CASH FUND	15,536.78	
50-10250	COLOTRUST FUND	107.10	
50-10251	HIGH PLAINS CNSRVTN TRST FUND	14,223.30	
	TOTAL ASSETS		29,867.18

LIABILITIES AND EQUITY

LIABILITIES

50-25320	FUND BALANCE	24,873.13	
	TOTAL LIABILITIES		24,873.13

FUND EQUITY

UNAPPROPRIATED FUND BALANCE:			
REVENUE OVER EXPENDITURES - YTD	4,994.05		
BALANCE - CURRENT DATE		4,994.05	
TOTAL FUND EQUITY			4,994.05
TOTAL LIABILITIES AND EQUITY			29,867.18

TOWN OF WIGGINS
REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2022

CONSERVATION TRUST

		<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEARNED</u>	<u>PCNT</u>
	<u>REVENUES</u>					
50-33501	CT - ST PROCEEDS (LOTTERY)	.00	4,990.53	10,000.00	5,009.47	49.9
50-36100	INTEREST EARNED	.00	3.52	10.00	6.48	35.2
	TOTAL FUND REVENUE	.00	4,994.05	10,010.00	5,015.95	49.9

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2022

CONSERVATION TRUST

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMINISTRATION</u>					
50-411-11 GROUNDKEEPER SALARY	.00	.00	5,460.00	5,460.00	.0
50-411-22 FICA	.00	.00	418.00	418.00	.0
50-411-25 UNEMPLOYMENT	.00	.00	16.00	16.00	.0
50-411-26 WORKERS' COMPENSATION	.00	.00	100.00	100.00	.0
TOTAL ADMINISTRATION	.00	.00	5,994.00	5,994.00	.0
<u>PARK OPERATIONS</u>					
50-452-60 REPAIRS AND MAINTENANCE	.00	.00	3,000.00	3,000.00	.0
TOTAL PARK OPERATIONS	.00	.00	3,000.00	3,000.00	.0
TOTAL FUND EXPENDITURES	.00	.00	8,994.00	8,994.00	.0
NET REVENUE OVER EXPENDITURES	.00	4,994.05	1,016.00	(3,978.05)	491.5



STAFF SUMMARY
Board of Trustees Meeting

June 29, 2022

DATE: June 24, 2022

AGENDA ITEM NUMBER: 5

TOPIC: Presentation of the 2021 Year End Financial Audit

STAFF MEMBER RESPONSIBLE: Tom Acre, Town Manager

BACKGROUND

Prospective Business Solutions, LLC (PBS) previously completed the 2020 Audit and was retained by the Board of Trustees to complete the 2021 Audit for the Town. This year staff requested the audit be presented by the end of June. Prospective Business Solutions did the field work portion of the audit in April of this year and provided the draft to the Town in May.

SUMMARY

Ms. Uli Keeley of Prospective Business Solutions will present her firms findings from the Audit performed on the 2021-year end financials for the Town of Wiggins. After the presentation, Lorraine Trotter with Professional Management Solutions, the Town's outside accounting consultant will present the financial statements information to the Board.

FISCAL IMPACT

The presentation of the 2021 Audit will not impact the adopted 2022 budget as the 2021-year end audit is a budgeted item.

APPLICABILITY TO TOWN OBJECTIVES AND GOALS TO PROVIDE SERVICES

Having an annual audit of the Town's finances supports the Town of Wiggins goals of being a good steward of financial resources and providing transparency in government.



STAFF SUMMARY

Board of Trustees Meeting June 29, 2022

DATE: June 27, 2022

AGEND ITEM NUMBER: 6

TOPIC: Appointing Members to the Planning and Zoning Commission to Fill Vacancies

STAFF MEMBER RESPONSIBLE: Hope Becker, Planning and Zoning Administrator

BACKGROUND:

Currently, the Planning & Zoning Commission is comprised of the Mayor, a Trustee, and three appointees that are residents of the Town. The Board of Trustees have determined that they cannot genuinely hold a quasi-judicial hearing for development cases that come before the Board for a final hearing. This is due to two Trustees also being members of the Planning and Zoning Commission. The Board of Trustees also desire to provide more opportunities for community involvement in the decision-making process of development within Wiggins.

Ordinance No. 08-2021 was adopted in September of 2021 changing the membership of the Planning & Zoning Commission to an all-citizen appointed commission. Ordinance No. 08-2021 also created guidelines setting the requirements relating to the terms of members, removal of members, and filling of vacancies.

SUMMARY:

The Planning & Zoning Commission is responsible for the planning related to the orderly growth and development of the Town. The Planning & Zoning Commission meets every 2nd Tuesday of each month pending if there is a hearing or item on the agenda. The Planning & Zoning Commission holds hearings and meetings to vote on and review applications concerning the use, development and improvement of real property subject to Town regulations.

Attached to this Staff Summary are the applications of those citizens who desire to serve on the Town's Planning & Zoning Commission.

FISCAL IMPACT:

The Town of Wiggins expenditure budget will not be directly impacted. The appointed members of the Planning and Zoning Commission do not receive compensation.

APPLICABILITY TO TOWN OBJECTIVES AND GOALS TO PROVIDE SERVICES:

The Town strives to provide opportunities for community members to be involved in the decision-making process of future commercial, industrial, and residential development in Wiggins. It can provide a place where citizens interested in the well-being and future development of the community have a chance to contribute their views.

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 request a modification and approve the resolution
- The Board of Trustees could not approve the resolution.

MOTION FOR APPROVAL:

I make the motion to adopt Resolution 19-2022- A Resolution of the Board of Trustees of the Town of Wiggins, Colorado Appointing Regular Members to the Planning and Zoning Commission to Fill Vacancies.

ACTION REQUIRED:

Motion, Second, Roll-Call, Vote.

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

**TOWN OF WIGGINS, COLORADO
RESOLUTION NO. 19-2022**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF WIGGINS,
COLORADO APPOINTING MEMBERS TO THE PLANNING AND ZONING
COMMISSION TO FILL VACANCIES**

WHEREAS, the Board of Trustees adopted the Land Development Code, as amended, establishing a Planning and Zoning Commission; and

WHEREAS, the Board of Trustees adopted Ordinance 08-2021 to change the membership of the Planning & Zoning Commission and to also set requirements relating to the terms of members, removal of members, and filling of vacancies; and

WHEREAS, there is currently one citizen vacancy and two Trustees on the Planning and Zoning Commission, creating three available seats that can be filled by citizen applicants on the Planning & Zoning Commission; and

WHEREAS, the Town has advertised and received applicants to fill such vacancies; and

WHEREAS, from the pool of qualified applicants, the Board of Trustees desires to make appointments as set forth herein.

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

Section 1. The Board of Trustees hereby appoints the following citizen representatives to serve on the Planning and Zoning Commission:

- Jeffrey Palmer
- Jim Musgrave
- Jerry Avey

Section 2. The term of appointment for each such citizen representative above shall be six (6) years and expire on June 30, 2028.

Section 3. This Resolution is effective upon adoption.

INTRODUCED, READ, AND ADOPTED AT A MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF WIGGINS THIS 29TH DAY OF JUNE, 2022.

TOWN OF WIGGINS, COLORADO

Christopher Franzen, Mayor

ATTEST:

Deborah Lee, Town Clerk

JAMES MUSGRAVE

jim.musgrave@outlook.com

April 11, 2022

Wiggins Planning & Zoning

RE: Wiggins Planning & Zoning Board Vacancy

Dear Hiring Executive,

I would like to express my interest in the Wiggins Planning & Zoning vacancy. I am a self-motivated and progress-driven Civil Engineer Tech Sr with an extensive background in this industry. With a long-standing record of initiative and innovation, I have developed and executed strategies which I believe will bring value to the Town of Wiggins, Colorado.

Throughout the course of my career, I have honed my technical review and zoning guideline enforcement abilities. I am an astute problem-solver capable of prioritizing and managing complex projects with proficiency.

In my previous role, I exercised interpersonal, collaboration, and report generation in contribution of team efforts and organizational improvements. I am open-minded and focused on new developments in my field. I have proven to be effective and motivational, with proficiency in critical thinking and collaborative work. I enjoy brainstorming and coordinating efforts to achieve a common goal.

Please take a moment to review my enclosed resume and accompanying credentials. I would appreciate the opportunity to speak with you regarding my candidacy for the Planning & Zoning role.

I'm looking forward to your response and thank you for your consideration.

Sincerely,
James Musgrave

Town of Wiggins Vacant Planning & Zoning Commission Interest Form - Application Period ends when all vacant seats are filled.

