



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

**October 26, 2022 at 7:00 P.M.**

**304 CENTRAL AVENUE  
WIGGINS, CO 80654**

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

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

**MEETING AGENDA**

**I. INTRODUCTIONS**

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

**II. CONSENT AGENDA**

1. Approval of Board of Trustees Meeting Minutes September 28, 2022
2. Approval of Board of Trustees Special Meeting Minutes October 19, 2022
3. Approval of Bills October 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 five (5) minutes. The Board will not respond to your comments this evening, rather they will take your comments and suggestions under advisement and provide direction to the appropriate member of Town Staff for follow-up.

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

**Continuation of Public Hearing from September 28, 2022**

Public Hearing and Consideration of a Special Review Use for Brannd RV Park/Boat Storage and RV Park (Campground)

1. Consideration of Resolution No. 31-2022 - A Resolution Approving a Special Review Use for Brannd RV Park/Boat Storage and RV Park (Campground) Located in the Walton and Thomas Minor Subdivisions.

**VI. CONSIDERATION OF RESOLUTION NO. 35-2022**

A Resolution Approving a Parking and License Agreement Between the Town of Wiggins and MK5 Industries, LLC at 103 Main Street

1. Resolution No. 35-2022
2. Parking and License Agreement

**VII. CONSIDERATION OF RESOLUTION NO. 36-2022**

A Resolution Approving the 2023 Operating Plan and Budget for the Roberts 81 Business Improvement District

3. Resolution No. 36-2022
4. Roberts 81 BID 2023 Operating Plan and Budget

**VIII. CONSIDERATION OF RESOLUTION NO. 37-2022**

A Resolution Amending the Wiggins Personnel Policy Handbook

1. Resolution No. 37-2022

**IX. CONSIDERATION OF RESOLUTION NO. 38-2022**

A Resolution to Opt Out of the State Paid Family and Medical Leave Insurance (FAMLI) Program

1. Resolution No. 38-2022

**X. CONSIDERATION OF RESOLUTION NO. 39-2022**

A Resolution Recognizing a Grant from the Statewide Internet Portal Authority (SIPA) for Codification of Town Ordinances

1. Resolution No. 39-2022

**XI. CONSIDERATION OF RESOLUTION NO. 40-2022**

A Resolution Removing Deborah Lee as a Signatory on all Checking, Savings, and Safe Deposit Box Accounts for the Town of Wiggins

1. Resolution No. 38-2022

**XII. ADJOURNMENT**

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



## **MINUTES OF MEETING**

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

September 28, 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, September 28, 2022. Mayor Chris Franzen called the meeting to order at 7:00 p.m. The following Trustees answered roll call: Mayor Chris Franzen, Mayor Pro-Tem David Herbstman and Trustees: Mandy Camilleri, Jerry Schwindt, Bryan Flax, Bruce Miller and Mark Strickland. Staff present were Tom Acre, Town Manager; Deb Lee, Town Clerk; Hope Becker, Town Planning and Zoning Administrator; and Beau Warden, Public Works Supervisor.

#### **APPROVAL OF THE AGENDA:**

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

#### **CONSENT AGENDA AND BILLS:**

There was discussion about the bills. The Board's questions were answered.

Motion was made by Mayor Pro-Tem David Herbstman to approve the consent agenda. Seconded by Trustee Bryan Flax. Roll Call: The consent agenda and bills were unanimously approved.

#### **TOWN MANAGER REPORT:**

- Reported that he attended a SIPA conference where he was able to attend sessions on a variety of topics such as cyber security. The Town was also awarded their grant for \$6,500 that will go towards the codification of the Town's ordinances.
- Attended the Morgan County Economic Development meeting where they talked about bylaws and a few tweaks to the employee manual. Also received various updates from other towns.
- Reported that he has had meetings with Diamond Engineering and USDA about the Town's water and wastewater projects. There will be more information brought back to the board at the next work session. They are rethinking how they help communities and how they do projects to develop a more complete solution for the Town's projects. This should lead to some increased funding assistance.
- Tom has been working with the water attorneys who are trying to finalize all of the objectors that we have in the water court case. We are getting close to getting most, if not all, of them out of the case so that the Town can afford Glassy Farms. Still waiting to see how things go with Aqua East Cherry Creek to gauge how to possibly handle Glassy Farms.
- Trustee Miller brought up a question regarding the pipeline coming to Town for park irrigation purposes. Tom reported that Diamondback Engineering is coming out to look at that project and provide a report.
- Tom provided a follow-up that Diamondback Engineering is has also completed the specs for the Main Street Project from 3<sup>rd</sup> Avenue to 5<sup>th</sup> Avenue. The Town should receive that report soon.

- It was reported that the CDOT reclassification application has been submitted which will allow more accesses along Central Avenue within Town. Family Dollar has a foundation only permit until the building permit is approved.
- An update was provided regarding StageCoach Meats and their new building permit application. Hope reported that Kris Musgrave and Keefe Construction have a foundation only permit until the building permit can be approved.
- Trustee Miller asked Tom where the Town was with Mike Miller and his agreement. Tom reported that we are waiting on Morgan County to take the exemption through their process. Once Mike is able to merge the lots then everyone can sign the paperwork.

#### **BOARD OF TRUSTEES REPORTS:**

- Mayor Pro Tem David Herbstman spoke of meeting with Kristen with Morgan County Economic Development to help with the Main Street Program to help make our Main Street looks good with new store fronts and good things to help spruce up the Town. There will be a meeting at the end of October. Tom reminded the public that Wiggins has a unique two main streets.
- Trust Bruce Miller requested if Tom had a response to his question from last month on what the extra patrol was for. Tom responded that it was for things such as community policing and things that occur after hours and extra events. Hours vary depending on what events and activities are occurring. Tom did report that the officers are in the office less due to their new technology in their vehicles that allows them to work remotely.
- Tom responded to concerns that were voiced by a couple of Trustees regarding the intersection of CR P and Main Street. He is attempting to get a meeting set up with Morgan County by the end of the week to discuss a variety of options including a reduction of speed limits.
- Trustee Flax brought up a concern regarding the intersection of 7<sup>th</sup> Avenue and Main Street and the lake that appears to be there after a rain storm. He asked if the developer was responsible for correcting this drainage issue. Tom responded that the new homeowners just installed new sod and was adding extra water which was also draining to Main Street. Beau will be putting down some recycled asphalt to the trail to assist school children with walking to school during the winter. Tom will check with The Farm SA to determine what should be completed for roads.
- Concerns were brought up about Main Street from Tiger Way to CR P due to increase vehicle traffic due to no school busses transporting kids to school. There is still a lot of commercial truck traffic as well. Tom will talk with Chief Miller to see what options are to repair roads and thin traffic using the budget wisely.
- Mayor Franzen acknowledged publicly that the Town did receive the packet that the residents turned in regarding the increase in water and sewer rates. The Town will look into it.

#### **FINANCIALS - ACTUAL TO BUDGET:**

Questions were asked about the Budget and water revenue and where the Town is trending and they discussed a Saturday Work Session option. Manager Acre answered their questions.

Motion was made by Mayor Pro Tem David Herbstman to approve the Financials to Actual. Seconded by Trustee Mandy Camilleri. Roll Call: The agenda was unanimously approved.

#### **PUBLIC COMMENTS:**

The Public Comments portion of the meeting was opened at 7:30 p.m.

Glenn Neal from 105 Central Avenue spoke about concerns with the Wiggins High School Cross Country race and athletes running on the streets. It is dangerous. Tom stated he would bring it up to the Superintendent Trent Kerr.

There were no comments from the Zoom audience.

The Public Comment portion of the meeting was closed at 7:33 p.m.

**PUBLIC HEARING:**

Public Hearing and Consideration of a Special Review Use for Brann RV Park/Boat Storage and RV Park (Campground).

Mayor Franzen opened the Public Hearing at 7:33 pm. Mayor Franzen asked the Town Clerk if proper notification was received. Town Clerk, Deb Lee, stated yes.

Mayor Franzen asked the board members if there were any disclosures. No disclosures were voiced.

Hope Becker, Planning and Zoning Administrator introduced the applicants as Robin Sewing and Brady Powers. The applicants requested a special review use to place a RV/Boat Storage and a RV Park in the Walton and Thomas Minor Subdivisions. Both projects would be hard surfaced with crushed asphalt or crushed concrete, all RV and recreational vehicle lots would be visibly marked, both storage area and park areas will be gated with key code entries. A separate key code will be provided to all emergency personnel that will be the same code for emergency purposes and police patrol. The applicants have stated that the tenants in the RV Park will be subject to an application process for admittance.

Hope reported that both projects would be subject to all development and building permit processes as indicated in the Land Development Code (LDC). The LDC does clearly state that stays in the RV Park could not exceed 30 days. Although the Planning Commission has requested Staff to look further into amending the LDC with updated definitions regarding RV Parks and campgrounds, there is not determination at this time that the 30-day stay will be amended.

The applicants will be required to provide water, sewer, and electric to all lots within the RV Park. Trustees brought up concerns about fire truck access and roads being wide enough. Hope reported that conversations with Interim Chief of Fire John Pachek had the same concern. Hope reminded the board that the site plan being presented was a basic concept plan. The applicants would be required to provide a formal site plan with all road dimensions, gate entry dimensions, and lot sizes. The site plan is then reviewed by staff and the fire marshal to determine if the roads are adequate for emergency responses.

The Planning Commission has forwarded the hearing to the Board of Trustees with a positive recommendation with conditions. Staff has added to the conditions that are now reflected on the resolution based off of concerns brought up in the Planning Commission hearing. Hope went over each condition.

Mayor Franzen asked if there would be onsite management. Hope responded that the applicants have indicated that there would not be on site management but there would 24/7 response via email and/or calls. Trustee Camilleri asked if they were relying on Wiggins Police Department to enforce the rules that were provided in the packet. Tom Acre shared that it would be up to Park management to enforce their rules. Police would respond to a call.

Mayor Franzen asked about the 30-day rule. Hope indicated that the LDC just states that stays cannot exceed 30 days. There is nothing indicating that they couldn't just move to another lot. Tom stated that it could be a condition added to the resolution of approval that applicants must leave the premises after 30 days.

Mayor Franzen also brought up the concern about the number and/or size of water taps required to service over 30 lots/units. Tom indicated that it could be based on what the RV consumption calculations that would determine what size line and what size tap would be required at time of development. All would be reviewed by Public Works.

Mayor Franzen brought up concerns about regarding the "rules" being followed or not followed. He used the Town's existing mobile home park non-compliance of rules already. Hope brought up conversations with Keenesburg staff and resident of the Keenesburg Park and how it was maintained and ran.

Mayor Franzen also brought up concerns that the area was zoned commercial. Hope did confirm that the area was zoned commercial but the use of RV Campgrounds is allowed by an approved special review use. Multiple Trustees asked if this use is allowed straight across the board with all commercial. Tom confirmed that any commercially zoned parcel may request a special review use for RV Campgrounds or RV Storage. It is up to the Planning Commission and Board of Trustees to make the final acceptance or denied decision.

Trustee Camilleri asked Hope for clarification on the LDC; that it states 30 days maximum stays allowed now but could it change? Hope indicated that the Planning Commission requested that staff take a further look into RV Parks, definitions, and length of stays. Hope also indicated that any amendments to the LDC brought to the Planning Commission would also be brought to the Board of Trustees for final approval.

A concern was also brought up regarding if the hotel tax would apply to the RV Park. Staff stated that they would have to red-review the ordinance regarding this tax to provide an answer at the next meeting.

Mayor Franzen stated that he felt that the storage was a community need. Trustee Flax brought up a question regarding the hotel silos. Hope indicated that although they are indicated on the application they are not indicated on the summary because they are allowed by right in the commercial district. There was not a need for the Planning Commission nor the Board of Trustees to review and approve this part of the development.

The applicants, Robin Sewing and Brady Powers, were introduced and provided their testimony and answers to further questions.

Brady answered a few of the questions immediately. He indicated that there will be a manager on site of the RV Park. The Wiggins Police Department would not be responsible with enforcing park rules. Part of the background check process is also screening the applicants on a financial level as well. There will only be certain types of families and individuals that will be allowed into the RV Park.

Mayor Franzen asked the applicants if the vision was to keep the park or to sell it. The applicants voiced that this is a long-term investment that they intend to keep.

Trustee Flax wanted applicants' definition of a difference between a campground and a park. Robin indicated that she envisioned a campground to be more like a KOA where there was a swing, activities, etc. The Park would be more of a home where someone is coming back to each night after work. Not a lot of extra entertainment amenities. It is not going to be a place for people to come to for the purpose of entertainment such as at a lake.

Trustee Camilleri voice concern that there would actually be people wanting to come to the Town for a 30-day stay. Robin indicated that there is a wait list of folks need a place to stay for short term stays that can't afford to own a home or there are no rentals available but need an affordable place to stay. It will also benefit the town in that it could bring in more sales dollars because they will spend their money in Wiggins.

Mayor Franzen asked if there is going to be entry gates, how will people get in. Robin described that every unit will have their own code. Guests staying with a tenant will be required to register their guests and overnight stays will be limited. There will be fire rings but probably not picnic tables.

Trustee Miller asked if they would be responsible of all infrastructure development and costs. Tom stated that they would tie in from Central Avenue and the size would be based on their consumption calculations.

Mayor Pro Tem David Herbstman requested more information on the Silo Hotels. Robin described that the silos would be converted into four silo unit hotels that will include parking. Dedicated for the short-term people that just need a one to a few nights stay. Tom indicated that the idea was brought about from Kristen from Morgan County Economic Development and reminded the Board that hotels are allowed in Commercial Zoned Districts through the LDC.

Trustee Flax asked if semi-truck storage would be allowed in the storage area. Robin indicated that it would be just for Boat, RV, campground storage only.

Mayor Franzen asked what the timeline looked like for each phase. Brady indicated that they would like to get things going right away. New doors for the Central Avenue storage buildings by the end of the month and the rest of the phases would be about next summer.

Public Comment of the hearing was opened at 8:25. Hope read questions that were asked through the Zoom audience. Where does the rain water off of the site run to and are their adequate fire hydrants. Hope indicated that all fire hydrant questions are analyzed at the time of plan review by the fire department and the developer is responsible for the cost of installation if required. Beau provided an answer for the current water drainage.

Hope read a second question from the zoom audience – How are you going to control traffic from going on to the neighbor's property. Hope answered that the easements would have to be reviewed and that signage may need to be placed to detour traffic.

Deborah Irwin from 214 Agate Street approached the Board with concerns of water pressure issues. Would the development of an RV Park cause her water pressure on the same part of Town make her water pressure worse. The Board and staff had a discussion in attempts to discuss Deborah's concern and if the Park would be an influence to the Town's water pressure.

Nathan Troudt from 11754 County Road 6. He stated that he is President of the Rural Volunteer Fire District. He stated that there were concerns about the use of fireworks within the park so close to propene and chemical storage tanks on the property next door. In addition, he was concerned about the historical use and storage of portable chemicals and fertilizer storage tanks. Wondered if there had been any soil testing done to make sure that things were safe for humans to be residing on the property.

Glenn Neal of 105 Central Avenue. Made a comment that the hotels were not discussed at the hotels and request that the Mayor stricken that part from the records. Glenn then brought up concerns regarding the trees that were on the property as a wind break. Indicated that the trees were not trimmed up to standard by the applicants and is requesting that the property fences be a minimum of 10 foot in height. He does not want the winds from the North to affect his building because the trees can no longer break the wind. Glenn also brought up the access easements. His neighbors in the welding shop are parking trailers in the access easement and it may cause problems with traffic that may need the access easement.