Thank you for your interest in the vacancy on the Town of Wiggins Planning & Zoning Commission. Please complete this interest form, provide a cover letter and resume, and submit any additional documents. Currently there are three vacancies on the Planning & Zoning Commission. Planning & Zoning Commission members must be a resident of Wiggins.

The Board of Trustees will review the information submitted and will contact you for potential next steps.

Email *

jim.musgrave@outlook.com

Name *

First and last name

Jim Musgrave

What is your Physical Address? *

215 Ridge Street

Phone number *

Cell phone

Communication is very important. What is the best way to communicate with you? *

☐ Email

☐ Call

☒ Text

What date did you start living in Wiggins? *

MM DD YYYY

02 / 20 / 1957

Please describe in detail any experience you have had serving on an advisory board for a local government and, if so, where and when this occurred. *

8 years of Board of Trustee and 1 year of Town Administrator

Do you have construction or town planning and development work history? *

☒ Yes

☐ No

What are your thoughts on growth for Wiggins? *

We need water before we anticipate growth. Therefore, growth should be done responsibly.

Describe, in detail, your vision for the development of the Town of Wiggins. *

We need businesses to offset the extremely high costs of town infrastructure. We need someone on the planning & zoning who knows area farmers so we can acquire land for such businesses.

What is one area that you see as an area of opportunity for Wiggins? Please describe your rationale. *

Roberts Subdivision for businesses. This will become the steppingstone for additional businesses to come into town. I have extensive knowledge in civil engineering, grading, and development of 30+ years.

What is your understanding of the role as a member of the Planning & Zoning Commission? *

The planning & zoning commission listens to the proposals and gives directions to the Town of Wiggins Board members.

What is your understanding of the Staff - Commissioner relationship? *

The planning commissioner does not have any role over the Town of Wiggins staff. The relationship of the planning and zoning is between the planning board and the town board members.

Please describe any conflicts of interest you may encounter in serving as a Planning & Zoning Commissioner. *

There is no conflict of interest with me in this position.


The Town of Wiggins Planning & Zoning Commission meet on the 2nd Tuesday of each month at 7:00 p.m. Please describe any problems or issues you would have in attending these meetings *

None

Please describe any other issues or concerns which may not have been included in the above questions and which you believe would be of importance to the Board of Trustees in considering your application to serve on the Planning & Zoning Commission. *

None

Submit your cover letter and resume. *

 jm_resume20 - P...

This form was created inside of Wiggins.

Google Forms

JAMES M. MUSGRAVE

CAREER OBJECTIVE:

Obtain a position of progressive responsibility and leadership where my current abilities will be utilized, and where I will be challenged to gain new knowledge.

DRAFTING EXPERTISE:

- Experienced in layout and design of roads, sanitary sewer, grading and drainage.
- Experienced in use of AutoCad Release 9 through 14, AutoCad Map 2, AutoCad 2000 through 2013, Autocad Civil 3D 2015 through 2020 for Civil, Architectural, Structural and Electro-Mechanical Drafting.
- Experienced in use of Carlson Software's "SurvCadd" versions 12.6/13.2, SurvCadd98, SurvCadd 2000, SurvCadd CES, and SurvCadd XML for civil design and drafting.
- On board experience in Civil, Architectural, and Structural drafting.
- Have used Eagle Point 13.0 and AdCadd Release 12 for design of roads and surface modeling.
- Use of trigonometry and state plane coordinates in calculations for design work.

EXPERIENCE: 8/19/2019- Present

VIAERO FIBER NETWORKS

AutoCAD Specialist

Ft. Morgan, CO

- Production Lead and OSP Engineering and Design Drafting of fiber optic runs throughout Colorado, Nebraska, Western Kansas and Eastern Wyoming.
- Construction observation and inspection
- Review Engineering drawings completed by outside Engineers, email review comments and redlines.
- Field survey routes for utilities, culverts, bridges and streams.
- Complete Site Plan layouts for fiber routes to new and existing communications towers
- Maintain CAD files on corporate server

EXPERIENCE: 1/28/2019- 8/19/2019

National Older Workers Career Center

Part Time AutoCAD Specialist

Ft. Morgan, CO

- Work for the Colorado State office of the USDA/Natural Resources Conservation Service.
- Drafting of Emergency Water Protection plans for areas affected by Forest fires for the NRCS.
- Drafting and design of irrigation and stock water pipelines for landowner projects for the NRCS.
- Drafting and design of portable windbreak structure for the NRCS.
- Drafting and design of private access roads for landowner projects for the NRCS.

11/01/2018- Present

Atkins And Associates

Part Time Engineering Technician

Wiggins, CO

- Drafting and design of subdivision development work in the Grand Junction, Colorado area.
- Develop Site Plan layouts, Grading Plans and Utility Plans and Profiles.
- Generate stakeout points for surveyor construction staking.

8/25/2014-
1/28/2019

AGPROfessionals

Sr. Engineering Technician

Greeley, CO.

- Develop site plan layouts, grading plans, and building plans for dairy, feed yards, and poultry producers.
- Construction Project Management, Construction Inspection and Construction Quality Assurance (CQA).
- Convert Finished Grade Surface to Topcon tp3 files and Trimble surface files for contractor earth moving equipment.
- Generate materials lists and engineers cost estimates.
- Generate Bid Packages and Request for Proposals (RFPs) for building projects.
- Work with contractors on scheduling and construction issues.

11/15/13-
08/22/14

Town of Wiggins

Town Administrator

Wiggins, CO.

- Day to day administration and management of the Town
- Supervise Town employees in day-to-day operations of Public Works, Streets, Parks and Recreation.
- Develop, maintain and adhere to budgets
- Involved in negotiation of projects, project scheduling and project funding.
- Construction Management and Project Management
- Work with contractors on scheduling and construction issues

05/07/12-
11/15/13

Viaero Wireless, Inc

Structural Project Designer

Ft Morgan, CO.

- Design and layout of Cell Tower sites and access roads
- Construction Project Management.
- Generate Bid Packages and Request for Proposals (RFPs) for building projects
- Work with contractors on scheduling and construction issues

10/15/08-
05/07/12

Stage Coach Meat Company, LLC

Assistant Manager

Wiggins, CO

- Wrap, label and inventory custom and retail processed meat.
- Customer service.
- Answer phone and schedule animals for slaughter/processing.
- Perform equipment and building maintenance and repair as necessary.

06/01/04-
10/01/08

Self-employed

Drafter/Designer

Wiggins, CO

- Owner/Principal
- Marketing and Project Management
- Architectural, Structural, Civil and Survey drafting and design
- Setup and installation of office computers, printers and plotters

05/05/03-
06/01/04

Flatirons Surveying, Inc.
Drafter/Designer

Longmont, CO

- Project Management
- Architectural, Structural, Civil and Survey drafting and design
- Setup and installation of office computers, printers and plotters
- Provide training in civil design to EIT and Engineering graduates employed by Flatirons..

09/99 –
04/30/03

Acklam & Associates, Inc.
Director of Mapping and IT Manager

Brighton, CO

- Cad Manager, supervision of 6 Drafters, both survey and engineering.
- Install, manage and maintain office computer systems, LAN with Windows 2000 Server, and VPN with office near the Denver Tech. Center, and in Grand Junction, Colorado.
- Design and drafting of various subdivisions; including Todd Creek Farms and Eagle Shadow.
- Design and drafting of Accel/Decel lanes on Colorado State Highway Region 4 projects; including Highway 66 at Varra Gravel near La Salle and Highway 7 at Yosemite Street.
- Site grading for various office buildings and subdivisions; including the Equinox Office Building
- Architectural drafting, structural drafting and survey mapping.
- Quantity estimates for Engineer's Estimate of Construction Costs for various projects, including earth work, asphalt, concrete, sanitary sewer, domestic and irrigation water lines, and storm sewer.
- Provide in-house civil design training to Engineering graduates and entry level drafters.

10/97 – 09/99

Acklam & Associates, Inc.
Senior Drafter

Brighton, CO

- Design and drafting of various subdivisions, municipal projects, and site grading plans, including the Southwest Sanitary Sewer project and the North Outfall Storm Drain for the City of Brighton, and the Haake Dairy in Wiggins.
- Cad Manager, developed Cad Standards for Acklam & Associates, Inc.
- Quantity estimates for Engineer's Estimate of Construction Costs for various projects, including earth work, asphalt, concrete, sanitary sewer, domestic and irrigation water lines, and storm sewer.
- Maintenance and repair of office computer systems, software and hardware installation.
- Provide in-house civil design training to Engineering graduates and entry level drafters.

05/97-10/97

Self-employed Farmer

Hoyt, CO

- Operation and maintenance of farm equipment.
- Sales and marketing of farm produce.
- Assist father-in-law with operation of farm.