Glenn brought up to the Board's attention of all access easements. He wants to know where truck traffic will go if the easements are cut off. Discussion perused with applicants, Glenn, and the Board regarding the access easements.

Hope read another Zoom audience question: If it's a gated community by code how does the fire department or ambulance get into if somebody had an emergency. Hope stated that the Town would require the developers to install a knox box or provide a specialized code created for all emergency personnel. The code would be the same for each department.

Mayor Franzen closed the Public Comment Section of the hearing at 8:56 pm.

Mayor Franzen stated that all documents and presentations would be included in the record for the public hearing. There were no objections.

The Board had discussions. Trustee Flax is ok with the storage concept but concerned the park will become like the other Town mobile home park. Mayor Pro Tem stated he struggles with what goes where to make the Town run well with development. He agrees the storage concept is needed. He agrees with the RV Park concept and that the 30-day rule is absurd for this concept but struggles with the requested location. Trustee Schwindt has concerns with the park in a commercial area to avoid what consequences that may come about with placing this concept in this zone. Stated he needed more time to have a clear understanding of how it will affect neighboring businesses. Tom indicated that the Board does have the ability to continue the hearing for more time. Trustee Strickland voiced that storage was a good idea but concerned about the RV Park concept in the commercial area. Suggested that the board continues the hearing. Trustee Miller stated he didn't have a comment. Mayor Franzen stated similar concerns needing a storage but not sure about a RV Park in the requested location. Tom advised the board on how to continue the hearing.



Town Attorney, Melinda Culley, cautioned the Board about talking to the public outside of the hearing due to maintaining the quasi-judicial hearing.

Mayor Pro Tem David Herbstman voiced concerns regarding tabling the hearing due to fact that the board may be at the same intercession when it is heard again at the end of October. He asked what would happen if the Board chose to deny the approval and what would that look like? Hope asked Melinda for her recommendation. Town Attorney, Melinda Culley, recommended to the Board that if a vote denied the special review use that a resolution would be drawn up for the Boards approval to reflect their reason for denying the approval in case the Board had to defend their decision.

#### CONSIDERATION OF RESOLUTION NO. 31-2022

Motion was made by Mayor Pro-Tem Herbstman to table Resolution 31-2022 approving a special review use for the Brann RV Park and RV/Boat Storage located in the Walton and Thomas Minor Subdivisions with the move to readdress this at the next open board meeting which would be October 26, 2022. Seconded by Trustee Mandy Camilleri. Roll Call: Motion to continue the hearing to October 26, 2022 was unanimously approved.

#### **PUBLIC HEARING:**

Public Hearing and Consideration of a Special Review Use for Our Lady of Lourdes Catholic Church.

Mayor Franzen opened the Public Hearing at 9:16 pm. Mayor Franzen asked the Town Clerk if proper notification was received. Town Clerk, Deb Lee, stated yes.

Mayor Franzen asked the board members if there were any disclosures. Trustee Camilleri stated that she would abstain from the vote as she was a member of the church.

Hope Becker, Planning and Zoning Administrator introduced the applicants as Our Lady of Lourdes Catholic Church located at 502 Main Street. The church is applying for a special use review to construct a detached parish hall. The Land Development Code (LDC) requires this use to be reviewed by the Planning Commission and approved by the Board of Trustees. The Parish Hall will be approximately 40 feet by 70 feet. They do not have the building plans in place as they are waiting to have the special review approved first. The Planning Commission has forwarded the application to the Board with a positive recommendation with conditions.

The resolution describes the conditions. Hope went over each condition in detail.

Trustee Flax asked if the previous building that was demolished had water and sewer. Hope explained that the church does have a water and sewer tap already from the previous building that will transfer to this one. The church will be responsible for the cost of a new meter.

Mayor Franzen asked what their current plans were for landscaping. Hope indicated that recent conversations indicate that the church is leaning towards water wise plants, trees, shrubs, and rock landscaping. No irrigation systems. Hope reminded the board that the building permit application process will require the church to provide a landscape plan. Constructing a fence on the 5<sup>th</sup> Avenue side of the property will be required to separate the church from the residential area. Hope confirmed that a grade plan would also be required.

Everything required for a typical building permit will also be required of this building permit and it will be reviewed by the commercial plan reviewer with ProCode.

Mayor Franzen opened the public comment section of the hearing at 9:29 pm. No public comments were received in the board room or from the Zoom audience and the public comment portion of this hearing was closed at 9:29 pm.

Mayor Franzen asked if the applicants wanted to make a comment. Hope indicated that the applicants were not present for further questions from the Trustees.

Glenn Neal to address the Trustees with a question. Glenn Neal of 105 Central Avenue questioned why the Catholic Church had to have a commercial plan review but the RV Park did not have to have a commercial plan review. Tom responded to the question stating that the RV Park was not doing a physical building that would require a commercial plan review. He confirmed that the Hotel Silos would require a plan review. Mr. Neal stated that he felt that it was a bit of double standards.

Mayor Franzen closed the public comment at 9:32 pm.

Mayor Franzen stated that all documents and presentations would be included in the record for the public hearing. There were no objections. The Mayor closed the Public Hearing at 8:33 pm.

The board members deliberated over the evidence presented. Board members held discussions and comments. Trustee Strickland asked if there was a fire hydrant on the property. Hope referred to Beau and it is believed that there is one across the street at the school.

#### CONSIDERATION OF RESOLUTION NO. 32-2022

Motion was made by Trustee Jerry Schwindt to approve Resolution No. 32-2022. Seconded by Trustee Mark Strickland. Roll Call: Trustee Mandy Camilleri, abstain; Trustee Jerry Schwindt, yes; Trustee Bryan Flax, yes; Mayor Chris Franzen, yes, Mayor Pro Tem David Herbstman, Abstain; Trustee Bruce Miller, yes; Trustee Mark Strickland, yes.

#### PUBLIC HEARING:

Public Hearing and Consideration of a Special Review Use for Wiggins Rural Fire District

Mayor Franzen opened the Public Hearing at 9:35 pm. Mayor Franzen asked the Town Clerk if proper notification was received. Town Clerk, Deb Lee, stated yes.

Mayor Franzen asked the board members if there were any disclosures. No disclosures were voiced.

Hope Becker, Planning and Zoning Administrator introduced the applicants as Wiggins Rural Fire District. The fire district is applying for a special use review to place a conex box at the rear of their property behind the fire hall for the purpose of storing chairs, tables, event materials. The Land Development Code (LDC) requires this use to be reviewed by the Planning Commission and approved by the Board of Trustees.

The conex box will be placed at the proper distance from the main fire hall and will be reviewed by the town's plan reviewer with a formal site plan at the time of application. This site plan will also determine that proper setbacks are adhered to. The Planning Commission has forwarded the application to the Board with a positive recommendation with conditions. The resolution describes the conditions. Hope went over each condition in detail.

Trustee Flax wondered why does the Conex Box require a special review and building permit. Hope reminded that the LDC prevents the placement of such boxes from popping up all over the residential zones. The building permit provides guidelines to ensure the safety of the property owner and all those who may use the box.

Hope introduced the applicant, Nathan Troudt, who was representing the Rural Fire District. He confirmed that Hope covered all the details.

Mayor Franzen opened the public comment section of the hearing at 9:42 pm. From the Zoom audience, Brian Becker of 475 4<sup>th</sup> Avenue wondered if this applicant would have to comply with the tie downs that other applicants in the past have had to follow. There is one inspection to ensure that everything is in compliance. There were no public comments from the board room audience. The public comment portion of this hearing was closed at 9:44 pm.

Mayor Franzen stated that all documents and presentations would be included in the record for the public hearing. There were no objections. The Mayor closed the Public Hearing at 9:45 pm.

The board members deliberated over the evidence presented. Board members had no further comments or questions.

#### CONSIDERATION OF RESOLUTION NO. 33-2022

Motion was made by Trustee Mark Strickland to approve Resolution No. 33-2022. Seconded by Mayor Pro Tem David Herbstman. Roll Call: Resolution No. 33-2022 was unanimously approved.

#### **PUBLIC HEARING:**

Public Hearing and Consideration of a Special Review Use for Summit Baptist Church.

Mayor Franzen opened the Public Hearing at 9:46 pm. Mayor Franzen asked the Town Clerk if proper notification was received. Town Clerk, Deb Lee, stated yes.

Mayor Franzen asked the board members if there were any disclosures. No disclosures were voiced.

Hope Becker, Planning and Zoning Administrator introduced the applicants as Summit Baptist Church located at 401 2<sup>nd</sup> Avenue. The applicants were seeking a special review use approval for an Early Childhood Development Center. The Land Development Code (LDC) requires this use to be reviewed by the Planning Commission and approved by the Board of Trustees.

The church has seen a need in the community for more childcare and have the facilities and staff to provide this service to the community. They have received advice and tips from the Wiggins Pre-School and may partner

with them for extra curricular activities. The church has also met the requirements of the State of Colorado Department of Education for licensure and certifications. They are currently approved for up to 30 students. Licenses and certifications were not included in the packet but will be required to be turned in to the Town Clerk to attain their business license.

Staff reviewed parking requirements and have determined that the church meets the minimum requirements in the LDC for parking based on the number of staff and classrooms that will be present and/or used. The church has indicated that they will be using a portable sign for the school. The sign will be brought indoors after each day. Staff has advised the applicant that a building permit will be required if a permanent sign becomes ready for installation.

Hope introduced the applicant, Jeff Pascal, Senior Pastor, who was representing Summit Baptist Church.

Pastor Pascal stated that there would be daily charge per student for the program. The church is also attempting to pay an average teacher salary as well. He confirmed that the church has been working with the Wiggins Preschool program as they do have a waiting list. The school is looking forward to working with the development program and partnering with special events and education programs.

Mayor Franzen asked the applicant if this would be an all-day care center. Half day and all day will be offered. A board member asked if lunch will be provided. Pastor Pascal confirmed that they are not yet approved for food services but they are working on that. They are looking to begin on January 2<sup>nd</sup>. They have a few teachers who are interested and they have already hired a director.

Mayor Franzen opened the public comment section of the hearing at 9:57 pm. No comments were received from the board room or Zoom audiences. The public comment portion of this hearing was closed at 9:58 pm.

Mayor Franzen stated that all documents and presentations would be included in the record for the public hearing. There were no objections. The Mayor closed the Public Hearing at 9:58 pm.

The board members deliberated over the evidence presented. Mayor Pro Tem expressed his gratitude that the church has taken the initiative for such a needed community service. Trustee Camilleri agreed with Mayor Pro Tem.

#### CONSIDERATION OF RESOLUTION NO. 34-2022

Motion was made by Trustee Bryan Flax to approve Resolution No. 34-2022. Seconded by Mark Strickland. Roll Call: Resolution No. 34-2022 was unanimously approved.

#### **ADJOURNMENT:**

Motion was made by Mayor Pro Tem David Herbstman to adjourn the meeting. Seconded by Trustee Bryan Flax. Roll Call: Motion was unanimously approved.

**Respectfully submitted by:**

A handwritten signature in blue ink, appearing to read "Tom Acre", is written over a horizontal line.

Tom Acre, Interim Town Clerk



## **MINUTES OF MEETING**

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

October 19, 2022 at 6:00 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, October 19, 2022. Mayor Chris Franzen called the meeting to order at 6:25 p.m. The following answered roll call: Mayor Chris Franzen, Mayor Pro-Tem David Herbstman, and Trustees: Mandy Camilleri, Jerry Schwindt, Bryan Flax, Bruce Miller and Mark Strickland. Staff present was Tom Acre and Beau Warden, Public Works Supervisor. Town Attorney Melinda Culley joined for the Executive Session.

#### **APPROVAL OF AGENDA**

Motion was made by Mayor Pro-Tem Herbstman to approve the agenda. Seconded by Trustee Bruce Miller. Roll Call: Unanimously approved.

#### **WORK SESSION:**

The Work Session was a discussion on the draft of the 2023 Town Budget. The Board provided input to the Town Manager on various items in the budget.

Mayor Pro-Tem Herbstman made a motion to go into Executive Session at 8:10p.m. motion was seconded by Trustee Bruce Miller. The Board took a short recess and reconvened at 8:15 p.m.

#### **EXECUTIVE SESSION**

For discussion of a personnel matter under C.R.S. Section 24-6-402(4)(f) and not involving: any specific employees who have requested discussion of the matter in open session; any member of this body or any elected official; the appointment of any person to fill an office of this body or of an elected official; or personnel policies that do not require the discussion of matters personal to particular employees – Town Clerk and Compensation/Salary Adjustments.

The Board adjourned the Executive Session at 8:50 p.m.

**REPORT FROM EXECUTIVE SESSION**

The Board gave general direction to the Town Manager regarding the Town Clerk position, and employee Compensation/Salary. No formal action was taken during the Executive Session.

In open meeting after the Executive Session, Mayor Pro-Tem Herbstman made a motion and the motion was seconded to name Tom Acre as Interim Town Clerk.

**ADJOURNMENT**

Mayor Franzen adjourned the meeting at 8:36 p.m.

**Respectfully submitted by:**

A handwritten signature in blue ink, appearing to read "Tom Acre", is written over a horizontal line.

Tom Acre, Interim Town Clerk

TOWN OF WIGGINS - BILLS PAID  
OCTOBER 2022

Vendor	Description	Amount
ATLAS ENERGY SERVICES	30 Yard Dumpster	\$400.00
BANK OF THE WEST	Crediy Card Payment	\$2,328.79
Bank of the West - 1135	Interest	\$35,628.71
BLACKEAGLE ENERGY SERVICES	Refund Bulk Water	\$1,044.60
BLOEDORN LUMBER	Handrail	\$380.24
BLUE LIGHTNING	Phone/Internet	\$535.65
CASELLE, INC	Financial Software Support	\$906.00
CIRSA	Gen Pop & Liability Ins	\$500.00
CITY OF FORT MORGAN UTILITIES	Glassey Pump Elec	\$8.17
COLORADO ANALYTICAL LABORATORY	Water Analysis	\$128.00
CORE & MAIN	Neptune meters	\$5,600.58
CORNERSTONE BROKERS LLC	Utility Refund	\$40.89
COUNTRY HARDWARE	Shop Supplies	\$719.57
DON CHAPMAN	Flow Meter Test and Report	\$1,250.00
EMIL, KIMBERLY A	Salary - Judge	\$312.50
EMPLOYMENT COMPLIANCE SOLUTIONS LLC	Investigation	\$1,110.62
FRANZEN, CHRIS	Sterling Meeting Lunch	\$50.84
HARMAN, STEPHANIE	CIS/NIBRS	\$45.00
HAYES POZNANOVIC KORVER, LLC	Water Rights Legal Fees	\$5,702.50
HE LLC	Public Works Support	\$4,162.50
HEIMBEGNER, SHARON	Utility refund	\$115.00
HILZER, BRAYDEN	Referee for 9/24, 10/5, 10/13/2022	\$80.00
INVOICE CLOUD	Monthly Subscription	\$329.60
JARVIS	Monthly Rec Subscription	\$175.00
JONES FREELANCING	Park Fac Roof Replcmt - CIRSA	\$11,722.04
JONES, JON	5 Loads: Road Base 5th Ave	\$1,100.00
KAMMERER, WILLIAM M.	Water Shares Lease/Purch Paymt	\$3,510.42
KELLY, PC	Town Attorney	\$7,224.00
LAW OFFICE OF AMY C. PENFOLD LLC	Attorney Fees - Prosecutor	\$555.00
LEAF	Copier Lease	\$159.00
LRE Water	Water Rights Engineering	\$3,570.25
MORGAN COUNTY QUALITY WATER	Road U, 3261	\$49.86
MORGAN COUNTY REA	Utility-Electrical	\$1,238.91
OUT EAST CONTRACTING, LLC	2 Loads Recycled Asphalt	\$1,300.00
PITNEY BOWES-PURCHASE POWER (Postage)	POSTAGE	\$600.00
PROCEDURE INC.	Res/Coml Building Inspection	\$20,114.00
PROFESSIONAL MNGMNT SOLUTIONS	Contract Accountant	\$7,683.75
RH WATER & WASTEWATER, INC.	Contract Water/WWTF Operator	\$2,890.00
RITCHIE BROS AUCTIONEERS	SaltDogg Salt Spreader	\$1,210.00
RIVAL SERVICES, LLC	Portable Toilet - Kiowa Park	\$75.00
STUB'S GAS & OIL, INC.	Fuel-PW	\$1,430.16
TALAMANTES, JAZMIN	Referee 9/22, 9/29, 10/6/2022	\$100.00
UNCC	Utility Locates	\$83.20
VERIZON WIRELESS	Machine to Machine - Water Towers	\$32.04

TOWN OF WIGGINS - BILLS PAID  
OCTOBER 2022

Vendor	Description	Amount
VIAERO WIRELESS	Cell Phone	\$442.50
WELDON VALLEY DITCH COMPANY	Kammer Accounting	\$99.50
WEX BANK	Fuel-WPD	\$859.43
WIGGINS FARM AND AUTO SUPPLY	PW Equip Repair	\$314.20
WIGGINS SUPER'S 1846	Supplies	\$95.49
WOLF WASTE, LLC	Trash removal	\$272.00
XCEL ENERGY	Utilities-Gas	\$175.35
YML ENTERPRISES LLC	Municipal Court interpreter	\$50.00

Approved: \_\_\_\_\_

Date: 10/26/2022

Total     \$128,510.86



# INCIDENT ANALYSIS - DAY

Date 10/05/2022

Time 16:47:28

Report CFS03

Agency Wiggins Police Dept.

Dates 09/01/2022 Thru 09/30/2022

Activity	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Total
Agency: WPD Wiggins Police Dept.								
	0	0	0	0	0	1	0	1
00400 Assault	0	0	0	0	0	1	0	1
00500 Burglary	0	0	1	0	1	0	0	2
01100 Fraud	0	0	0	0	0	1	0	1
01400 Vandalism/crim Mischf	1	0	0	0	0	0	0	1
01510 Shots Fired	0	0	0	0	0	1	0	1
02415 Domestic Violence	0	0	0	0	0	0	1	1
02670 Local Ordinance Violation	13	7	13	1	36	2	0	72
02671 Dog At Large	1	1	0	0	1	1	0	4
02700 Susp Pers/veh/inc	0	1	0	0	0	1	1	3
03000 Community Policing	0	2	3	0	3	2	2	12
03010 Assist Other Agency	0	1	1	0	2	3	0	7
03030 Building Check	1	1	0	1	0	0	1	4
03050 Escort	0	0	1	0	0	0	0	1
03055 Remove A Party	0	0	0	0	0	0	1	1
03070 Keep The Peace	0	0	0	1	0	0	0	1
03080 Medical Assist	0	1	0	2	0	0	1	4
03100 Welfare Check	2	2	2	0	2	0	0	8
03120 Extra Patrol	25	28	35	27	53	32	22	222
03540 Traffic Accident	1	0	0	0	0	0	0	1
03600 Driving Complaint	0	0	0	0	0	1	0	1
03610 Parking Complaint	0	0	0	0	3	0	0	3
03640 Animal Control	0	0	0	1	1	0	0	2
03650 Cat At Large	0	0	0	0	0	1	0	1
03760 Information	1	1	2	2	0	2	0	8
04000 Alarm	1	0	0	0	1	0	0	2
05599 Littering	0	0	0	0	1	0	0	1
07410 Disturbance	1	0	0	0	0	0	2	3
07510 Abandoned Vehicle	1	1	2	0	2	0	0	6
07520 Motorist Assist	0	0	0	1	1	2	1	5
07530 Traffic Contact	3	5	8	11	23	8	9	67
07531 Pedestrian Contact	0	0	1	0	0	0	0	1
07580 Vehicle Inspection	0	4	0	1	1	1	1	8
09000 Fire Investigation LE	0	0	1	0	0	0	1	2
09001 911-Welfare Check	0	2	0	0	1	1	1	5
09900 Follow Up/Investigation	2	3	14	1	6	2	2	30
09902 Civil Issues	0	0	0	0	0	1	0	1
35DU Traffic Contact-DUI Inv	0	0	0	10	1	0	0	11
SEO Select Enforce Off Init	4	4	18	14	20	14	5	79
Wiggins Police Dept. Agency Total	57	64	102	73	159	78	51	584
Total	57	64	102	73	159	78	51	584

TOWN OF WIGGINS  
COMBINED CASH INVESTMENT  
SEPTEMBER 30, 2022

COMBINED CASH ACCOUNTS

01-10210	HIGH PLAINS-MAIN CHECKING	4,962,076.51
01-10700	RETURNED CHECK CLEARING ACCT	4,738.80
01-10750	UTILITY CASH CLEARING ACCOUNT	301.63
		<hr/>
	TOTAL COMBINED CASH	4,967,116.94
01-20200	ACCOUNTS PAYABLE	( 115.00)
01-10100	CASH ALLOCATED TO OTHER FUNDS	( 4,968,654.30)
		<hr/>
	TOTAL UNALLOCATED CASH	( 1,652.36)
		<hr/>

CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO GENERAL FUND	1,751,074.16
20	ALLOCATION TO WATER ENTERPRISE	1,253,071.01
30	ALLOCATION TO SEWER ENTERPRISE	1,192,493.44
40	ALLOCATION TO SALES TAX CAPITAL IMPROVEMENT	751,555.40
50	ALLOCATION TO CONSERVATION TRUST	20,460.29
		<hr/>
	TOTAL ALLOCATIONS TO OTHER FUNDS	4,968,654.30
	ALLOCATION FROM COMBINED CASH FUND - 01-10100	( 4,968,654.30)
		<hr/>
	ZERO PROOF IF ALLOCATIONS BALANCE	.00
		<hr/>

TOWN OF WIGGINS  
BALANCE SHEET  
SEPTEMBER 30, 2022

GENERAL FUND

ASSETS

10-10100	CASH IN COMBINED CASH FUND	1,751,074.16	
10-10110	PETTY CASH (T. MANAGER)	44.30	
10-10120	PETTY CASH (T. CLERK)	805.39	
10-10240	CASH IN BANK COMM HALL FUND SA	18,822.50	
10-10250	COLOTRUST FUND	107.82	
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	
10-16400	EQUIPMENT & MACHINERY	( 731.50)	
TOTAL ASSETS			2,597,109.23

LIABILITIES AND EQUITY

LIABILITIES

10-20200	ACCOUNTS PAYABLE	13,070.88	
10-20210	PAYABLE TO SCHOOL DISTRICT	17,417.44	
10-22210	DEFERRED PROPERTY TAX	499,772.00	
10-22710	FED/ FICA TAXES PAYABLE	19,596.01	
10-22720	STATE W/H TAXES PAYABLE	14,594.40	
10-22740	POLICE PENSION PAYABLE	5,706.09	
10-22760	DEFERRED COMP CONTRIB PAYABLE	621.44	
10-22770	UNEMPLOYMENT PAYABLE	( 1,538.50)	
10-22790	GARNISHMENT PAYABLE	( 647.50)	
10-22820	HEALTH INSURANCE PAYABLE	( 3,753.49)	
10-22830	LIFE INSURANCE PAYABLE	28.00	
10-22840	VISION INSURANCE PAYABLE	63.27	
10-25320	FUND BALANCE	1,324,817.00	
TOTAL LIABILITIES			1,889,747.04

FUND EQUITY

UNAPPROPRIATED FUND BALANCE:			
REVENUE OVER EXPENDITURES - YTD	706,916.76		
BALANCE - CURRENT DATE		706,916.76	
TOTAL FUND EQUITY			706,916.76
TOTAL LIABILITIES AND EQUITY			2,596,663.80

TOWN OF WIGGINS  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2022

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
10-30004 GENERAL MISCELLANEOUS	.00	1,266.08	.00	( 1,266.08)	.0
10-31100 CURRENT PROPERTY TAX	7,644.24	497,144.57	499,772.00	2,627.43	99.5
10-31200 SPECIFIC OWNERSHIP	3,148.01	28,614.23	25,000.00	( 3,614.23)	114.5
10-31300 1% TOWN SALES TAX	25,386.01	200,909.25	200,000.00	( 909.25)	100.5
10-31301 USE TAX	3,451.38	178,959.09	120,000.00	( 58,959.09)	149.1
10-31420 CIGARETTE TAX	279.11	1,209.94	1,800.00	590.06	67.2
10-31810 SEVERENCE TAX	.00	53,074.06	6,500.00	( 46,574.06)	816.5
10-31820 FRANCHISE FEE-MORGAN CTY REA	.00	6,978.00	8,000.00	1,022.00	87.2
10-31821 FRANCHISE FEE-XCEL ENERGY	.00	11,267.30	8,000.00	( 3,267.30)	140.8
10-31823 FRANCHISE FEE--BLUE LIGHTNING	.00	2,755.12	2,750.00	( 5.12)	100.2
10-31900 PENALTIES & INTEREST	235.90	704.68	.00	( 704.68)	.0
10-32110 LIQUOR LICENSE (15%)	.00	85.00	175.00	90.00	48.6
10-32210 BUILDING PERMITS	2,396.25	129,599.06	50,000.00	( 79,599.06)	259.2
10-33412 DOLA EIAF 2021	.00	.00	82,500.00	82,500.00	.0
10-33415 FEDERAL GRANT--ARP	.00	146,159.89	146,160.00	.11	100.0
10-33430 MISCELLANEOUS FEES	.00	395.38	.00	( 395.38)	.0
10-33530 HIGHWAY USERS TAX	4,775.25	37,381.14	38,000.00	618.86	98.4
10-33550 ADDITIONAL MOTOR VEHICLE	1,012.66	7,119.32	6,000.00	( 1,119.32)	118.7
10-33800 ROAD & BRIDGE	899.03	56,798.59	38,000.00	( 18,798.59)	149.5
10-34210 SPECIAL POLICE SERVICES	58.41	101.88	.00	( 101.88)	.0
10-34215 VIN INSPECTIONS	90.00	750.00	250.00	( 500.00)	300.0
10-34220 BUILDING DEVELOPMENT REVIEW	250.00	15,304.68	5,000.00	( 10,304.68)	306.1
10-34221 BUILDING INSPECTION PLAN REV	1,427.56	41,805.97	1,000.00	( 40,805.97)	4180.6
10-34281 ADULT ACTIVITIES FEE	( 1,750.00)	.00	.00	.00	.0
10-34282 PARKS & REC FEES	.00	( 25.00)	.00	25.00	.0
10-34283 SOFTBALL REG FEES	1,750.00	2,100.00	2,000.00	( 100.00)	105.0
10-34284 BASEBALL REG FEES	.00	8,635.00	11,000.00	2,365.00	78.5
10-34286 VOLLEYBALL REG FEES	( 25.00)	530.00	1,000.00	470.00	53.0
10-34287 SOCCER REG FEES	15.00	6,420.00	1,500.00	( 4,920.00)	428.0
10-34289 MISCELLANEOUS ACTIVITY FEES	.00	.00	2,000.00	2,000.00	.0
10-35110 COURT FINES-MUNICIPAL	3,891.12	30,158.12	30,000.00	( 158.12)	100.5
10-36000 OTHER MISCELLANEOUS	681.14	681.14	.00	( 681.14)	.0
10-36010 DOG LICENSES/CLINIC	5.00	310.00	300.00	( 10.00)	103.3
10-36011 BUSINESS LICENSES	.00	3,880.90	3,500.00	( 380.90)	110.9
10-36012 CONTRACTOR LICENSES	50.00	1,175.00	1,800.00	625.00	65.3
10-36013 GOLF CART LICENSES	50.00	730.00	150.00	( 580.00)	486.7
10-36030 SPECIAL EVENT FEES	.00	410.00	.00	( 410.00)	.0
10-36040 INSURANCE PROCEEDS	.00	5,597.65	.00	( 5,597.65)	.0
10-36050 CAPITAL CREDITS RECEIVED	1,746.49	1,746.49	.00	( 1,746.49)	.0
10-36100 INTEREST ON SAVINGS	5.12	14.91	10.00	( 4.91)	149.1
10-36310 BUILDING & FARM RENT	.00	2,665.00	6,000.00	3,335.00	44.4
10-36420 REFUNDS	( 3,445.68)	.00	.00	.00	.0
10-36500 CONTRIBUTIONS/DONATIONS	1,000.00	315.00	.00	( 315.00)	.0
10-36501 SPONSORSHIPS	.00	1,500.00	.00	( 1,500.00)	.0
10-36510 OTHER GRANTS	.00	28,995.00	.00	( 28,995.00)	.0
10-36511 GRANTS--LEAF	.00	2,900.00	.00	( 2,900.00)	.0
10-36512 GRANTS--DUI	.00	4,850.00	.00	( 4,850.00)	.0
10-36513 GRANTS--TRAINING	.00	1,575.87	.00	( 1,575.87)	.0
10-36514 GRANT--SIPA	6,500.00	6,500.00	.00	( 6,500.00)	.0
10-36515 GRANT--C.I.O.T.	1,201.61	2,189.37	.00	( 2,189.37)	.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 9 MONTHS ENDING SEPTEMBER 30, 2022

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
TOTAL FUND REVENUE	62,728.61	1,556,136.68	1,348,167.00	( 207,969.68)	115.4

TOWN OF WIGGINS  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2022

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>GENERAL GOVERNMENTAL</u>					
10-410-13 FINANCIAL AUDIT	.00	5,000.00	9,000.00	4,000.00	55.6
10-410-32 PROFESSIONAL SERVICES	3,277.70	19,599.37	15,000.00	( 4,599.37)	130.7
10-410-34 CODIFICATION	.00	.00	12,000.00	12,000.00	.0
10-410-35 COPIER LEASE	111.68	573.54	477.00	( 96.54)	120.2
10-410-40 EMPLOYEE TRAINING	12.00	1,302.86	5,000.00	3,697.14	26.1
10-410-41 TELEPHONE & INTERNET	85.92	977.85	800.00	( 177.85)	122.2
10-410-42 UTILITIES--ELECTRIC	66.13	707.29	3,000.00	2,292.71	23.6
10-410-43 OFFICE BLDG REPAIRS & MAINT	380.24	2,271.27	2,000.00	( 271.27)	113.6
10-410-44 POSTAGE METER LEASE	.00	.00	525.00	525.00	.0
10-410-45 UTILITES-GAS	43.84	945.60	1,200.00	254.40	78.8
10-410-46 CELL PHONE	109.86	928.66	980.00	51.34	94.8
10-410-48 TRASH	.00	.00	270.00	270.00	.0
10-410-52 INSURANCE & BONDS	185.00	29,568.14	25,000.00	( 4,568.14)	118.3
10-410-54 ADVERTISING	.00	512.88	250.00	( 262.88)	205.2
10-410-55 POSTAGE & SHIPPING	.00	380.64	1,500.00	1,119.36	25.4
10-410-58 TRAVEL & MEETINGS	320.78	2,614.53	3,500.00	885.47	74.7
10-410-61 OPERATING SUPPLIES	416.62	3,546.02	10,000.00	6,453.98	35.5
10-410-68 COPIER EXPENSE	.00	691.57	600.00	( 91.57)	115.3
10-410-70 IT SUPPORT	.00	281.96	15,000.00	14,718.04	1.9
10-410-71 COMPUTER SOFTWARE	( 1,814.61)	619.17	3,000.00	2,380.83	20.6
10-410-90 DUES & SUBSCRIPTIONS	437.08	781.08	2,500.00	1,718.92	31.2
10-410-91 NEWSLETTERS & PUBLICATIONS	.00	738.25	.00	( 738.25)	.0
TOTAL GENERAL GOVERNMENTAL	3,632.24	72,040.68	111,602.00	39,561.32	64.6
<u>ADMINISTRATION DEPARTMENT</u>					
10-411-15 ADMINISTRATION DEPT EMPLOYEES	7,083.74	63,753.66	86,649.00	22,895.34	73.6
10-411-20 EMPLOYEE BENEFITS	789.87	7,108.83	13,847.00	6,738.17	51.3
10-411-22 FICA & MEDICARE	536.40	4,827.60	6,629.00	1,801.40	72.8
10-411-23 457 RETIREMENT	283.76	2,553.84	6,190.00	3,636.16	41.3
10-411-25 UNEMPLOYMENT INS	.00	89.95	254.00	164.05	35.4
10-411-26 WORKERS' COMPENSATION	.00	( 3,330.54)	150.00	3,480.54	(2220.
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	8,693.77	75,070.25	115,719.00	40,648.75	64.9