03/96-05/97	Landesign, LLC <u>Drafter/Designer</u> <ul style="list-style-type: none"> ■ Drafting and design of various subdivisions and grading plans. ■ Structural drafting. ■ Assist in development of Cad Standards. 	Grand Junction, CO
06/92-03/96	Mesa Engineering, Inc. <u>Senior Drafter</u> <ul style="list-style-type: none"> ■ Civil, structural, and architectural drafting. ■ Cad Manager, supervision of two drafters, and development of Cad Standards. ■ Maintenance and repair of computer systems, hardware and software installation ■ Survey party member when needed. 	Montrose, CO
06/92-03/96	U.S. Forest Service <u>Contract Drafter</u> <ul style="list-style-type: none"> ■ Civil drafting of Pitkin County Camp Ground and for the Pitkin River Boater Access. ■ Drafting of various U.S Forest Service forest access roads and writing legal descriptions for each. ■ Drafting of various mining claims in National Forest lands. 	Delta, CO
08/89-06/92	Delta-Montrose Area Vo-Tech Center <u>Drafting Instructor</u> <ul style="list-style-type: none"> ■ Instruction and training of secondary and post-secondary students in board drafting and AutoCad. ■ Instruction in simple survey practices. ■ Department Chair, supervision of one teacher and 2 work-study students. ■ Responsible for department budgets, inventory and purchases. ■ Curriculum renewal for Drafting Department through the State Department of Education. 	Delta, CO
09/84-08/89	American Penn Energy, LLC <u>Contract Pumper/Field Operator</u> <ul style="list-style-type: none"> ■ Operation and maintenance of pumping units and tank batteries in the Nile Field at Hoyt. ■ Gauge tanks for daily production totals, contact oil buyer when tanks were full. ■ Complete daily, weekly and monthly production reports. ■ Complete tests to determine production water volumes. ■ Oversee roust-a-bout crews and work over rigs when on site. ■ Add chemicals for scaling and emulsifying, etc... ■ Maintained and operated small gas well near Byers. ■ Supervised construction of water injection system, and operated system after construction Was completed. 	Denver, CO

EDUCATION:	<div> <div> Trinidad State Junior College, AAS: Denver Institute of Technology: Colorado State University: Morgan Community College: </div> <div> Drafting and Design Technology Certificates in Basic, Int. and Adv. AutoCad. Education/Instruction courses Cisco CCNA Training </div> <div> May, 1977 June 1988 May, 1992 December, 1999 </div> </div>
COMPUTER EXPERTISE:	<ul style="list-style-type: none"> Continuing education in computer repair, network management, and engineering design. Microsoft Windows 98, Windows ME, Windows XP, Windows 2000Pro, Windows 2000 Server, Windows 2007, Windows 2008 and. Local Area Network Administration Microsoft Office: Word '97, Excel '97, Word 2007, Excel 2007, Word 2013, Excel 2013, and WordPerfect 5.0, 6.0 AutoCad Releases 9-14, AutoCad Map2 and AutoCad Map2000i, AutoCad 2004, AutoCad 2006, AutoCad 2013, Civil 3D 2015 thru 2020: Generic Cadd 6.0 and VersaCad 5.3 software. Experienced in the use of Simplicity Systems "Surveyor3" and "Surveyor4" CoGo Programs; "LiContour+" Digital Terrain Modeling software; Familiar with "Eagle Point" software: Experienced with Carlson Software's "SurvCadd " Surveying and Civil Engineering Software. Experienced in the use of input/output devices including plotters, digitizers and printers. Maintained in-house computer systems for two engineering firms; Installation of hardware and software; Diagnose and repair day to day computer problems; Assisted in setup and maintained engineering office LAN/WAN, Archive maintenance and data retrieval. Provided 1 on 1 and small group computer and applications training for Engineering and Surveying firms. Wrote curriculum for the Computer Aided Drafting Program at the Delta-Montrose Area Vo-Tech Center and Morgan Community College.
COMMUNITY INVOLVEMENT:	<ul style="list-style-type: none"> Member of the Knights of Columbus at Our Lady of Lourdes Catholic Church, Wiggins, CO Communion Minister for Our Lady of Lourdes Catholic Church, Wiggins, CO Previous Member of the Town of Wiggins Board of Trustees, Wiggins, CO
REFERENCES:	Available upon request.

May 12, 2022

Jeff Palmer
419 High St
Wiggins, CO 80654
jeffreypalmer34@gmail.com

Town of Wiggins Board of Trustees

RE: Planning & Zoning

To Whom It May Concern;

I am writing this letter in response to the open position on the Planning & Zoning Committee. I have been a resident of the Town of Wiggins for 43 years, all my life actually. I am a generational resident of our town that dates back to early 1900's. I have experience on the Planning & Zoning Committee as I was chairman during my 2 years as Mayor. I have extensive knowledge in the construction industry as I am a Master Plumber and I also work for the State of Colorado as a Plumbing Inspector. I would like to continue my commitment to our little community by joining the P&Z committee and working together with the other members of the committee and the Board of Trustees as our little town continues to grow. I feel my knowledge of our town would be a valuable asset to the committee now and in the future.

Sincerely,

Jeffrey Palmer

Town of Wiggins Vacant Planning & Zoning Commission Interest Form - Application Period ends when all vacant seats are filled.

Thank you for your interest in the vacancy on the Town of Wiggins Planning & Zoning Commission. Please complete this interest form, provide a cover letter and resume, and submit any additional documents. Currently there are three vacancies on the Planning & Zoning Commission. Planning & Zoning Commission members must be a resident of Wiggins.

The Board of Trustees will review the information submitted and will contact you for potential next steps.

Email *

jeffreypalmer34@gmail.com

Name *

First and last name

Jeffrey W Palmer

What is your Physical Address? *

419 High St

Phone number *

9703810746

Communication is very important. What is the best way to communicate with you? *

☒ Email

☒ Call

☒ Text

What date did you start living in Wiggins? *

MM DD YYYY

07 / 06 / 1978

Please describe in detail any experience you have had serving on an advisory board for a local government and, if so, where and when this occurred. *

I was on the Town Council has a Trustee and also served as Mayor of Wiggins for 2 years, in that time I also was Chairman of the Planning and Zoning Committee

Do you have construction or town planning and development work history? *

☒ Yes

☐ No

What are your thoughts on growth for Wiggins? *

Wiggins needs to grow responsibly, with the appropriate impact fees in place for residential growth to help offset the costs that residential developments bring to communities. Wiggins should focus its efforts on commercial growth before opening the door to more residential growth.

Describe, in detail, your vision for the development of the Town of Wiggins. *

Wiggins needs to focus on bringing its Land Development Codes up to date, especially in areas of new commercial, industrial and residential areas. With the addition of updating our comprehensive plan, the land development code would be vital in achieving those goals.

What is one area that you see as an area of opportunity for Wiggins? Please describe your rationale. *

With all the new residential growth the town has had in recent years, I see Wiggins is going to be in a bind in the future if we do not put our attention on developing the commercial district at Roberts 81, which is in a prime location for commerce.

What is your understanding of the role as a member of the Planning & Zoning Commission? *

To review our current land development code, assist in the development of the future land development code and to review all applications of new developments, and existing structures that will have to come before the planning and zoning commission.

What is your understanding of the Staff - Commissioner relationship? *

Work together for the benefit of the town.

Please describe any conflicts of interest you may encounter in serving as a Planning & Zoning Commissioner. *

None at this time.

The Town of Wiggins Planning & Zoning Commission meet on the 2nd Tuesday of each month at 7:00 p.m. Please describe any problems or issues you would have in attending these meetings *

None

Please describe any other issues or concerns which may not have been included in the above questions and which you believe would be of importance to the Board of Trustees in considering your application to serve on the Planning & Zoning Commission. *

None

Submit your cover letter and resume as a PDF file. *



Planning ^L0 zon...



Palmer^J Jeffrey...

This form was created inside of Wiggins.

Google Forms

JEFFREY PALMER

419 High St, Wiggins, CO 80654 · 970-483-6523

Jeffreypalmer34@gmail.com

EXPERIENCE

APRIL, 2020 – APRIL 2022

MAYOR OF WIGGINS

Elected as Mayor to the Board of Trustees. Duties included conducting the town meetings, working with the board and town manager with the budget of the town, local municipal issues, expansion of the infrastructure of the town, planning and zoning, ordinance approvals, public relations, employee relations.

APRIL, 2018 – APRIL 2020

TRUSTEE OF TOWN OF WIGGINS

Elected to the Board of Trustees for a four year term. Duties included working with the board of trustees, mayor and town manager with the budget of the town, local municipal issues, expansion of the infrastructure of the town, planning and zoning, ordinance approvals, public relations and employee relations.

JULY 2018 - PRESENT

PLUMBING INSPECTOR II, DORA, DPO, STATE OF COLORADO

Plumbing Inspector for the northeast corner of the state, including the counties of Morgan, Logan, Washington, Sedgwick, Yuma and Phillips. Inspect all plumbing and gas lines in all structures.

NOVEMBER 2016 – APRIL 2018

TRUSTEE OF THE TOWN OF WIGGINS

Appointed to The Town of Wiggins Board of Trustees. I submitted my letter of intent to join the board to make a change to the current municipal government and be a voice of the people of the town that was not being heard by the current administration. With me getting on the board I was able to make a difference in the fact that the next election for the trustee positions was finally challenged by having new citizens run for those positions.

MAY 1996 – JULY 2018

EMPLOYEE/OWNER, DEPENDABLE PLUMBING, LLC

As a small business owner I was responsible for: customer relations, manager/employee relations, employee training and policy writing, bid estimations, billing and payments, ordering/inventory, project management, purchasing of permits from various municipalities and through DORA, installation of plumbing, gas and HVAC.

EDUCATION

JULY, 2016

UNIVERSAL TECHNICIAN, ESCO INSTITUTE

Acquired my Universal Certification for refrigeration.

MAY, 2014

MASTER PLUMBER

Colorado Master Plumbing license from the Department of Regulatory Agencies, Division of Professions and Occupations.

JANUARY, 2014

OWS CONTRACTOR, NORTHEAST COLORADO HEALTH DEPT

Acquired license to install individual waste water disposal systems in the counties of Logan, Morgan, Phillips, Sedgwick, Washington and Yuma.

JANUARY, 2014

OWS CONTRACOR, TRI COUNTY HEALTH DEPARTMENT

License # CI0002081.

Acquired license to install individual waste water disposal systems in the counties of Adams, Arapahoe and Douglas.

MAY, 1996

HIGH SCHOOL DIPLOMA, WIGGINS JR/SR HIGH SCHOOL

Graduated high school.

SKILLS

- Extensive knowledge of building and permitting process.
- Sat on planning and zoning board for the Town of Wiggins for 2 years.
- Construction background.
- Work well with others
- Generational resident

ACTIVITIES

I have been an active member of our community as a baseball coach for our youth recreational program. I attend every community event and help when and where I can. I have dedicated countless hours as a town board member and mayor of our little town. I am active in my kids school sports and extra-curricular activities. I enjoy camping, hunting, fishing and traveling with my family.

Town of Wiggins Vacant Planning & Zoning Commission Interest Form - Application Period ends when all vacant seats are filled.

Thank you for your interest in the vacancy on the Town of Wiggins Planning & Zoning Commission. Please complete this interest form, provide a cover letter and resume, and submit any additional documents. Currently there are three vacancies on the Planning & Zoning Commission. Planning & Zoning Commission members must be a resident of Wiggins.

The Board of Trustees will review the information submitted and will contact you for potential next steps.

* Required

1. Email *

teamavey@hotmail.com

2. Name *

First and last name

Derry L. Avey

3. What is your Physical Address? *

1103 Johnson St. Wiggins, Co. 80654

4. Phone number *

303-494-7896

5. Communication is very important. What is the best way to communicate with you? *

Check all that apply.

☐ Email

☒ Call

☒ Text

6. What date did you start living in Wiggins? *

6-19-2019
Example: January 7, 2019

7. Please describe in detail any experience you have had serving on an advisory board for a local government and, if so, where and when this occurred. *

None

8. Do you have construction or town planning and development work history? *

Mark only one oval.

☐ Yes

☒ No

9. What are your thoughts on growth for Wiggins? *

I feel that for a small town to serve with adequate services to our community, we must have growth or the town will dwindle and eventually die out. However the growth must be with smart and educated decisions. Decisions that benefit the community as a whole. Growth must be well thought out and studied.

10. Describe, in detail, your vision for the development of the Town of Wiggins. *

For the best results in the future development of Wiggins is to work together - the Long Time residence and the New - working together for the best possible solutions for our town as a whole.

11. What is one area that you see as an area of opportunity for Wiggins? Please describe your rationale. *

For the Best growth of our town: Encourage more services and businesses in the community. More businesses draw more population & more population draws more businesses

12. What is your understanding of the role as a member of the Planning & Zoning Commission? *

The Planning & Zoning Commission should do diligence for any new development.

13. What is your understanding of the Staff - Commissioner relationship? *

The Staff should help guide the Commissioners. It's the Commissioners responsibility to consider all options and make the final decisions on their own.

14. Please describe any conflicts of interest you may encounter in serving as a Planning & Zoning Commissioner. *

None

15. The Town of Wiggins Planning & Zoning Commission meet on the 2nd Tuesday of each month at 7:00 p.m. Please describe any problems or issues you would have in attending these meetings *

None

16. Please describe any other issues or concerns which may not have been included in the above questions and which you believe would be of importance to the Board of Trustees in considering your application to serve on the Planning & Zoning Commission. *

None

17. Submit your cover letter and resume as a PDF file. *

Files submitted:

This content is neither created nor endorsed by Google.

Google Forms

1975 – 2008 Avey Photography Owner/Photographer

2008 – 2019 Team Truck Driver with wife

2019 Retired

2022 Starting up Avey Photography in Wiggins

Founder – ICP – International Christian Photographers Associations. Past President and Life Member.

RMPPA – Rocky Mountain Professional Photographers Association. Past President, Life Member, organized conventions and seminars and newsletters.

Kiwanis Club of Boulder CO. Former Board Member with Fund Raising as a specialty.

Mother House – (Home for pregnant women in need) Former Board Member with Fund Raising as a Specialty.

Married to wife Donna for 56 years. Have 2 children and 5 grandchildren and 2 great-grandchildren.

We moved to Wiggins CO June 2019 and want to make this our forever home. We love the smalltown atmosphere and the friendly people we call friends.

Before even moving to Wiggins we changed our car insurance, banking, tax accounting to local. We try to support other small businesses in Wiggins.

If accepted as a Planning and Zoning Commissioner I will strive to help guide Wiggins growth to the best of my ability.

Jerry L. Avey



STAFF SUMMARY
Board of Trustees Meeting

June 29, 2022

DATE: June 27, 2022

AGENDA ITEM NUMBER: 7

TOPIC: Consideration of Resolution No. 20-2022: A Resolution Calling a Special Election to be Held on November 8, 2022, as a Coordinated Election.

STAFF MEMBER RESPONSIBLE: Tom Acre, Town Manager

BACKGROUND:

Staff and the Board of Trustees have discussed placing two ballot questions on the November 8, 2022 statewide general election. The two questions the Board want to place on the November ballot are: 1) to change the date of the Trustee election from April to November in even years; and 2) to ask the voters in the Town of Wiggins to impose an additional 1% sales tax on goods purchased in Wiggins.

The ballot language for the two questions will be set by Ordinance at either the July 27, 2022 Board of Trustees meeting (non-emergency Ordinance) or at the August 24, 2022 Board of Trustees meeting (emergency Ordinance).

SUMMARY:

In order to place the two ballot questions on the November 8, 2022 statewide general election, The Town is required to call a Special Election and coordinate the election with Morgan County.

FISCAL IMPACT:

There should not be a significant impact to the overall adopted 2022 General Fund Budget due to adopting this resolution.

APPLICABILITY TO TOWN OBJECTIVES AND GOALS TO PROVIDE SERVICES:

The Town of Wiggins strives to be as fiscally responsible as possible. Holding coordinated election allows the Town to achieve this goal.

OPTIONS AVAILABLE TO THE BOARD OF TRUSTEES:

The Board of Trustees may adopt this resolution as presented, request an amendment, or not adopt the resolution.

MOTION FOR APPROVAL:

I make a motion to adopt Resolution No. 20-2022 - A Resolution Calling a Special Election to be Held on November 8, 2022, as a Coordinated Election.

ACTION REQUESTED:

MOTION, SECOND, ROLL-CALL VOTE

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

**TOWN OF WIGGINS, COLORADO
RESOLUTION NO. 20-2022**

**A RESOLUTION CALLING A SPECIAL ELECTION TO BE HELD ON
NOVEMBER 8, 2022, AS A COORDINATED ELECTION**

WHEREAS, a statewide general election will occur on November 8, 2022, which such election shall be coordinated by Morgan County; and

WHEREAS, the Board of Trustees finds it is in the best interests of the Town of Wiggins to call a special election for November 8, 2022 and to participate in the coordinated election.

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

Section 1. Pursuant to C.R.S. Section 31-10-108, a special election for the Town of Wiggins is hereby called and set for Tuesday, November 8, 2022 to be held as part of a coordinated election with Morgan County.