TOWN OF WIGGINS  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2022

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>JUDICIAL DEPARTMENT</u>					
10-412-00 CONTRACT-JUDGE	312.50	2,812.50	3,600.00	787.50	78.1
10-412-01 CONTRACT-TOWN PROSECUTOR	555.00	2,655.00	3,000.00	345.00	88.5
10-412-35 COPIER LEASE	67.01	344.13	125.00	( 219.13)	275.3
10-412-41 TELEPHONE & INTERNET	.00	.00	100.00	100.00	.0
10-412-55 POSTAGE	.00	108.65	50.00	( 58.65)	217.3
10-412-61 OFFICE SUPPLIES	50.00	83.14	150.00	66.86	55.4
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	984.51	6,003.42	7,525.00	1,521.58	79.8
<u>MAYOR &amp; LEGISLATIVE BOARDS</u>					
10-413-10 MAYOR COMPENSATION	200.00	1,800.00	2,400.00	600.00	75.0
10-413-11 BOARD OF TRUSTEES COMPENSATION	240.00	2,160.00	2,880.00	720.00	75.0
10-413-12 BOARD OF TRUSTEES APPRECIATION	.00	.00	500.00	500.00	.0
10-413-22 FICA & MEDICARE	33.66	302.94	404.00	101.06	75.0
10-413-26 WORKER'S COMPENSATION	.00	49.46	140.00	90.54	35.3
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	.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	473.66	7,875.17	18,824.00	10,948.83	41.8
<u>ELECTIONS</u>					
10-414-00 ELECTIONS	15.00	2,748.81	3,000.00	251.19	91.6
TOTAL ELECTIONS	15.00	2,748.81	3,000.00	251.19	91.6
<u>TREASURER'S OFFICE</u>					
10-415-15 COLLECTIONS (TREASURERS FEE)	.00	9,785.32	8,000.00	( 1,785.32)	122.3
10-415-30 TOWN LEGAL	.00	45,226.00	35,000.00	( 10,226.00)	129.2
10-415-40 REPORTING & PUBLISHING	.00	87.40	1,200.00	1,112.60	7.3
TOTAL TREASURER'S OFFICE	.00	55,098.72	44,200.00	( 10,898.72)	124.7

TOWN OF WIGGINS  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 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	2,670.00	4,500.00	1,830.00	59.3
	TOTAL ECONOMIC DEVELOPMENT	.00	2,670.00	24,500.00	21,830.00	10.9
<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 &amp; ZONING</u>						
10-418-30	LEGAL/ENGINEERING SUPPORT	.00	3,371.00	3,500.00	129.00	96.3
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	51.86	105.00	53.14	49.4
10-418-49	COMMISSION TRAINING	.00	.00	500.00	500.00	.0
10-418-51	MEMBERSHIPS/PUBLICATIONS	.00	14.06	200.00	185.94	7.0
10-418-54	NOTICES/PUBLICATION	29.40	439.91	1,000.00	560.09	44.0
10-418-55	POSTAGE	.00	17.94	420.00	402.06	4.3
10-418-61	OFFICE SUPPLIES	( 7.00)	225.54	50.00	( 175.54)	451.1
10-418-68	COPIER EXPENSE	.00	.00	100.00	100.00	.0
10-418-70	IT SUPPORT	.00	.00	100.00	100.00	.0
10-418-71	COMPUTER SOFTWARE	.00	278.14	100.00	( 178.14)	278.1
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	22.40	4,398.45	162,595.00	158,196.55	2.7



TOWN OF WIGGINS  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2022

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>COMMUNITY PROGRAMS</u>					
10-419-00 FOURTH OF JULY FESTIVAL	.00	20,071.85	20,000.00	( 71.85)	100.4
10-419-01 WIGGINS OLD TIME CHRISTMAS	.00	6,036.32	4,000.00	( 2,036.32)	150.9
10-419-02 FALL HARVEST FEST	.00	.00	4,000.00	4,000.00	.0
10-419-05 BUSINESS DIST BEAUTIFICATION	165.63	625.70	2,000.00	1,374.30	31.3
10-419-10 EVENTS COORINATOR	.00	.00	25,000.00	25,000.00	.0
10-419-20 DONATIONS	100.00	2,190.00	10,000.00	7,810.00	21.9
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	.00	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	1,692.78	2,000.00	307.22	84.6
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	.00	410.60	.00	( 410.60)	.0
TOTAL COMMUNITY PROGRAMS	265.63	31,658.22	91,700.00	60,041.78	34.5

TOWN OF WIGGINS  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2022

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>POLICE DEPARTMENT</u>					
10-421-00 CAPITAL OUTLAY	( 105.27)	.00	.00	.00	.0
10-421-02 CONTRACT SERVICES	45.00	1,134.50	3,600.00	2,465.50	31.5
10-421-04 EQUIPMENT	.00	31,066.37	45,250.00	14,183.63	68.7
10-421-15 POLICE SALARIES	15,136.77	121,598.64	179,727.00	58,128.36	67.7
10-421-20 EMPLOYEE BENEFITS	1,723.40	14,028.20	28,649.00	14,620.80	49.0
10-421-21 VEHICLE/MOBILE EQUIPMENT	2,844.01	11,105.46	6,000.00	( 5,105.46)	185.1
10-421-22 FICA & MEDICARE	228.59	1,845.49	13,749.00	11,903.51	13.4
10-421-23 PENSION-FPPA	1,377.12	11,605.50	16,175.00	4,569.50	71.8
10-421-24 DEATH & DISABILITY-FPPA	140.72	1,014.41	2,876.00	1,861.59	35.3
10-421-25 UNEMPLOYMENT INSURANCE	.00	83.58	539.00	455.42	15.5
10-421-26 WORKERS' COMPENSATION	.00	3,840.46	7,510.00	3,669.54	51.1
10-421-28 FARM HOUSE UTILITIES-GAS & ELC	203.19	2,430.87	.00	( 2,430.87)	.0
10-421-29 UNIFORMS	181.10	1,704.57	3,000.00	1,295.43	56.8
10-421-30 PROFESSIONAL LEGAL SERVICES	.00	900.00	1,000.00	100.00	90.0
10-421-35 COPIER LEASE	22.34	114.72	95.00	( 19.72)	120.8
10-421-40 TRAINING	( 859.14)	1,895.52	3,000.00	1,104.48	63.2
10-421-41 TELEPHONE & INTERNET	.00	255.44	2,735.00	2,479.56	9.3
10-421-42 COM CENTER PHONE LINE	38.12	364.73	1,821.00	1,456.27	20.0
10-421-43 REPAIRS AND MAINTENANCE (AUTO)	94.00	620.06	5,525.00	4,904.94	11.2
10-421-44 UTILITIES-ELECTRIC	66.13	707.30	750.00	42.70	94.3
10-421-45 UTILITIES-GAS	.00	461.78	400.00	( 61.78)	115.5
10-421-46 CELL PHONE	221.76	1,604.18	350.00	( 1,254.18)	458.3
10-421-48 TRASH	.00	.00	270.00	270.00	.0
10-421-49 OTHER MISCELLANEOUS	31.40	1,107.38	1,000.00	( 107.38)	110.7
10-421-52 INSURANCE & BONDS	125.00	10,388.33	25,000.00	14,611.67	41.6
10-421-55 PRINTING	.00	745.00	800.00	55.00	93.1
10-421-61 OFFICE/GEN OPERATING SUPPLIES	1.29	584.91	1,000.00	415.09	58.5
10-421-62 FUEL	859.43	6,989.72	8,500.00	1,510.28	82.2
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	360.15	9,760.00	9,399.85	3.7
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	386.29	100.00	( 286.29)	386.3
10-421-90 MEMBERSHIP DUES	.00	110.00	253.00	143.00	43.5
TOTAL POLICE DEPARTMENT	22,374.96	229,643.44	376,473.00	146,829.56	61.0
<u>BUILDING INSPECTION DEPARTMENT</u>					
10-424-20 BUILDING INSPECTIONS MATERIALS	.00	128.44	1,000.00	871.56	12.8
10-424-30 DEVELOPMENT REVIEW MISC EXP	.00	865.00	5,000.00	4,135.00	17.3
10-424-31 COMMERCIAL BUILDING REVIEW	2,174.29	23,532.91	5,000.00	( 18,532.91)	470.7
10-424-32 RESIDENTIAL BUILDING REVIEW	120.00	89,185.10	5,000.00	( 84,185.10)	1783.7
10-424-40 EMPLOYEE TRAINING	.00	.00	2,000.00	2,000.00	.0
TOTAL BUILDING INSPECTION DEPARTMEN	2,294.29	113,711.45	18,000.00	( 95,711.45)	631.7

TOWN OF WIGGINS  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2022

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PUBLIC WORKS ADMINISTRATION</u>					
10-430-11 SALARY - PW MAINTENANCE(1)	6,378.35	62,037.49	30,779.00	( 31,258.49)	201.6
10-430-12 SALARY-PW MAINTENANCE(2)	.00	487.00	.00	( 487.00)	.0
10-430-15 SALARY-PW SEASONAL (MOWING)	65.88	1,189.08	6,000.00	4,810.92	19.8
10-430-16 PW EMPLOYEES-FULL TIME	1,517.20	1,517.20	32,718.00	31,200.80	4.6
10-430-20 EMPLOYEE BENEFITS - PW	361.40	3,252.60	13,857.00	10,604.40	23.5
10-430-22 FICA & MEDICARE	581.49	4,747.81	4,493.00	( 254.81)	105.7
10-430-23 457 RETIREMENT	108.98	618.90	1,603.00	984.10	38.6
10-430-25 UNEMPLOYMENT INSURANCE - PW	6.37	109.44	181.00	71.56	60.5
10-430-26 WORKERS' COMPENSATION - PW	.00	2,065.46	8,250.00	6,184.54	25.0
TOTAL PUBLIC WORKS ADMINISTRATION	9,019.67	76,024.98	97,881.00	21,856.02	77.7
<u>PUBLIC WORKS &amp; 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	222.03	12,096.68	9,500.00	( 2,596.68)	127.3
10-431-21 STREETS-SIGNS & MATERIAL	1,100.00	2,175.61	10,000.00	7,824.39	21.8
10-431-22 REPAIRS & MAINTENANCE-STREETS	2,731.88	17,313.68	.00	( 17,313.68)	.0
10-431-23 EQUIPMENT RENTAL	.00	.00	200.00	200.00	.0
10-431-24 REPAIRS & MAINTENANCE-STREETS	( 1,170.81)	.00	10,000.00	10,000.00	.0
10-431-25 FARM HOUSE MAINT	10.00	3,126.71	1,000.00	( 2,126.71)	312.7
10-431-28 FARM HOUSE UTILITIES	.00	.00	2,700.00	2,700.00	.0
10-431-35 COPIER LEASE	22.34	114.72	95.00	( 19.72)	120.8
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	88.98	2,795.32	1,500.00	( 1,295.32)	186.4
10-431-43 BUILDING MAINT	762.71	9,152.73	3,000.00	( 6,152.73)	305.1
10-431-45 UTILITIES-GAS	43.84	945.60	1,200.00	254.40	78.8
10-431-46 CELL PHONE	73.92	629.60	975.00	345.40	64.6
10-431-47 TELEPHONE & INTERNET	85.92	894.10	800.00	( 94.10)	111.8
10-431-48 TRASH	.00	.00	540.00	540.00	.0
10-431-52 INSURANCE - PW	90.00	7,556.34	9,611.00	2,054.66	78.6
10-431-55 POSTAGE & SHIPPING-PW	.00	32.50	.00	( 32.50)	.0
10-431-60 STREET LIGHTING - PW	882.48	7,999.85	9,600.00	1,600.15	83.3
10-431-61 OFFICE SUPPLIES	.00	.00	1,400.00	1,400.00	.0
10-431-62 FUEL - PW	759.55	10,682.09	8,500.00	( 2,182.09)	125.7
10-431-63 CONTRACT REFUSE REMOVAL - PW	272.00	2,379.00	2,000.00	( 379.00)	119.0
10-431-64 LEVEE REPAIR & MAINT	( 389.49)	.00	.00	.00	.0
10-431-65 TREE PROGRAM	.00	.00	1,500.00	1,500.00	.0
10-431-66 PEST/WEED CONTROL - PW	250.00	567.80	1,600.00	1,032.20	35.5
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	116.92	3,545.04	.00	( 3,545.04)	.0
TOTAL PUBLIC WORKS & STREETS DEPT	5,952.27	82,861.62	87,223.00	4,361.38	95.0

TOWN OF WIGGINS  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2022

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>STORMWATER</u>					
10-432-59 STORMWATER ENGINEERING/DESIGN	.00	11,697.50	5,000.00	( 6,697.50)	234.0
10-432-60 STORMWATER CONSTRUCTION	.00	12,562.50	50,000.00	37,437.50	25.1
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	389.49	389.49	2,000.00	1,610.51	19.5
TOTAL STORMWATER	389.49	24,649.49	64,500.00	39,850.51	38.2
<u>PARK &amp; RECREATION</u>					
10-451-10 CONTRACT LABOR	.00	480.00	.00	( 480.00)	.0
10-451-11 SALARIES - P&R DIRECTOR (SEAS)	1,620.00	2,189.88	17,991.00	15,801.12	12.2
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	301.64	301.64	5,006.00	4,704.36	6.0
10-451-22 FICA P&R	147.01	326.82	641.00	314.18	51.0
10-451-23 RENTS	( 225.00)	.00	.00	.00	.0
10-451-25 UNEMPLOYMENT INSURANCE	3.85	8.13	25.00	16.87	32.5
10-451-26 WORKERS' COMPENSATION	.00	1,035.95	1,500.00	464.05	69.1
10-451-30 SPECIAL EVENTS - P&R	.00	56.39	1,000.00	943.61	5.6
10-451-38 CELL PHONE	36.96	575.50	490.00	( 85.50)	117.5
10-451-39 TELEPHONE & INTERNET	85.92	699.10	1,200.00	500.90	58.3
10-451-40 TRAINING	.00	.00	1,000.00	1,000.00	.0
10-451-41 UTILITIES - ELECTRIC	691.39	7,020.75	12,000.00	4,979.25	58.5
10-451-43 PARK REPAIR AND MAINTENANCE	714.82	15,687.04	15,000.00	( 687.04)	104.6
10-451-44 CAPITAL OUTLAY - PARKS	.00	11,018.50	15,000.00	3,981.50	73.5
10-451-48 TRASH	.00	.00	800.00	800.00	.0
10-451-55 NEWSLETTERS/POSTCARDS	460.20	460.20	1,200.00	739.80	38.4
10-451-60 BACKGROUND CHECKS	.00	.00	735.00	735.00	.0
10-451-61 OPERATING SUPPLIES - P&R	232.98	3,781.92	4,500.00	718.08	84.0
10-451-62 PARKS & RECREATION PROGRAMS	( 2,349.95)	1,180.41	3,000.00	1,819.59	39.4
10-451-70 IT SUPPORT	.00	.00	100.00	100.00	.0
10-451-71 COMPUTER SOFTWARE	350.00	1,426.14	2,100.00	673.86	67.9
10-451-81 ADULT ACTIVITIES	.00	2,004.75	.00	( 2,004.75)	.0
10-451-83 SOFTBALL	16.99	155.68	2,000.00	1,844.32	7.8
10-451-84 BASEBALL	.00	7,195.39	10,100.00	2,904.61	71.2
10-451-86 VOLLEYBALL	207.00	488.39	1,000.00	511.61	48.8
10-451-87 SOCCER	1,052.38	4,507.00	1,200.00	( 3,307.00)	375.6
10-451-88 SUMMER ACTIVITY	1,889.75	1,971.71	2,000.00	28.29	98.6
10-451-90 UNIFORMS & EQUIPMENT P&R	.00	.00	500.00	500.00	.0
10-451-91 MISC FEES	.00	3.98	.00	( 3.98)	.0
10-451-92 PARK CONCESSION EXPENSE	.00	241.45	100.00	( 141.45)	241.5
10-451-93 MEMBERSHIP/PUBLICATIONS	.00	.00	200.00	200.00	.0
TOTAL PARK & RECREATION	5,235.94	64,597.08	116,529.00	51,931.92	55.4

TOWN OF WIGGINS  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2022

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
TOTAL FUND EXPENDITURES	59,353.83	849,219.92	1,345,611.00	496,391.08	63.1
NET REVENUE OVER EXPENDITURES	3,374.78	706,916.76	2,556.00	( 704,360.76)	27657.

TOWN OF WIGGINS  
BALANCE SHEET  
SEPTEMBER 30, 2022

WATER ENTERPRISE

ASSETS

20-10100	CASH IN COMBINED CASH FUND	1,253,071.01	
20-10120	CASH ON HAND	50.00	
20-10210	WATER ENTERPRISE CLEARING ACCT	7,603.69	
20-10250	COLOTRUST-WATER FUND	107.82	
20-10251	HIGH PLAINS WATER ENTPR FUND	182,855.34	
20-10260	COLOTRUST - DEVELOPMENT FEES	107.89	
20-10261	2011 USDA DEBT SERV RESERVE	101,283.09	
20-10262	2013 USDA DEBT SERV RESERVE	154,648.97	
20-10270	COLOTRUST-WATER BOND ACCOUNT	22.13	
20-10271	63.23% BOTW DEBT SERVICE	552.13	
20-10273	2020 BOTW LOAN--SINKING FUND	456,884.21	
20-10280	COLOTRUST-WATER BOND RESERVE	108.83	
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	107.88	
20-11500	ACCOUNTS RECEIVABLE	92,483.98	
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		15,005,531.13

LIABILITIES AND EQUITY

LIABILITIES

20-20200	ACCOUNTS PAYABLE	24,076.95	
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	66,641.78	
	TOTAL LIABILITIES		7,924,113.31

FUND EQUITY

20-27900	RETAINED EARNINGS	6,464,467.93	
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TOWN OF WIGGINS  
BALANCE SHEET  
SEPTEMBER 30, 2022

WATER ENTERPRISE

UNAPPROPRIATED FUND BALANCE:			
20-29001	SUSPENSE	154,951.67	
	REVENUE OVER EXPENDITURES - YTD	460,707.16	
	BALANCE - CURRENT DATE		615,658.83
	TOTAL FUND EQUITY		7,080,126.76
	TOTAL LIABILITIES AND EQUITY		15,004,240.07

TOWN OF WIGGINS  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2022

WATER ENTERPRISE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
20-34000 WATER SALES	116,766.03	711,044.03	882,000.00	170,955.97	80.6
20-34001 CUSTOMER DEPOSITS	.00	445.00	35,000.00	34,555.00	1.3
20-34002 BULK WATER SALES	.00	3,161.20	3,000.00	( 161.20)	105.4
20-34440 TAP FEES & ACQUISITION FEES	.00	473,000.00	800,000.00	327,000.00	59.1
20-34450 MISCELLANEOUS WATER INCOME	1,955.00	14,401.00	15,000.00	599.00	96.0
20-36000 WATER DEVELOPMENT CONTRIBUTION	250.00	572.48	.00	( 572.48)	.0
20-36001 RENTAL INCOME	.00	.00	12,000.00	12,000.00	.0
20-36100 INTEREST EARNED	88.00	307.34	.00	( 307.34)	.0
TOTAL FUND REVENUE	119,059.03	1,202,931.05	1,747,000.00	544,068.95	68.9



TOWN OF WIGGINS  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2022

WATER ENTERPRISE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PROFESSIONAL SERVICES</u>					
20-410-13 FINANCIAL AUDIT	.00	5,000.00	4,000.00	( 1,000.00)	125.0
20-410-30 LEGAL SERVICE	.00	2,436.50	5,000.00	2,563.50	48.7
20-410-31 WATER RIGHTS EXPENSES	6,220.66	56,535.16	95,000.00	38,464.84	59.5
20-410-32 PROFESSIONAL SERVICES	2,230.18	77,252.98	90,000.00	12,747.02	85.8
20-410-33 POSTAGE	.00	901.91	2,000.00	1,098.09	45.1
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	309.97	4,000.00	3,690.03	7.8
20-410-44 POSTAGE MACHINE LEASE	.00	.00	105.00	105.00	.0
20-410-59 DESIGN/SYSTEM ENGINEERING	.00	34,680.00	5,000.00	( 29,680.00)	693.6
TOTAL PROFESSIONAL SERVICES	8,450.84	177,116.52	216,105.00	38,988.48	82.0
<u>WATER ADMINISTRATION</u>					
20-411-12 EMPLOYEE SALARY-ADMINISTRATION	.00	.00	65,793.00	65,793.00	.0
20-411-15 ADMINISTRATION DEPT EMPLOYEES	5,601.60	50,414.40	.00	( 50,414.40)	.0
20-411-20 EMPLOYEE BENEFITS	548.11	4,932.99	10,505.00	5,572.01	47.0
20-411-22 FICA & MEDICARE	422.10	3,798.90	5,033.00	1,234.10	75.5
20-411-23 457 RETIREMENT	251.18	2,260.62	5,116.00	2,855.38	44.2
20-411-25 UNEMPLOYMENT INSURANCE	.00	34.20	197.00	162.80	17.4
20-411-26 WORKERS' COMPENSATION	.00	( 1,758.55)	145.00	1,903.55	(1212.
20-411-72 UTILITY BILLING SOFTWARE EXP	2,172.00	2,172.00	2,920.00	748.00	74.4
TOTAL WATER ADMINISTRATION	8,994.99	61,854.56	89,709.00	27,854.44	69.0
<u>PUBLIC WORKS ADMINISTRATION</u>					
20-430-11 SALARY-PW MAINTENANCE	1,665.85	10,166.49	30,040.00	19,873.51	33.8
20-430-15 EMPL SALARY-PW P/T SEASONAL	.00	.00	1,950.00	1,950.00	.0
20-430-20 EMPLOYEE BENEFITS	180.70	1,626.30	5,730.00	4,103.70	28.4
20-430-22 FICA & MEDICARE	114.01	656.89	2,298.00	1,641.11	28.6
20-430-23 457 RETIREMENT	49.98	305.02	901.00	595.98	33.9
20-430-25 UNEMPLOYMENT INSURANCE	1.20	8.22	90.00	81.78	9.1
20-430-26 WORKERS' COMPENSATION	.00	354.75	3,345.00	2,990.25	10.6
TOTAL PUBLIC WORKS ADMINISTRATION	2,011.74	13,117.67	44,354.00	31,236.33	29.6
<u>SUPPLIES</u>					
20-431-22 EQUIPMENT REPAIRS AND MAINT	.00	2,753.16	5,000.00	2,246.84	55.1
20-431-62 FUEL	.00	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	.00	3,015.97	16,000.00	12,984.03	18.9

TOWN OF WIGGINS  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 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	2,800.00	6,000.00	3,200.00	46.7
20-432-35 COPIER LEASE	111.68	573.54	477.00	( 96.54)	120.2
20-432-37 ANALYTICAL/SAMPLING EXPENSE	2,430.70	11,084.35	12,000.00	915.65	92.4
20-432-39 GIS	.00	.00	1,125.00	1,125.00	.0
20-432-40 TELEPHONE & INTERNET	151.92	1,390.53	800.00	( 590.53)	173.8
20-432-41 UTILITIES-ELECTRIC	7,005.94	51,253.57	70,000.00	18,746.43	73.2
20-432-45 UTILITIES-GAS	43.84	1,828.32	500.00	( 1,328.32)	365.7
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	1,220.00	300.00	( 920.00)	406.7
20-432-52 INSURANCE AND BONDS	50.00	7,122.51	8,000.00	877.49	89.0
20-432-53 BOOSTER STATION MAINTENANCE	.00	355.65	12,000.00	11,644.35	3.0
20-432-54 WATER MAIN INSTALLATION EXP	5.49	1,234.48	7,500.00	6,265.52	16.5
20-432-55 METER INSTALL EXPENSE	5,600.58	17,951.42	30,000.00	12,048.58	59.8
20-432-56 MAINTENANCE (PLANT) RO	( 860.44)	24,791.79	15,000.00	( 9,791.79)	165.3
20-432-57 TREATMENT/OPERATING SUPPLIES	14.49	3,633.71	7,500.00	3,866.29	48.5
20-432-59 WATER WELL MAINTENANCE	1,250.00	2,252.81	1,000.00	( 1,252.81)	225.3
20-432-61 OFFICE SUPPLIES	.00	406.51	1,500.00	1,093.49	27.1
20-432-68 COPIER EXPENSE	.00	712.52	390.00	( 322.52)	182.7
20-432-70 IT SUPPORT	.00	.00	500.00	500.00	.0
20-432-75 SYSTEM REPAIR & MAINTENANCE	.00	1,302.24	.00	( 1,302.24)	.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	42,701.95	1,000.00	( 41,701.95)	4270.2
TOTAL OPERATIONS	16,204.20	178,949.97	354,056.00	175,106.03	50.5
<u>DEBT SERVICE</u>					
20-471-09 LOAN PMT-CWCB	.00	.00	45,000.00	45,000.00	.0
20-471-11 LOAN PAYMENT-USDA	.00	83,759.00	147,000.00	63,241.00	57.0
20-471-12 LEASE/PURCHASE PAYMTS-KAMMERER	3,510.42	31,593.78	42,125.00	10,531.22	75.0
20-471-13 BOTW SINKING FUND PYMT	.00	36,132.75	40,000.00	3,867.25	90.3
20-471-14 BOTW INTEREST PYMT	53,947.11	156,683.67	95,000.00	( 61,683.67)	164.9
TOTAL DEBT SERVICE	57,457.53	308,169.20	369,125.00	60,955.80	83.5
TOTAL FUND EXPENDITURES	93,119.30	742,223.89	1,089,349.00	347,125.11	68.1
NET REVENUE OVER EXPENDITURES	25,939.73	460,707.16	657,651.00	196,943.84	70.1

TOWN OF WIGGINS  
BALANCE SHEET  
SEPTEMBER 30, 2022

SEWER ENTERPRISE

ASSETS

30-10100	CASH IN COMBINED CASH FUND	1,192,493.44	
30-10250	COLOTRUST FUND	107.82	
30-10251	HIGH PLAINS SEWER ENTPR FUND	63,669.45	
30-10260	COLOTRUST SEWER PROJECT	107.82	
30-10271	36.77% BOTW DEBT SERVICE	1,741.57	
30-10273	2020 BOTW LOAN--SINKING FUND	265,690.79	
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	33,096.96	
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			4,108,463.47

LIABILITIES AND EQUITY

LIABILITIES

30-20200	ACCOUNTS PAYABLE	4,177.55	
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	10,238.32	
30-22905	DEVELOPER PERFORMANCE DEPOSIT	11,750.00	
TOTAL LIABILITIES			1,108,359.73

FUND EQUITY

30-27900	RETAINED EARNINGS	2,830,717.65	
UNAPPROPRIATED FUND BALANCE:			
30-29001	SUSPENSE	90,108.67	
	REVENUE OVER EXPENDITURES - YTD	79,256.92	
BALANCE - CURRENT DATE		169,365.59	
TOTAL FUND EQUITY			3,000,083.24
TOTAL LIABILITIES AND EQUITY			4,108,442.97

TOWN OF WIGGINS  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 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	34,886.59	218,041.25	248,400.00	30,358.75	87.8
30-34001 CUSTOMER DEPOSITS	.00	130.00	35,000.00	34,870.00	.4
30-34440 TAP FEES	.00	206,000.00	320,000.00	114,000.00	64.4
30-36100 INTEREST EARNED	16.94	49.41	.00	( 49.41)	.0
30-39110 TRANSFER FROM SALES TAX FUND	.00	.00	85,000.00	85,000.00	.0
 TOTAL FUND REVENUE	 34,903.53	 424,220.66	 843,400.00	 419,179.34	 50.3

TOWN OF WIGGINS  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2022

SEWER ENTERPRISE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PROFESSIONAL SERVICES</u>					
30-410-13 FINANCIAL AUDIT	.00	5,000.00	8,000.00	3,000.00	62.5
30-410-30 LEGAL SERVICE	.00	1,581.00	500.00	( 1,081.00)	316.2
30-410-32 PROFESSIONAL SERVICES	2,175.99	18,376.16	15,000.00	( 3,376.16)	122.5
30-410-33 POSTAGE	.00	567.09	2,100.00	1,532.91	27.0
30-410-34 SEWER DEPOSIT REFUND	.00	.00	500.00	500.00	.0
30-410-35 COPIER LEASE	111.65	573.45	477.00	( 96.45)	120.2
30-410-40 TRAINING	.00	310.06	1,000.00	689.94	31.0
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	2,287.64	26,407.76	28,482.00	2,074.24	92.7

SEWER ADMINISTRATION

30-411-14 EMPL SALARY'S-ADMINISTRATION	.00	.00	45,524.00	45,524.00	.0
30-411-15 ADMINISTRATION DEPT EMPLOYEES	5,601.60	50,414.40	.00	( 50,414.40)	.0
30-411-20 EMPLOYEE BENEFITS	548.10	4,932.90	7,162.00	2,229.10	68.9
30-411-22 FICA & MEDICARE	422.12	3,799.08	3,483.00	( 316.08)	109.1
30-411-23 457 RETIREMENT	251.16	2,260.44	3,610.00	1,349.56	62.6
30-411-25 UNEMPLOYMENT INSURANCE	.00	34.19	137.00	102.81	25.0
30-411-26 WORKERS' COMPENSATION	.00	( 1,195.75)	145.00	1,340.75	(824.7)
30-411-70 IT SUPPORT	.00	.00	250.00	250.00	.0
30-411-72 UTILITY SOFTWARE EXP	.00	.00	2,920.00	2,920.00	.0
TOTAL SEWER ADMINISTRATION	6,822.98	60,245.26	63,231.00	2,985.74	95.3