Section 2. The purpose of the special election will be to refer to the voters one or more ballot issues or questions as determined by the Board of Trustees.

Section 3. The officers and employees of the Town are hereby authorized and directed to take all necessary and appropriate actions to effectuate the provision of this Resolution in accordance with Colorado law.

Section 4. Pursuant to C.R.S. Section 31-10-102.7, the Town will utilize the requirements and procedures of the Uniform Election Code of 1992, articles 1 to 13 of title 1, C.R.S., as amended, in lieu of the Colorado Municipal Election Code of 1965, article 10 of title 31, C.R.S., as amended, with respect to the special municipal election to be held on November 8, 2022, and such election shall be conducted as part of the coordinated election. The Town Clerk is hereby appointed as the designated election official of the Town for purposes of performing acts required or permitted by law in connection with the election.

INTRODUCED, READ, AND ADOPTED THIS 29TH DAY OF JUNE 2022.

TOWN OF WIGGINS, COLORADO

Christopher Franzen, Mayor

ATTEST:

Deborah Lee, Town Clerk



STAFF SUMMARY

Board of Trustees Meeting June 29, 2022

DATE: June 29, 2022

AGENDA ITEM NUMBER: 8

TOPIC: Discussion of Revocable License Agreements Allowing Alcohol Consumption in Connection with the Town's Fourth of July Celebration

STAFF MEMBER RESPONSIBLE: Deborah Lee, Town Clerk

BACKGROUND:

The Town is having its annual 4th of July Celebration at Delbert Teets Park on July 4, 2022. This includes having a Beer Garden and Mariana's Mexican Restaurant plans to offer food, beer and margaritas for purchase. The Beer Garden is sponsored and manned by the American Legion-Wiggins Post 76. The American Legion has applied for a Special Events Liquor License Permit from the Town. Mariana's Mexican Restaurant applied for a Festival Permit from the State. The American Legion and Mariana's are abiding by the Liquor License rules of the State of Colorado and need these licenses to be able to sell alcohol and beer at the 4th of July Celebration.

SUMMARY:

The American Legion and Mariana's are required to enter into Revocable License Agreements with the Town of Wiggins in addition to having the appropriate liquor licenses in place to sell beer or alcohol on Town Property.

FISCAL IMPACT: Approving the Revocable Licenses Agreements will not have a negative impact on the Town's 2022 adopted budget.

APPLICABILITY TO TOWN OBJECTIVES AND GOALS TO PROVIDE SERVICES:

The Town continues to pursue methods to involve the citizens, increase activity in the Town and provide events associated with holiday celebrations.

OPTIONS AVAILABLE TO THE BOARD OF TRUSTEES:

The Board of Trustees can adopt the Resolution, adopt the Resolution with modifications or not adopt the Resolution.

MOTION FOR APPROVAL:

I make the motion to adopt Resolution 21-2022- A Resolution Approving Revocable License Agreements in Connection with the Town's Fourth of July Celebration

ACTION REQUESTED:

Motion, Second, Roll-Call Vote.

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

**TOWN OF WIGGINS, COLORADO
RESOLUTION NO. 21-2022**

**A RESOLUTION APPROVING REVOCABLE LICENSE AGREEMENTS IN
CONNECTION WITH THE TOWN'S FOURTH OF JULY CELEBRATION**

WHEREAS, Revocable License Agreements have been proposed to allow alcohol service in connection with the Town's Fourth of July Celebration; and

WHEREAS, the Board of Trustees by this Resolution desires to approve the Revocable License Agreements and authorize their execution.

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

1. The Revocable License Agreements (the "License Agreements") allowing beer alcohol service in connection with the Town's Fourth of July Celebration, are hereby approved in substantially the same form as the copies of such License Agreements accompanying this Resolution.

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

INTRODUCED, ADOPTED AND RESOLVED THIS 29TH DAY OF JUNE, 2022.

TOWN OF WIGGINS, COLORADO

Christopher Franzen, Mayor

ATTEST:

Deborah Lee, Town Clerk

REVOCABLE LICENSE AGREEMENT

THIS REVOCABLE LICENSE AGREEMENT ("Agreement") is made and entered into this 27 day of June, 2022, by and between the TOWN OF WIGGINS ("Town") and the American Legion, a Colorado nonprofit corporation ("Licensee").

WHEREAS, Licensee desires to use a portion of Town-owned property for the operation of a beer garden in connection with the Town's 4th of July event, which has a street address of 300-348 E 5th Ave, Wiggins, CO 80654; and

WHEREAS, the Town is willing to grant the Licensee a revocable license to use and occupy such property for such purpose upon the terms and conditions of this Agreement.

NOW, THEREFORE, the Town and Licensee agree as follows:

1. The Town hereby grants to Licensee a revocable license to occupy and use, subject to all of the terms and conditions of this Agreement, the following described premises (the "Premises"): a portion of Delbert Teets Park, which has a street address of 300-348 E. 5th Ave, Wiggins, CO 80654, as more particularly described and depicted in Exhibit A, attached hereto and incorporated herein by reference.

2. The term of the license granted herein, and Licensee's use and occupancy of the Premises, shall commence no sooner than 9:00 am on July 4th, 2022 and end at 10:30 pm on July 4, 2022.

3. The Premises may be occupied and used by Licensee during the term of this Agreement for the sole purpose of operating a restricted-access area or tent for service and consumption of beer (hereafter referred to as the "Beer Garden"). Alcohol shall not be served before 12:00 p.m. or after 10:30 p.m. Alcohol service shall be limited to beer only, which shall be served and consumed only within a controlled, restricted-access area, in the location depicted on Exhibit A. The final location of and set-up for the Beer Garden shall be approved by the Town. The Licensee shall be solely responsible for compliance with all special event permitting requirements of the Colorado Liquor Code as they pertain to conduct of the Beer Garden. The Licensee shall comply with the directions of the Town in conduct of the Beer Garden operation.

4. Promptly after the end of the event for which this license is granted, the Licensee shall have all temporary equipment and facilities removed from the Premises, and shall also clean-up the Premises by removing all trash, debris and other items. The Licensee shall provide adequate trash containers for trash associated with the Beer Garden. All facilities used for the Beer Garden shall be temporary; the Licensee shall not place or build any structures or improvements on the Premises, and shall not alter any existing structures or improvements on the Premises.

5. Licensee agrees it does not have or claim, and shall not at any time in the future have or claim, any ownership interest or estate in the Premises, or any other interest in real property included in the Premises, by virtue of this Agreement or by virtue of Licensee's occupancy or use of the Premises.

6. The Town shall have the right to enter into the Premises at any time during the term of this Agreement for any purpose of the Town. If such entry requires disturbance of any facilities or property of Licensee, the Town shall not be required to repair or replace any such disturbance. The Town shall have the right to place improvements on the Premises.

7. In the exercise of its rights pursuant to this Agreement, Licensee shall avoid any damage or interference with any Town installations, structures, utilities, or improvements on, under, or adjacent to the Premises. Licensee shall be solely responsible for any damages suffered by the Town or others as a result of Licensee's use and occupancy of the Premises.

8. The Town shall have no responsibility, liability, or obligation with respect to the safety or security of any personal property placed or located on, at, or in the Premises, it being acknowledged and understood by Licensee that the safety and security of any such property is the sole responsibility and risk of Licensee.

9. Licensee agrees to take such actions as necessary to ensure that its facilities and activities upon the Premises are conducted in a good and safe condition and manner at all times. Licensee further agrees to comply at all times with the ordinances, resolutions, rules, and regulations of the Town in Licensee's use and occupancy of the Premises. If Licensee fails to comply with its obligations under this Agreement, the Town may take such measures as it determines necessary to bring the Premises into compliance, and the cost of any such measures shall be paid by the Licensee.

10. Licensee shall not keep any hazardous materials in or about the Premises without prior written consent of the Town, which will be granted or denied in the Town's sole discretion. "Hazardous material" includes but is not limited to asbestos, other asbestotic material (which is currently or may be designated in the future as a hazardous material), any petroleum base products, pesticides, paints and solvents, polychlorinated biphenyl, lead, cyanide, DDT, acids, ammonium compounds, and other chemical products (excluding commercially used cleaning materials in ordinary quantities) and any substance or material defined or designated as a hazardous or toxic substance, or similar term, by any federal, state, or local law.

11. Licensee acknowledges that its use and occupancy hereunder is of the Premises in its present, as-is condition with all faults, whether patent or latent, and without warranties or covenants, express or implied. Licensee acknowledges the Town shall have no obligation to repair, replace or improve any portion of the Premises in order to make such Premises suitable for the Licensee's intended uses.

12. Licensee agrees to indemnify and hold harmless the Town and its officers, agents,

and employees from and against all liability, claims, damages, losses, and expenses, including but not limited to, attorneys' fees arising out of, resulting from, or in any way connected with, Licensee's use and occupancy of the Premises, Licensee's operation of the Beer Garden, or with this Agreement or the right and obligations of the Licensee hereunder.

13. The Licensee shall at its expense obtain, carry and maintain during the term of this Agreement a policy of comprehensive general liability insurance insuring Town and the Licensee against any liability arising out of or in connection with the Licensee's use or occupancy of the Licensed Premises. Such insurance shall be at all times in an amount of not less than \$1,000,000 combined single limit for bodily injury and property damage. Such policy shall include coverage for liquor liability and such other endorsements and coverages as the Town may reasonably require. Such insurance shall include the Licensee, its officers, employees and volunteers as named insureds, and shall also name Town, its officers and employees as additional insureds. A certificate of insurance shall be completed by the Licensee's insurance agent(s) as evidence that a policy or policies providing the coverages, conditions, and minimum limits required herein are in full force and effect, and shall be subject to review and approval by Town prior to commencement of the Licensee's use of Licensed Premises. As between the parties hereto, the limits of such insurance shall not limit the liability of the Licensee.

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

15. Any notices or communications required or permitted under this Agreement to be given to the Licensee shall be deemed effective and valid if given and shall be sent by United States mail, postage prepaid, registered or certified mail, return receipt requested, addressed as follows:

Town:

Town of Wiggins
Attn: Town Manager
304 Central Avenue
Wiggins, CO 80654
Fax: (970) 483-7364

Licensee:

Am Legum Post 76
Glen Wicks
201 Bassett St
Fax: 970-645-2518

16. Waiver by the Town of any breach of any term or provision of this Agreement shall not be deemed a waiver of any subsequent breach of the same or any other term or provision thereof.

17. This Agreement is personal to the parties hereto. The Licensee shall not transfer or assign any rights hereunder without the prior written approval of the Town, which approval

shall be at the Town's sole option and discretion.

18. All of the terms and conditions of this Agreement concerning release, indemnification, termination, remedies and enforcement shall survive the expiration of the term of the license granted herein and any termination of this Agreement.

19. The Licensee and its undersigned representative represent and warrant that such representative has been duly authorized by Licensee to sign this Agreement and to bind the Licensee to the terms and conditions hereof.

IN WITNESS WHEREOF, the parties have entered into this Agreement on the date first above written.

TOWN OF WIGGINS, COLORADO

Mayor

ATTEST:

Town Clerk

LICENSEE:

By: Glenn Wilcox

Title: Commander - San Juan

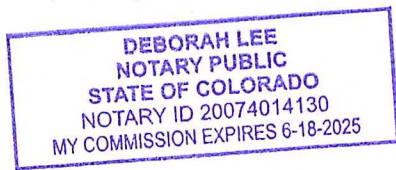
ACKNOWLEDGEMENT

STATE OF COLORADO)
)ss
COUNTY OF MORGAN)

The above and foregoing signature of Glenn Wilcox was subscribed and sworn to before me this 27th day of June, 2022.

Witness my hand and official seal.

(SEAL)



A handwritten signature in blue ink, appearing to be "DL", written above a horizontal line.

Notary Public

My commission expires on: 6/18/2025



REVOCABLE LICENSE AGREEMENT

THIS REVOCABLE LICENSE AGREEMENT ("Agreement") is made and entered into this 27th day of June, 2022, by and between the TOWN OF WIGGINS ("Town") and Mariana's Mexican Restaurant, a Colorado corporation ("Licensee").

WHEREAS, Licensee desires to use a portion of Town-owned property for the operation of an alcohol garden in connection with the Town's 4th of July event, which has a street address of 300-348 E 5th Ave, Wiggins, CO 80654; and

WHEREAS, the Town is willing to grant the Licensee a revocable license to use and occupy such property for such purpose upon the terms and conditions of this Agreement.

NOW, THEREFORE, the Town and Licensee agree as follows:

1. The Town hereby grants to Licensee a revocable license to occupy and use, subject to all of the terms and conditions of this Agreement, the following described premises (the "Premises"): a portion of Delbert Teets Park, which has a street address of 300-348 E. 5th Ave, Wiggins, CO 80654, as more particularly described and depicted in Exhibit A, attached hereto and incorporated herein by reference.

2. The term of the license granted herein, and Licensee's use and occupancy of the Premises, shall commence no sooner than 9:00 am on July 4th, 2022 and end at 10:30 pm on July 4, 2022.

3. The Premises may be occupied and used by Licensee during the term of this Agreement for the sole purpose of operating a restricted-access area or tent for service and consumption of alcohol (hereafter referred to as the "Beer Garden"). Alcohol shall not be served before 12:00 p.m. or after 10:30 p.m. Alcohol service shall be limited to alcohol only, which shall be served and consumed only within a controlled, restricted-access area, in the location depicted on Exhibit A. The final location of and set-up for the Alcohol Garden shall be approved by the Town. The Licensee shall be solely responsible for compliance with all Festival permitting requirements of the Colorado Liquor Code as they pertain to conduct of the Alcohol Garden. The Licensee shall comply with the directions of the Town in conduct of the Alcohol Garden operation.

4. Promptly after the end of the event for which this license is granted, the Licensee shall have all temporary equipment and facilities removed from the Premises, and shall also clean-up the Premises by removing all trash, debris and other items. The Licensee shall provide adequate trash containers for trash associated with the Alcohol Garden. All facilities used for the Alcohol Garden shall be temporary; the Licensee shall not place or build any structures or improvements on the Premises, and shall not alter any existing structures or improvements on the

Premises.

5. Licensee agrees it does not have or claim, and shall not at any time in the future have or claim, any ownership interest or estate in the Premises, or any other interest in real property included in the Premises, by virtue of this Agreement or by virtue of Licensee's occupancy or use of the Premises.

6. The Town shall have the right to enter into the Premises at any time during the term of this Agreement for any purpose of the Town. If such entry requires disturbance of any facilities or property of Licensee, the Town shall not be required to repair or replace any such disturbance. The Town shall have the right to place improvements on the Premises.

7. In the exercise of its rights pursuant to this Agreement, Licensee shall avoid any damage or interference with any Town installations, structures, utilities, or improvements on, under, or adjacent to the Premises. Licensee shall be solely responsible for any damages suffered by the Town or others as a result of Licensee's use and occupancy of the Premises.

8. The Town shall have no responsibility, liability, or obligation with respect to the safety or security of any personal property placed or located on, at, or in the Premises, it being acknowledged and understood by Licensee that the safety and security of any such property is the sole responsibility and risk of Licensee.

9. Licensee agrees to take such actions as necessary to ensure that its facilities and activities upon the Premises are conducted in a good and safe condition and manner at all times. Licensee further agrees to comply at all times with the ordinances, resolutions, rules, and regulations of the Town in Licensee's use and occupancy of the Premises. If Licensee fails to comply with its obligations under this Agreement, the Town may take such measures as it determines necessary to bring the Premises into compliance, and the cost of any such measures shall be paid by the Licensee.

10. Licensee shall not keep any hazardous materials in or about the Premises without prior written consent of the Town, which will be granted or denied in the Town's sole discretion. "Hazardous material" includes but is not limited to asbestos, other asbestotic material (which is currently or may be designated in the future as a hazardous material), any petroleum base products, pesticides, paints and solvents, polychlorinated biphenyl, lead, cyanide, DDT, acids, ammonium compounds, and other chemical products (excluding commercially used cleaning materials in ordinary quantities) and any substance or material defined or designated as a hazardous or toxic substance, or similar term, by any federal, state, or local law.

11. Licensee acknowledges that its use and occupancy hereunder is of the Premises in its present, as-is condition with all faults, whether patent or latent, and without warranties or covenants, express or implied. Licensee acknowledges the Town shall have no obligation to repair, replace or improve any portion of the Premises in order to make such Premises suitable for the Licensee's intended uses.

12. Licensee agrees to indemnify and hold harmless the Town and its officers, agents, and employees from and against all liability, claims, damages, losses, and expenses, including but not limited to, attorneys' fees arising out of, resulting from, or in any way connected with, Licensee's use and occupancy of the Premises, Licensee's operation of the Beer Garden, or with this Agreement or the right and obligations of the Licensee hereunder.