PUBLIC WORKS ADMINISTRATION

30-430-11 SALARY-PW MAINTENANCE	1,062.58	9,563.22	.00	( 9,563.22)	.0
30-430-12 SALARY-PW MAINTENANCE	603.27	2,014.05	30,040.00	28,025.95	6.7
30-430-13 EMPL SALARY-PW P/T SEASONAL	.00	.00	1,950.00	1,950.00	.0
30-430-20 EMPLOYEE BENEFITS	180.70	1,626.30	5,730.00	4,103.70	28.4
30-430-22 FICA & MEDICARE	114.05	764.99	2,298.00	1,533.01	33.3
30-430-23 457 RETIREMENT	49.98	305.02	901.00	595.98	33.9
30-430-25 UNEMPLOYMENT	1.22	10.49	149.00	138.51	7.0
30-430-26 WORKERS' COMPENSATION	.00	222.95	90.00	( 132.95)	247.7
TOTAL PUBLIC WORKS ADMINISTRATION	2,011.80	14,507.02	41,158.00	26,650.98	35.3

TOWN OF WIGGINS  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2022

SEWER ENTERPRISE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>WWTP</u>					
30-431-22 EQUIPMENT MTNCE & REPAIRS	.00	.00	10,000.00	10,000.00	.0
30-431-41 UTILITIES-ELECTRIC	.00	.00	11,000.00	11,000.00	.0
30-431-45 UTILITIES-GAS	.00	.00	400.00	400.00	.0
30-431-48 TRASH	.00	.00	876.00	876.00	.0
30-431-51 WWTP ENGINEERING & CONTINGENCY	.00	4,717.50	5,000.00	282.50	94.4
30-431-59 ENGINEERING DESIGN	.00	8,052.50	5,000.00	( 3,052.50)	161.1
30-431-62 FUEL	.00	262.82	3,500.00	3,237.18	7.5
30-431-74 CAPITAL OUTLAY WWTP	4,162.50	4,162.50	25,000.00	20,837.50	16.7
30-431-75 VEHICLE REPAIRS	.00	.00	5,000.00	5,000.00	.0
TOTAL WWTP	4,162.50	17,195.32	65,776.00	48,580.68	26.1
<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	2,800.00	6,000.00	3,200.00	46.7
30-432-39 COMPUTER SOFTWARE-GIS	.00	.00	1,125.00	1,125.00	.0
30-432-41 UTILITIES(ELECTRIC)	1,269.25	17,599.38	25,000.00	7,400.62	70.4
30-432-42 TELEPHONE/INTERNET	119.89	902.21	800.00	( 102.21)	112.8
30-432-45 UTILITIES --GAS	43.83	945.50	100.00	( 845.50)	945.5
30-432-46 CELL PHONE	.00	.00	764.00	764.00	.0
30-432-48 TRASH	400.00	800.00	.00	( 800.00)	.0
30-432-50 PERMIT FEES	.00	3,331.00	1,650.00	( 1,681.00)	201.9
30-432-51 ANALYTICAL/SAMPLING EXPENSE	943.00	7,765.80	4,500.00	( 3,265.80)	172.6
30-432-52 INSURANCE AND BONDS	50.00	7,122.49	8,000.00	877.51	89.0
30-432-53 SEWER CLEANING/VIDEO	.00	.00	15,000.00	15,000.00	.0
30-432-54 INSTALLATION OF LINE EXPENSE	.00	295.62	.00	( 295.62)	.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	134.78	3,038.54	2,500.00	( 538.54)	121.5
30-432-57 GENERAL MAINT JOHNSON LT ST	32.00	326.00	2,000.00	1,674.00	16.3
30-432-59 ENGINEERING DESIGN	.00	.00	15,000.00	15,000.00	.0
30-432-60 TREATMENT OPERATIONS	.00	5,970.81	10,000.00	4,029.19	59.7
30-432-61 OFFICE SUPPLIES	.00	793.15	1,500.00	706.85	52.9
30-432-75 CAPITAL OUTLAY - LINES	.00	1,266.00	331,730.00	330,464.00	.4
30-432-99 OTHER MISCELLANEOUS EXPENSE	.00	( 2,113.50)	1,000.00	3,113.50	(211.4)
TOTAL OPERATIONS	3,392.75	51,053.61	439,669.00	388,615.39	11.6
<u>DEBT SERVICE</u>					
30-471-13 BOTW SINKING FUND PYMT	36,132.75	132,931.26	80,000.00	( 52,931.26)	166.2
30-471-14 BOTW INTEREST PYMT	17,814.35	42,623.51	.00	( 42,623.51)	.0
TOTAL DEBT SERVICE	53,947.10	175,554.77	80,000.00	( 95,554.77)	219.4

TOWN OF WIGGINS  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2022

SEWER ENTERPRISE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
TOTAL FUND EXPENDITURES	72,624.77	344,963.74	718,316.00	373,352.26	48.0
NET REVENUE OVER EXPENDITURES	( 37,721.24)	79,256.92	125,084.00	45,827.08	63.4

TOWN OF WIGGINS  
BALANCE SHEET  
SEPTEMBER 30, 2022

SALES TAX CAPITAL IMPROVEMENT

ASSETS

40-10100	CASH IN COMBINED CASH FUND	751,555.40	
40-10250	COLOTRUST FUND	107.82	
40-10251	HIGH PLAINS 1% TAX FUND	15,177.94	
40-11500	ACCOUNTS RECEIVABLE	44,015.44	
	TOTAL ASSETS		810,856.60

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	190,115.64	
	BALANCE - CURRENT DATE	190,115.64	
	TOTAL FUND EQUITY		190,115.64
	TOTAL LIABILITIES AND EQUITY		810,961.23



TOWN OF WIGGINS  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 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	25,386.01	200,909.19	200,000.00	( 909.19)	100.5
40-36100	INTEREST EARNED	.94	6.45	5.00	( 1.45)	129.0
	TOTAL FUND REVENUE	<u>25,386.95</u>	<u>200,915.64</u>	<u>200,005.00</u>	<u>( 910.64)</u>	<u>100.5</u>

TOWN OF WIGGINS  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 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
40-430-15 CAPITAL PROJECT--K PARK ELEC	.00	10,800.00	.00	( 10,800.00)	.0
TOTAL CAPITAL PROJECTS	.00	10,800.00	220,000.00	209,200.00	4.9
TOTAL FUND EXPENDITURES	.00	10,800.00	220,000.00	209,200.00	4.9
NET REVENUE OVER EXPENDITURES	25,386.95	190,115.64	( 19,995.00)	( 210,110.64)	950.8

TOWN OF WIGGINS  
BALANCE SHEET  
SEPTEMBER 30, 2022

CONSERVATION TRUST

ASSETS

50-10100	CASH IN COMBINED CASH FUND	20,460.29	
50-10250	COLOTRUST FUND	107.82	
50-10251	HIGH PLAINS CNSRVTN TRST FUND	14,230.51	
	TOTAL ASSETS		34,798.62

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	9,925.49	
	BALANCE - CURRENT DATE	9,925.49	
	TOTAL FUND EQUITY		9,925.49
	TOTAL LIABILITIES AND EQUITY		34,798.62

TOWN OF WIGGINS  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 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)	4,226.30	13,514.04	10,000.00	( 3,514.04)	135.1
50-36100	INTEREST EARNED	3.93	11.45	10.00	( 1.45)	114.5
	TOTAL FUND REVENUE	<u>4,230.23</u>	<u>13,525.49</u>	<u>10,010.00</u>	<u>( 3,515.49)</u>	<u>135.1</u>

TOWN OF WIGGINS  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2022

CONSERVATION TRUST

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>ADMINISTRATION</u>					
50-411-11	GROUNDSKEEPER SALARY	.00	.00	5,460.00	5,460.00	.0
50-411-22	FICA	.00	.00	418.00	418.00	.0
50-411-25	UNEMPLOYMENT	.00	.00	16.00	16.00	.0
50-411-26	WORKERS' COMPENSATION	.00	.00	100.00	100.00	.0
	TOTAL ADMINISTRATION	.00	.00	5,994.00	5,994.00	.0
	<u>DEPARTMENT 430</u>					
50-430-15	CAPITAL OUTLAY--K PARK ELEC	.00	3,600.00	.00	( 3,600.00)	.0
	TOTAL DEPARTMENT 430	.00	3,600.00	.00	( 3,600.00)	.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	3,600.00	8,994.00	5,394.00	40.0
	NET REVENUE OVER EXPENDITURES	4,230.23	9,925.49	1,016.00	( 8,909.49)	976.9



## **STAFF SUMMARY**

### **Board of Trustees Meeting October 26, 2022**

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**DATE:** October 18, 2022

**AGENDA ITEM NUMBER:** 5

**TOPIC:** Public Hearing and Consideration of a Special Review Use for Brannnd RV/Boat Storage and RV Park (Campground)

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

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#### **BACKGROUND:**

Brady Powers and Robin Sewing submitted a Special Review Use Application requesting to develop a RV/Camper/Boat storage area and a RV Park (campground). The proposed development would be located in the Walton and Thomas Minor Subdivisions. The applicants desire to fulfill a storage need for community members that have recreational vehicles. They also see a need for short term housing for folks that may have recreational vehicles to live in but no place to park.

#### **SUMMARY:**

The Walton and Thomas Minor Subdivisions are located in the Commercial District with RV Parks (campgrounds) and Recreational Vehicle Storage listed as a use by special review. The application was presented in a public hearing before the Planning and Zoning Commission on September 13, 2022. The Planning and Zoning Commission forwarded the application to the Board of Trustees with a favorable recommendation.

The Staff Report presented to the Planning and Zoning Commission may be viewed with this link: [P&Z Staff Report 09/13/2022-Brannnd RV](#), which provides a detailed Land Development Code and Comprehensive Plan analysis. The minutes from the Planning and Zoning Commission public hearing may be found at this link: [P&Z Minutes 09/13/2022](#). The Planning and Zoning Commission forwarded the application to the Board of Trustees with a favorable recommendation.

The Board of Trustees held a public hearing on September 28, 2022 where the applicants and members of the community had the opportunity to provide testimony and comments related to the application. The Staff Summary presented at that meeting may be viewed at this link:

[BOT Staff Summary 09/28/2022-Brannd RV](#). After deliberation, the Board of Trustees decided to continue the hearing to October 26, 2022 to allow staff and the applicants to bring additional information to the hearing. Although the Board of Trustees expressed concerns about the allowing a RV Park in the Commercial Zone District, they did communicate that the RV/Boat Storage was a community need.

Comments received from the public during the September 28, 2022 public hearing were the similar to concerns expressed during the Planning and Zoning Commission public hearing. All Public Comment concerns and Trustee discussions were recorded in the minutes of the meeting which are attached in this Board Packet.

Concerns brought up during the Public Comment period by the public regarding the access easements that are documented on the plats of both minor subdivisions. Staff did further reviews with the Town Attorney. Although both minor subdivision plats indicate general language that the access easements are for “forever”, the applicants would like to replat both subdivisions without the easements present. Both access easements are entirely on the applicants’ properties and are not shared by another land owner. However, the easement accessed off of Main Street has reportedly been historically used by the public to access properties to the east for potentially decades. The vacation of the access easements approved by the Board of Trustees could be an option if requested and if determined to not be needed for utility or roadway purposes. Staff would need to evaluate future development of this area and determine if vacating the access easements would be a benefit to all parties involved.

The LDC Section 2.02.F does requires the Board of Trustees to consider the following when making their decision on this special review use request.

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

**FISCAL IMPACT:**

Approving this Resolution has no negative impact on the Town’s adopted budget.

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

Consideration of the Special Review Use for the development of RV/Boat storage area and a temporary RV Park (campground) supports the Town's desire to support businesses in their efforts to provide services to community members.

**OPTIONS AVAILABLE TO THE BOARD OF TRUSTEES**

The Board of Trustees may approve the Special Review Use, deny the Special Review Use, or approve the Special Review with additional and/or modified conditions. Alternatively, if the Board of Trustees needs additional information or time to make its decision, it can continue the hearing until the Board's next meeting.

If the Board desires to continue the hearing, the proposed motion would be: "I move to continue this public hearing to the Town Board meeting on November 30, 2022 at 7 pm."

**MOTION FOR APPROVAL:**

I make the motion to adopt Resolution 31-2022: A Resolution Approving a Special Review Use for Brann RV Park/Boat Storage and RV Park (Campground) Located in the Walton and Thomas Minor Subdivisions with Conditions.