13. The Licensee shall at its expense obtain, carry and maintain during the term of this Agreement a policy of comprehensive general liability insurance insuring Town and the Licensee against any liability arising out of or in connection with the Licensee's use or occupancy of the Licensed Premises. Such insurance shall be at all times in an amount of not less than \$1,000,000 combined single limit for bodily injury and property damage. Such policy shall include coverage for liquor liability and such other endorsements and coverages as the Town may reasonably require. Such insurance shall include the Licensee, its officers, employees and volunteers as named insureds, and shall also name Town, its officers and employees as additional insureds. A certificate of insurance shall be completed by the Licensee's insurance agent(s) as evidence that a policy or policies providing the coverages, conditions, and minimum limits required herein are in full force and effect, and shall be subject to review and approval by Town prior to commencement of the Licensee's use of Licensed Premises. As between the parties hereto, the limits of such insurance shall not limit the liability of the Licensee.

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

15. Any notices or communications required or permitted under this Agreement to be given to the Licensee shall be deemed effective and valid if given and shall be sent by United States mail, postage prepaid, registered or certified mail, return receipt requested, addressed as follows:

Town:

Town of Wiggins
Attn: Town Manager
304 Central Avenue
Wiggins, CO 80654
Fax: (970) 483-7364

Licensee:

Mariana's Mexican Restaurant
Mariana Ponce M
612 Central Ave
Wiggins CO 80654
Fax:
970-483-7278

16. Waiver by the Town of any breach of any term or provision of this Agreement shall not be deemed a waiver of any subsequent breach of the same or any other term or provision thereof.

17. This Agreement is personal to the parties hereto. The Licensee shall not transfer

or assign any rights hereunder without the prior written approval of the Town, which approval shall be at the Town's sole option and discretion.

18. All of the terms and conditions of this Agreement concerning release, indemnification, termination, remedies and enforcement shall survive the expiration of the term of the license granted herein and any termination of this Agreement.

19. The Licensee and its undersigned representative represent and warrant that such representative has been duly authorized by Licensee to sign this Agreement and to bind the Licensee to the terms and conditions hereof.

IN WITNESS WHEREOF, the parties have entered into this Agreement on the date first above written.

TOWN OF WIGGINS, COLORADO

Mayor

ATTEST:

Town Clerk

LICENSEE:

By: Mariana Parra M
Title: Owner

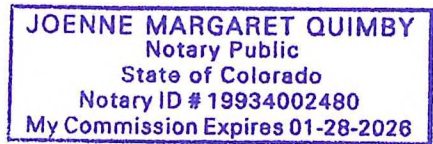
ACKNOWLEDGEMENT

STATE OF COLORADO)
)ss
COUNTY OF MORGAN)

The above and foregoing signature of MARIANA PARRAM was subscribed and sworn to before me this 24th day of JUNE, 2022.

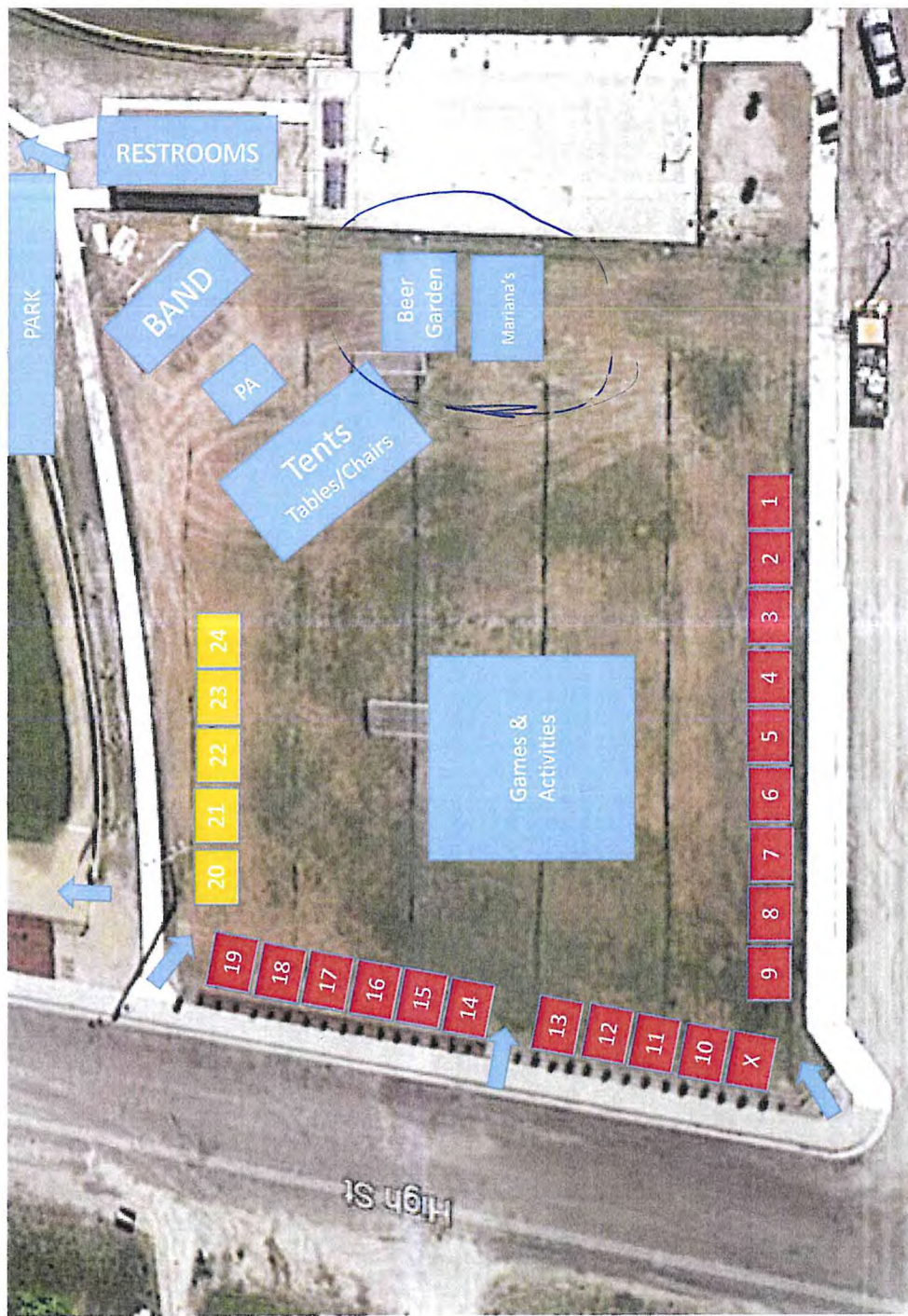
Witness my hand and official seal.

(SEAL)



Joenne Quimby
Notary Public

My commission expires on: 01/28/2026



Alcohol Beverage Festival Permit Application

This permit is only available for the following license types:

- Beer and Wine license;
- Hotel and Restaurant license;
- Tavern license;
- Brew Pub license;
- Vintner's Restaurant license;
- Distillery Pub license;
- Manufacturer's license (beer, wine, or spirits);
- Wholesaler's license; or
- Limited Wineries

<input type="checkbox"/> Initial Application – \$25.00 Annual Fee			
<input checked="" type="checkbox"/> Subsequent Festival Application (9 total allowed per 12 month period, per participating licensee)			
Legal Business Name Mariana's Mexican Restaurant LLC			
Trade Name/DBA Name			
License Number	License Type	Sales Tax Number 95009215-0000	
Business Phone Number 970-483-7278	Email Address altamariana80@gmail.com		
Premises Address 612 central ave			
City wiggins	State CO	ZIP Code 80654	
Mailing Address P.O BOX #417			
City WIGGINS	State CO	ZIP Code 80654	
Festival Location WIGGINS			
Festival Dates (Limit 3 days) JULY 4			
Attach a copy of Premises Use Authorization Letter or Lease			
Notification to Local Authority			
Local Licensing Authority Name Mariana Parra Marquez		Date Application Copy provided to Local Licensing Authority 06-07-2022	
During this festival alcohol will only be sold by the participating alcohol beverage holders (Check All that apply)			
<input checked="" type="checkbox"/> In open containers for on-premises consumption <input type="checkbox"/> In sealed containers for off-premises consumption			
Notice To Local Licensing Authority			
This application for a festival permit will be granted to the above named applicant unless any of the below listed conditions apply. If any of these conditions apply please contact the state licensing authority immediately.			
<input type="checkbox"/> The applicant has not provided you with at least 10 business days notice of the proposed festival			
<input type="checkbox"/> Past wine festivals have had a history of violation of the Colorado liquor code or liquor rules or violations of local ordinances			
<input type="checkbox"/> If granted, this permit would result in violations of the Colorado liquor code, Colorado liquor rules, or the laws of the local government			
Diagram and control of FESTIVAL PREMISES			
<input checked="" type="checkbox"/> Attach a diagram of proposed premises			
<input checked="" type="checkbox"/> Attach a copy of premises control plan outlining how the premises will be controlled to ensure compliance with liquor code provisions including restricting sales to minors and intoxicated persons and ensuring that festival participants cannot leave the premises with open containers of alcohol beverages.			

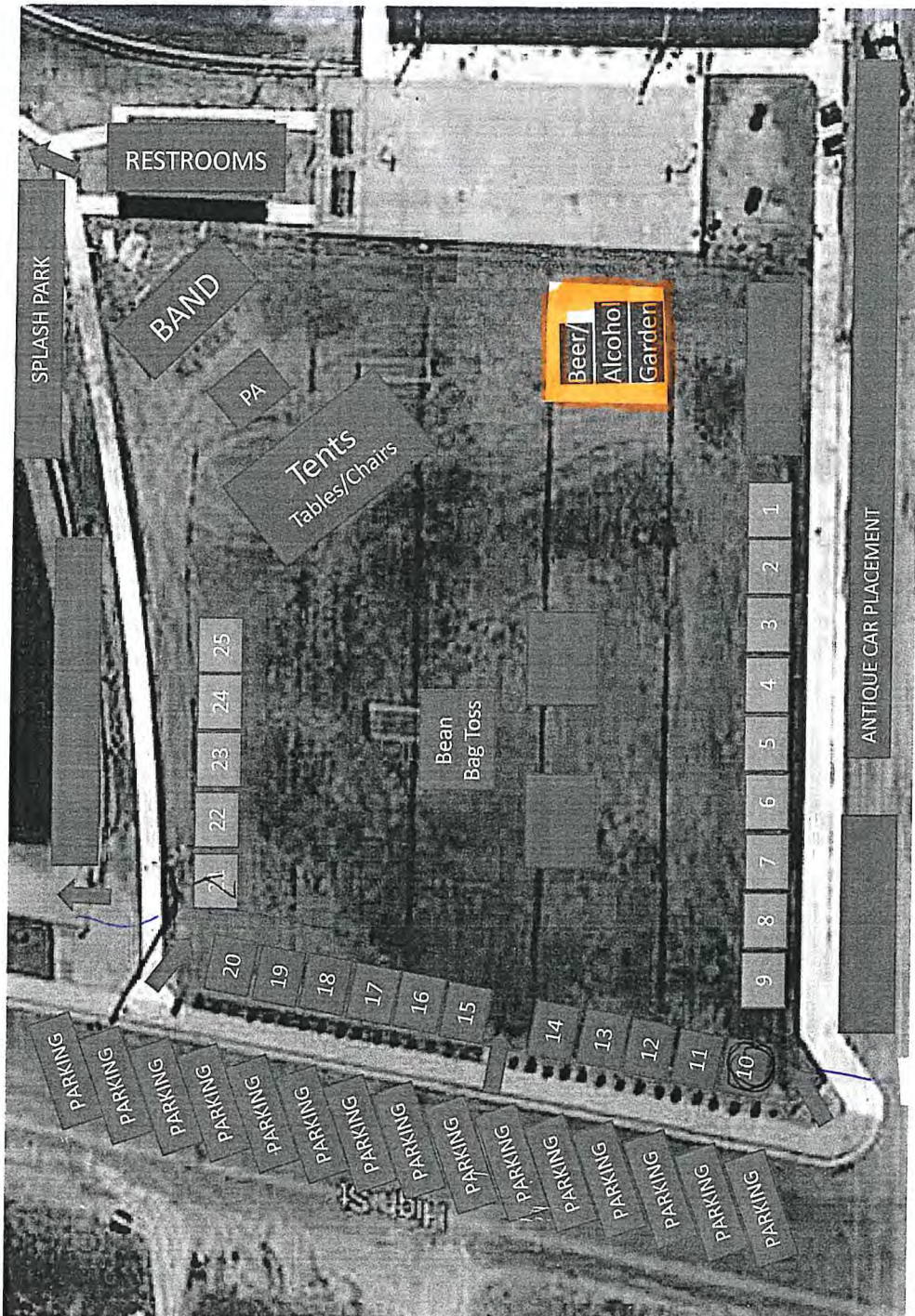
List of participating businesses (Attach a separate sheet if needed)		
Name <i>Mariana Parra Márquez (Mariana's Mexican Restaurant)</i>		
License Number	License Type <i>Festival</i>	
Person Responsible <i>Mariana Parra Márquez</i>		Phone Number <i>970-370-4156</i>
Name		
License Number	License Type	
Person Responsible		Phone Number
Name		
License Number	License Type	
Person Responsible		Phone Number
Name		
License Number	License Type	
Person Responsible		Phone Number
Name		
License Number	License Type	
Person Responsible		Phone Number
Name		
License Number	License Type	
Person Responsible		Phone Number
Name		
License Number	License Type	
Person Responsible		Phone Number
<p align="center">Oath Of Applicant</p> <p>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 know 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 and Colorado Liquor Rules which affect my license or permit.</p>		
Authorized Signature <i>Mariana Parra M</i>		
Title <i>Owner</i>		Date <i>6-7-2022</i>

Non-Electric

Electric

BOOTHS

- 1.
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- 25.



Snow fence
will surround
the area
with a
small area
to get in
to so
it can be
monitored

Application for a Special Events Permit

Departmental Use Only

In order to qualify for a Special Events Permit, You Must Be a Qualifying Organization Per 44-5-102 C.R.S. and One of the Following (See back for details.)

- | | | |
|---|--|---|
| <input type="checkbox"/> Social | <input type="checkbox"/> Athletic | <input type="checkbox"/> Philanthropic Institution |
| <input type="checkbox"/> Fraternal | <input checked="" type="checkbox"/> Chartered Branch, Lodge or Chapter | <input type="checkbox"/> Political Candidate |
| <input checked="" type="checkbox"/> Patriotic | <input type="checkbox"/> National Organization or Society | <input type="checkbox"/> Municipality Owned Arts Facilities |
| <input type="checkbox"/> Political | <input type="checkbox"/> Religious Institution | |

LIAB Type of Special Event Applicant is Applying for:

- 2110 ☐ Malt, Vinous And Spirituous Liquor \$25.00 Per Day
2170 ☒ Fermented Malt Beverage \$10.00 Per Day

DO NOT WRITE IN THIS SPACE

Liquor Permit Number

1. Name of Applicant Organization or Political Candidate

State Sales Tax Number (Required)

2. Mailing Address of Organization or Political Candidate (include street, city/town and ZIP)

3. Address of Place to Have Special Event (include street, city/town and ZIP)

4. Authorized Representative of Qualifying Organization or Political Candidate

Date of Birth

Phone Number

Authorized Representative's Mailing Address (if different than address provided in Question 2.)

5. Event Manager

Date of Birth

Phone Number

Event Manager Home Address (Street, City, State, ZIP)

Email Address of Event Manager

6. Has Applicant Organization or Political Candidate been Issued a Special Event Permit this Calendar Year?

7. Is the premises for which your event is to be held currently licensed under the Colorado Liquor or Beer codes?

8. Does the Applicant Have Possession or Written Permission for the Use of The Premises to be Licensed? ☐ Yes ☐ No

List Below the Exact Date(s) for Which Application is Being Made for Permit

Date 7-4-2022 Hours From 12:00 P.m. 12:00 To 10:00 P.m.	Date Hours From .m. To .m.	Date Hours From .m. To .m.	Date Hours From .m. To .m.	Date Hours From .m. To .m.
Date Hours From .m. To .m.	Date Hours From .m. To .m.	Date Hours From .m. To .m.	Date Hours From .m. To .m.	Date Hours From .m. To .m.
Date Hours From .m. To .m.	Date Hours From .m. To .m.	Date Hours From .m. To .m.	Date Hours From .m. To .m.	Date Hours From .m. To .m.

Oath of Applicant

I declare under penalty of perjury in the second degree that I have read the foregoing application and all attachments thereto, and that all information therein is true, correct, and complete to the best of my knowledge.

Signature

Title

Date

Report and Approval of Local Licensing Authority (City or County)

The foregoing application has been examined and the premises, business conducted and character of the applicant is satisfactory, and we do report that such permit, if granted, will comply with the provisions of Title 44, Article 5, C.R.S., as amended.

THEREFORE, THIS APPLICATION IS APPROVED.

Local Licensing Authority (City or County)

☒ City
☐ County

Telephone Number of City/County Clerk

Signature

Title

Date

DO NOT WRITE IN THIS SPACE - FOR DEPARTMENT OF REVENUE USE ONLY

Liability Information

License Account Number	Liability Date	State	Total
		-750 (999)	\$

(Instructions on Reverse Side)

000086