Or

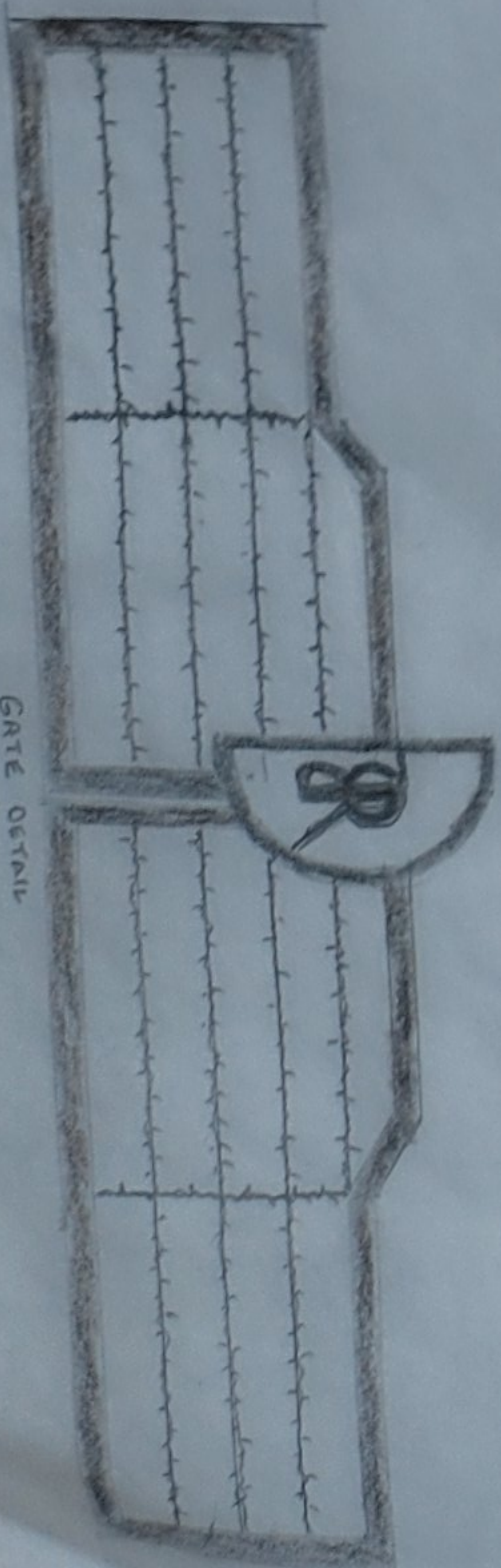
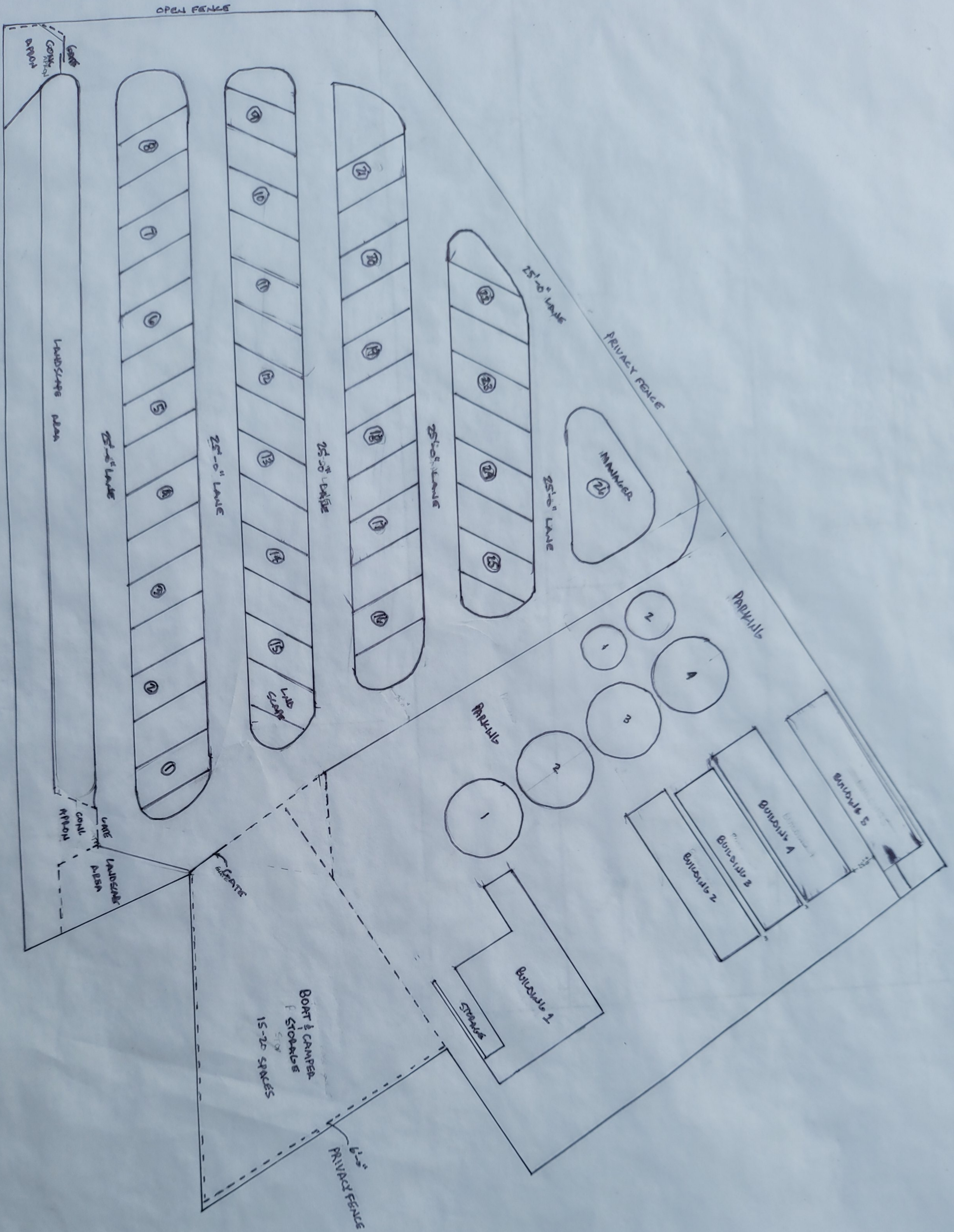
I make the motion to adopt Resolution 31-2022: A Resolution Denying a Special Review Use for Brann RV Park/Boat Storage and RV Park (Campground) Located in the Walton and Thomas Minor Subdivisions.

**ACTION REQUESTED:**

Motion, Second, Roll-Call Vote.

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





GATE DETAIL



**TOWN OF WIGGINS  
RESOLUTION NO. 31-2022**

**A RESOLUTION APPROVING A SPECIAL REVIEW USE FOR BRANND RV PARK FOR A RV/BOAT  
STORAGE AND RV PARK (CAMPGROUND) LOCATED IN THE WALTON AND THOMAS MINOR  
SUBDIVISIONS**

**WHEREAS**, there has been submitted to the Board of Trustees of the Town of Wiggins a request for approval of Special Review Use for Brannd RV Park for a RV/boat storage and RV park (campground) located in the Walton and Thomas Minor Subdivisions; and

**WHEREAS**, all materials related to the proposed special review use have been reviewed by the Town Staff and the Wiggins Planning Commission and found with conditions to be in compliance with the Town of Wiggins subdivision and zoning ordinances and related Town ordinances, regulations, and policies; and

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

**WHEREAS**, the Board of Trustees has duly considered the proposed special review use and has held a properly noticed public hearing on the application; and

**WHEREAS**, the Board of Trustees find that the proposed special review use should be approved, subject to certain conditions.

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

**Section 1.** The Board of Trustees of the Town of Wiggins hereby approves a resolution approving a Special Review Use for Brannd RV Park for a RV/boat storage and RV park (campground) located in the Walton and Thomas Minor Subdivisions, subject to the conditions set forth on Exhibit A attached hereto and incorporated by reference.

**INTRODUCED, READ, AND ADOPTED THIS 26TH DAY OF OCTOBER, 2022.**

TOWN OF WIGGINS, COLORADO

\_\_\_\_\_  
Chris Franzen, Mayor

ATTEST:

\_\_\_\_\_  
Tom Acre, Interim Town Clerk

## **EXHIBIT A**

The following conditions shall apply to this special review use approval:

1. Applicants shall adopt and enforce rules, regulations, and applications for the campground substantially in the same form as those included with this special review use hearing material.
2. Stays in the RV Park (campground) shall not exceed the time limits for campground stays as set forth in the Wiggins Land Development Code, as amended from time to time. Currently, the maximum stay is 30 days.
3. Electrical, potable water, and sanitary hookups will be permanently installed at each designated recreational vehicle site.
4. The applicants shall install a privacy fence adjacent to neighboring businesses and residential properties, with the proper building permits. Fencing for the RV Park adjacent to Main Street shall be open style fence. Proper building permits are required.
5. The applicants shall enter into an improvement agreement with the Town to address upsizing the waterline on North Main Street (County Road 4) that will service the RV Park area.
6. The applicants shall purchase the appropriate size water and sewer taps from the Town of Wiggins.
7. The access easements indicated on the recorded plats shall remain open and accessible by the public.
8. The applicants shall allow Wiggins Police Department and Code Enforcement to patrol the RV Park (campground) for Health and Safety concerns as needed.
9. The applicant shall ensure that accesses and drive lanes are sufficient in size to allow Wiggins Rural Fire District adequate access to the RV Park lots if needed in an emergency.
10. This special review use is personal to Brannnd RV Park and may not be transferred without the consent of the Board of Trustees. If a transfer is granted, the Board of Trustees may impose such additional terms and conditions as may be required to meet the criteria for special review uses set forth by the Wiggins Land Development Code.
11. The applicants will be required to apply for a Town of Wiggins Business License.
12. The approved special review use will be recorded with the Morgan County Clerk and Recorder's office by the Town for the purpose of creating a land use record for future owners.

**TOWN OF WIGGINS  
RESOLUTION NO. 31-2022**

**A RESOLUTION DENYING A SPECIAL REVIEW USE FOR BRANDD RV PARK FOR A RV/BOAT  
STORAGE AND RV PARK (CAMPGROUND) LOCATED IN THE WALTON AND THOMAS MINOR  
SUBDIVISIONS**

WHEREAS, there has been submitted to the Board of Trustees of the Town of Wiggins a special review use application for a RV/Boat Storage and RV Park (Campground) in the Walton and Thomas Minor Subdivisions; and,

WHEREAS, the Town's Land Development Code provides that the Board of Trustees shall consider the following criteria in reviewing an application for special review use:

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

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

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

**Section 1.** The Board of Trustees finds the proposed special review use for Brandd RV Park for a RV/Boat storage and RV Park (campground) in the Walton and Thomas Minor Subdivisions does not meet the criteria set forth in the Wiggins Land Development Code. Specifically, the following criteria have not been met: \_\_\_\_\_.

**INTRODUCED, RECOMMENDED, AND RESOLVED THIS 26TH DAY OF OCTOBER, 2022.**

TOWN OF WIGGINS, COLORADO

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Christopher Franzen, Mayor

ATTEST:

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Tom Acre, Interim Town Clerk



## STAFF REPORT

### Board of Trustee Meeting October 26, 2022

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**DATE:** October 19, 2022

**AGENDA ITEM NUMBER:** 6

**TOPIC:** Consideration of Resolution No. 35-2022 – A Resolution Approving Parking and License Agreement with MZ5 Industries, LLC at 103 Main Street

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

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#### **BACKGROUND:**

MZ5 Industries recently purchased the building located at 103 Main Street. The building was constructed in 1982; however, there is little to no parking available as the outer building walls constructed almost on the property lines. MZ5 desires to remodel the building into multiple commercial venues and/or office spaces and is working with its neighbor, Stage Coach Meats, to determine if there can be shared parking with a written agreement. MZ5 is also looking into land acquisition to the south of the building and to the west of the building.

#### **SUMMARY:**

The LDC stipulates parking requirements for each zone use within the Town. MZ5 Industries' property is in a unique situation due to the placement of the building on the property which does not allow space for MZ5 Industries to meet the minimum parking requirements of the LDC. MZ5 plans to place some parking at the rear of the building. Staff is concerned that incoming public will enter this parking via the alley access point at Jasper; treating the alley as a regular road. The alley is currently a dirt road. The License Agreement will require MZ5 Industries to hard surface the Town alley to prevent excessive wear and tear of the alley and to protect the Town's sewer line assets.

In addition, Staff discovered that the Main Street curb cut driveway access that most residents perceive as the Town alley is actually part of the property of MZ5 Industries. The Town alley actually should run between where the REA electric pole and the guide wires are situated next to the current curb cut driveway access. The license agreement will stipulate that the driveway

access will remain open for public access to the alley and to the rear parking. There will be no parking allowed on the south end of the building along the alley.

Phase 1 of the building did not require building permits as it is being used as is and is set to accommodate a Hispanic Retail Store. MZ5 has enough parking spaces to meet the minimum Land Development Code (LDC) parking requirements for Phase 1 only. Future remodeling will require building permits and inspections; at which time proof of LDC parking requirements met will be required prior to the permits being approved.

**FISCAL IMPACT:**

Approving this resolution has no negative impact on the Town's adopted budget.

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

The Town of Wiggins is business friendly. Granting a license agreement to allow MZ5 some flexibility with access to its parking areas while protecting the Town's utility infrastructures. Will also allow for the Town to utilize the use of the private property to accommodate Town access to the east portion of the Town alley.

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

The Board of Trustees may approve the grant recognition resolution, disapprove the grant recognition resolution, or the Board of Trustees may table the matter to request additional information for review at a later meeting.

**MOTION FOR APPROVAL:**

I make the motion to adopt Resolution 35-2022 – A Resolution Approving a Parking and License Agreement Between the Town of Wiggins and MZ5 Industries LLC at 103 Main Street.

**ACTION REQUESTED:**

Motion, Second, Roll-Call Vote.

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

**TOWN OF WIGGINS  
RESOLUTION NO. 35-2021**

**A RESOLUTION APPROVING A PARKING AND LICENSE AGREEMENT  
BETWEEN THE TOWN OF WIGGINS AND MZ5 INDUSTRIES LLC  
AT 103 MAIN STREET**

**WHEREAS**, the MZ5 Industries desires to utilize and improve the Town's alley from Jasper Street to Main Street to allow for traffic to enter into store parking & exit from store parking at the rear of property located at 103 Main Street; and

**WHEREAS**, the Town desires to protect the sewer lines that are situated under the said alley; and

**WHEREAS**, a License Agreement between the Town and MZ5 Industries has been proposed for this purpose; and

**WHEREAS**, the Board of Trustees by this resolution desires to approve the Parking & License Agreement for MZ5 Industries thereto and authorize its execution.

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

**Section 1.** The Parking and License Agreement between the Town of Wiggins and MZ5 Industries (the "License Agreement") is hereby approved in substantially the same form as the copies for such License Agreement (exhibit A) accompanying this Resolution.

**Section 2.** The Town Manager and Town Clerk are authorized to execute the License Agreement in substantially the same form as the copy attached hereto; further, the Town Manager is hereby granted the authority to negotiate and approve such revisions to the License Agreement 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.

**Section 3.** The Mayor, Town Manager, Interim Town Clerk and Town Staff are further authorized to do all things necessary on behalf of the Town to perform the obligations of the Town under the License Agreement and are further authorized to execute and deliver any and all documents necessary under the terms and conditions of said License Agreement.

**INTRODUCED, READ, AND ADOPTED THIS 26TH DAY OF OCTOBER, 2022.**

TOWN OF WIGGINS, COLORADO

\_\_\_\_\_  
Christopher Franzen, Mayor

ATTEST:

\_\_\_\_\_  
Tom Acre, Interim Town Clerk



**EXHIBIT A**  
Parking & License Agreement

**PARKING AND LICENSE AGREEMENT  
(103 Main Street)**

**THIS PARKING AND LICENSE AGREEMENT** (this “Agreement”) is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2022, by and between the **TOWN OF WIGGINS**, a Colorado municipal corporation (“Town”), and **MZ5 INDUSTRIES LLC**, a Colorado limited liability company (“Owner”).

**RECITALS**

A. Owner owns the property located at 103 Main Street, Wiggins Colorado, which is legally described as Lots 1-3, Woods First Addition, Town of Wiggins, State of Colorado (“Owner’s Property”).

B. The Town is the owner of the unimproved alley running east to west between Jasper and Main Street south of Lots 1-13, Woods First Addition, as depicted on Exhibit A, attached hereto and incorporated herein by reference (the “Alley”).

C. The Wiggins Land Development Code requires that off-street parking be provided to accommodate businesses operating on Owner’s Property.

D. Owner plans to construct parking spaces at the rear of Owner’s Property adjacent to the Alley and has agreed to make certain improvements to the Alley in order to provide access to the parking spaces.

E. The Town has agreed to grant to Owner a license for the purpose of improving and maintaining the Alley subject to and in accordance with the terms, conditions and limitations of this Agreement.

**AGREEMENT**

1. Recitals Incorporated. The recitals set forth above are incorporated herein by reference.

2. Owner Obligations.

A. Alley Improvements. Owner will, at its sole cost and expense: (1) install crushed asphalt surfacing on the full width of the Alley from the access point on Main Street to the west boundary line of Lot 3 of Owner’s Property, as depicted on Exhibit A, by no later than January 31, 2023; (2) install crushed asphalt surfacing on the full width of the remaining portion of the Alley from Jasper Street to the west boundary line of Lot 3 of Owner’s Property, as depicted on Exhibit A, by no later than December 29, 2023; (2) install signs indicating that no parking is allowed in the Alley or on Main Street in front of Owner’s Property; (3) install directional signs indicating that parking is available at the back of the building (collectively, the “Improvements”). Plans for the Improvements are subject to Town approval.

B. Parking Spaces. Owner shall provide off-street parking spaces for Owner’s Property in accordance with the requirements of the Land Development Code. For the first phase of development, which consists of a 1,050 square foot retail store, the Owner acknowledges that four parking spaces are required. The Owner may satisfy a portion of the parking spaces by providing evidence that it has permission from the adjacent property owners to allow overflow parking from Owner’s Property.

C. Maintenance. Owner shall, at its expense, maintain the Improvements in a safe and good condition during the term of this Agreement. Owner agrees, at its expense, to remove snow and ice from the Alley. Any snow and ice removed from the Alley shall be stored on the Owner’s Property or hauled offsite to a legal snow storage area. Owner acknowledges that the Town’s regular snowplowing operations may cause snow and ice to accumulate within the Alley. Owner shall, at Owner’s sole

expense, remove snow and ice accumulated within the Alley, whether caused by the Town's snowplowing operations or otherwise.

- D. Access to remain open. Owner acknowledges and agrees that access to the Alley from Main Street is provided by a curb cut and driveway across Owner's Property. Owner agrees that said access shall remain open to customers and the Town and that Owner shall not install fencing or any other barrier that limits access to the Alley off of Main Street.
3. Grant of License. The Town hereby grants to Owner a revocable license to occupy and use the Alley for the purposes set forth in Paragraph 2, above. Except as specifically allowed by this Agreement, the Owner shall not place, build, expand, or add to any structures or other items in the Alley. Owner understands that the license granted hereunder is granted subject to all franchise agreements, easements and other interests of record applicable to the Alley. Owner shall be solely responsible for coordinating its activities hereunder with the holders of such prior franchisee agreements, rights, easements, or other interests of record, and for obtaining any required permission for such activities from such holders if required by the terms of such agreements, rights or easements or other interests.
  4. Term. This Agreement and the license granted to Owner hereunder shall commence as of the date of this Agreement and shall continue until terminated pursuant to Paragraph 10 of this Agreement.
  5. No Interest in Land. Owner agrees that 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 Alley, or any other interest in real property included in the Alley, by virtue of this Agreement or by virtue of Owner's occupancy or use of the Alley.
  6. Non-Interference. In the exercise of its rights pursuant to this Agreement, Owner shall avoid any damage or interference with any Town installations, structures, utilities, or improvements on, under, or adjacent to the Alley. Owner shall be solely responsible for any damages suffered by the Town or others as a result of Owner's use and occupancy of the Alley.
  7. Owner Property. 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 Alley, it being acknowledged and understood by Owner that the safety and security of any such property is the sole responsibility and risk of Owner.
  8. Town's Rights. If Owner fails to adequately maintain the Alley and Improvements, and within thirty (30) days after the date of written notice from Town, fails to correct the maintenance problem, the Town shall have the right but not the obligation in its sole discretion to maintain the Alley and Improvements required to be maintained by Owner under this Agreement at Owner's cost. Notwithstanding the foregoing, the Town may, in the event of an emergency, as determined by the Town in its sole discretion, clean, cure or correct any damage or condition caused by the Owner's failure to adequately maintain such improvements or facilities and Owner shall reimburse the Town for the cost of such maintenance. If the Town is not reimbursed for the cost of such maintenance, within thirty (30) days after receipt of an invoice from the Town describing the corrective or maintenance action taken, the Town may also pursue other remedies available at law or in equity.
  9. Town Utilities. Owner acknowledges and understands that the Town owns and maintains existing underground public utilities within the Alley. The Town, its employees, agents and contactors shall have the right to enter, over, through and across the Alley for purposes of installing, operating, maintaining, repairing, upgrading and replacing the underground public utilities at any time. If the Town's use, repair and maintenance of its public utilities requires disturbance of any of the Improvements, the Town will not be required to repair or replace any such disturbance.
  10. Termination. This Agreement and the license herein granted to Owner is fully terminable in accordance with the following terms and conditions:

- A. Termination upon Redevelopment. This Agreement, and the license herein granted to Owner, shall terminate in the event that the Owner's Property is redeveloped with sufficient parking in an alternative location.
  - B. Termination by Town for Cause. The Town may terminate this Agreement if the Owner fails to comply with the terms of this Agreement.
  - C. Termination by Town for Convenience. In addition, the Town may terminated this Agreement for convenience upon sixty (60) days notice to the Owner.
  - D. Removal and Restoration Upon Termination. Upon termination of this Agreement, the Improvements shall become the property of the Town, with no payments for such Improvements due to the Owner by the Town. Additionally, upon such expiration, the Town shall have the right, in the Town's sole discretion, to require that the Owner, at the Owner's sole cost and expense, remove any Improvements from the Alley and to deliver up possession of the Alley in as good a condition as when Owner took possession.
11. Insurance. Owner shall obtain and maintain at all times during the term hereof, at Owner's sole cost, a policy or policies of comprehensive general liability insurance with limits of coverage of not less than \$1,000,000 for injuries, damages or losses sustained by any one person in any one accident or event, and not less than \$2,000,000 for injuries, damages or losses incurred by two or more persons in any one accident or event. The Town shall be named as an additional insured on all such policies and Owner shall furnish the Town with a copy of such policy or policies prior to the effective date hereof.
12. Indemnification. Owner agrees to indemnify and hold harmless the Town, its officers, employees, insurers, and insurer, from and against all liability, claims, and demands, on account of injury, loss, or damage, including without limitation claims arising from bodily injury, sickness, disease, death, property loss or damage, or any other loss of any kind whatsoever, which arise out of or are in any manner connected with the use of the Alley pursuant to the this Agreement, if such injury, loss, or damage is caused in whole or in part by, or is claimed to be caused in whole or in part by, the negligence of Owner, any contractor of the Owner or subcontractor of Owner's contractor, or any officer, employee, tenant, occupant, agent, customer, or representative of the Owner, or of any person permitted or allowed to use the Alley by Owner, or which arise out of any worker's compensation claim of any employee of the Owner or of any contractor of the Owner or of any occupant of Owner; except to the extent such liability, claim or demand arises through the negligence of Town, its officers, employees or agents. Owner agrees to investigate, handle, respond to, and to provide defense for and defend against any such liability, claims or demands at the sole expense of the Owner. Owner also agrees to bear all other costs and expenses related thereto, including court costs and attorney fees.
13. Mechanics' Liens. Owner shall not allow any mechanics' or similar liens to be filed against the Alley arising from any work done by Owner on the Alley, and Owner shall indemnify and hold Town harmless with respect thereto, including any attorney's fees incurred by Town in connection with any such lien or claim. If any mechanics' or other liens shall be created or filed against the Alley by reason of labor performed by, or materials furnished for, the Owner, the Owner shall, within ten (10) days thereafter, at the Owner's own cost and expense, cause such lien or liens to be satisfied and discharged of record together with any Notices Of Intention To File Mechanic's Lien that may have been filed. Failure to do so shall constitute a default hereunder for which the Town may terminate this Agreement in accordance with the provisions of Paragraph 10 of this Agreement.
14. Notices. Any notice required or permitted under this Agreement shall be in writing and shall be sufficient if personally delivered or mailed by certified mail, return receipt requested, addressed to the following:

If to the Town:

Town of Wiggins  
Attn: Town Manager  
304 Central Avenue  
Wiggins, CO 80654

If to the Owner:

MZ5 Industries LLC  
Attn: Sam Mesa  
2020 N Academy Blvd  
Colorado Springs, CO 80909

Notices mailed in accordance with the provisions of this Paragraph shall be deemed to have been given upon mailing. Notices personally delivered shall have been deemed to have been given upon delivery. Either party may change its address by giving notice thereof to the other party in the manner provided in this Paragraph.

15. Attorney's Fees. If any action is brought in a court of law by either party to this Agreement concerning the enforcement, interpretation or construction of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees as well as costs, including expert witness's fees, incurred in the prosecution or defense of such action.
16. Waiver. The failure of either party to exercise any of its rights under this Agreement shall not be a waiver of those rights. A party waives only those rights specified in writing and signed by the party waiving its rights.
17. Governmental Immunity. 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, Section 24-10-101, *et seq.*, C.R.S., as from time to time amended, or any other law or limitations otherwise available to Town, its officers, or its employees.
18. Entire Agreement. This Agreement constitutes the entire agreement and understanding between the parties hereto, and supersedes any prior agreement or understanding, relating to the License granted hereunder. Any such prior agreement shall be deemed to be null and void and of no further effect.
19. Modification. This Agreement may be modified or amended only by a duly authorized written instrument executed by the parties hereto.
20. Situs, Venue and Severability. This Agreement and the License shall be deemed entered into in Morgan County, Colorado, and shall be governed by and interpreted under the laws of the State of Colorado. Any action arising out of, in connection with, or relating to this Agreement or the License shall be filed in the District Court of Morgan County of the State of Colorado, and in no other court. If any provision of this Agreement shall be held to be invalid or unenforceable, the validity and enforceability of the remaining provisions of this Agreement shall not be affected thereby.

**IN WITNESS WHEREOF**, the parties hereto have entered into this Encroachment License Agreement as of the day and year first set forth above.

**TOWN:**

**TOWN OF WIGGINS,**  
a Colorado municipal corporation

By: \_\_\_\_\_  
Mayor

ATTEST:

Interim, Town Clerk

**OWNER:**

MZ5 INDUSTRIES LLC,  
a Colorado limited liability company

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

STATE OF \_\_\_\_\_ )  
 ) ss.  
COUNTY OF \_\_\_\_\_ )

The forgoing Agreement was subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 2022, by \_\_\_\_\_ as \_\_\_\_\_ of \_\_\_\_\_.

(Seal of Notary)

Notary Public  
Address

My Commission expires:

**EXHIBIT A**  
**[Attach depiction of Alley]**

The South Portion of Lots 1, 2, and 3, Block 2 of WOOD'S FIRST ADDITION to the Town of Wiggins, Colorado, described as follows:

Commencing at the NE corner of Block 2 in the Wood's First Addition to the Town of Wiggins, Colorado, Southeasterly and parallel to the and coinciding with the West boundary line of Pearl Street in said Town, 72.5 feet to the True Point of Beginning from said point of beginning,

THENCE at a right angle and perpendicular to the West boundary of said Pearl Street

Southwesterly 89.9 feet to the West boundary of Lot 3, Block 2;

“ South along the West boundary of Lot 3, Block 2, 35.4 feet to the Southwest corner of Lot3;

“ East 117.3 feet parallel to and coinciding with the North boundary of the alley along the South line of said Lots 1, 2, and 3 to the SE corner of Lot 1, Block 2;

“ Northwesterly parallel to the coinciding with the West boundary of Pearl Street 83.3 feet to the point of beginning as per the recorded plat.



RE: Parking Lease Agreement with MZ5, LLC

October 20, 2022

To Whom It May Concern,

Please let it be known that Stagecoach Meat Company, LLC, owner of 400 W. Central Ave, has agreed to enter into a month-to-month lease agreement with MZ5, LLC for use of 4 parking spaces in the lot owned by Stagecoach Meat Company, LLC. The parking spaces will be directly west of the 103 Main St. building. This lease is inclusive of the 4 parking spots, and does not include access through the lot to the North of the 103 Main St. building. Access to these lots must be through the alleyway south of the 103 Main St. building.

If you have any questions please contact me at 970-302-1137.

Sincerely,

A handwritten signature in black ink, appearing to read "Kris Musgrave".

Kris Musgrave  
Owner  
Stagecoach Meat Company, LLC







## STAFF SUMMARY

### Board of Trustees Meeting October 26, 2022

---

**DATE:** October 24, 2022

**AGENDA ITEM NUMBER:** 7

**TOPIC:** Consideration of Resolution No. 36-2022 – A Resolution Approving the 2023 Operating Plan and Budget for the Roberts 81 Business Improvement District

**STAFF MEMBER RESPONSIBLE:** Tom Acre, Town Manager/Interim Town Clerk

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**BACKGROUND:**

Staff presented the following information on the Roberts 81 Business Improvement District (Roberts 81 BID) during the October 12, 2022 Work Session. The Roberts 81 BID operates under the authorities and powers allowed under the Business Improvement District Act, Section 31-25-1201, *et seq.*, C.R.S., as amended, and as further described and limited by this Operating Plan. Section 31-25-1211, C.R.S. requires the Roberts 81 BID to file an operating plan budget to the Town Clerk no later September 30<sup>th</sup> each year. Under the statute, the Town is to approve the operating plan and budget within 30 days of the submittal of all required information.

Pursuant to the provisions of the Business Improvement District Act, Section 31-25-1201, *et seq.*, C.R.S., as amended, this Operating Plan specifically identifies: (1) the composition of the Board of Directors; (2) the services and improvements to be provided by the District; (3) the taxes, fees, and assessments to be imposed by the District; (4) the estimated principal amount of the bonds to be issued by the District; and (5) such other information as the Town may require.

As may be further articulated in prior years' Operating Plans, the ongoing and/or contemplated purposes of this District for 2023 include financing, acquisition, construction, completion, installation, replacement and/or operation and maintenance of all of the services and public improvements allowed under Colorado law for business improvement districts. The District will own public improvements as constructed if such improvements are not otherwise dedicated to other public entities for operation and maintenance. It is anticipated that the District will enter into various agreements as required to facilitate the funding, construction, operation and maintenance of public improvements. The District is not currently a party to any significant active contracts or agreements. The District may also enter into agreements with other districts encompassing adjacent developments in order to cooperate on infrastructure projects.

Earlier this year, Roberts 81 requested the addition of another tract, Tract 6 was included in the Roberts 81 BID. The Board approved this inclusion on July 27, 2022.

**SUMMARY:**

The Roberts 81 BID was originally approved by the Board of Trustees in 2018 with Ordinance No. 09-2018. Under the State statute, the Town is to approve the operating plan and budget within 30 days of the submittal of all required information. The submittal was provided to the Town Clerk on September 28, 2022. This Operating Plan and subsequent Operating Plans previously approved by the Town are incorporated herein by reference, and shall remain in full force and effect except as specifically or necessarily modified hereby.

**FISCAL IMPACT:**

Approving the Roberts 81 BID has no impact on the Town's adopted budget.

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

Approving the resolution complies with the Board of Trustees goal of supporting new commercial development in the Town of Wiggins.

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

The Board of Trustees can adopt the resolution as presented, modify the resolution, or elect not to adopt the resolution.

**MOTION FOR APPROVAL:**

I make the motion to adopt Resolution No. 3-2022 – A Resolution Approving the 2023 Operating Plan and Budget for the Roberts 81 Business Improvement District

**ACTION REQUESTED:**

Motion, Second, Roll-Call Vote.

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

**TOWN OF WIGGINS, COLORADO  
RESOLUTION NO. 36-2022**

**A RESOLUTION APPROVING THE 2023 OPERATING PLAN AND BUDGET FOR  
THE ROBERTS 81 BUSINESS IMPROVEMENT DISTRICT**

WHEREAS, the Board of Trustees of the Town of Wiggins previously approved Ordinance No. 90-2018 organizing the Roberts 81 Business Improvement District (the “District”), approving its operating plan and appointing an initial Board of Directors; and

WHEREAS, C.R.S. § 31-25-1211 requires the District to file its operating plan and proposed budget with the Town annually and the Town must approve or disapprove such plan and budget; and

WHEREAS, the District has filed with the Town its operating plan and budget for fiscal year 2023; and

WHEREAS, the Board of Trustees has determined that the budget and plan should be approved.

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

Section 1. The 2022 Operating Plan and Budget for the Roberts 81 Business filed with the Town Clerk pursuant to C.R.S. § 31-25-1211 is hereby approved.

**INTRODUCED, READ AND ADOPTED THIS 26<sup>TH</sup> DAY OF OCTOBER 2022.**

TOWN OF WIGGINS, COLORADO

\_\_\_\_\_  
Christopher Franzen, Mayor

ATTEST:

\_\_\_\_\_  
Tom Acre, Interim Town Clerk

**2023**  
**OPERATING PLAN AND BUDGET**

**ROBERTS 81**  
**BUSINESS**  
**IMPROVEMENT**  
**DISTRICT**

Town of Wiggins, Morgan County, Colorado

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**2023**  
**OPERATING PLAN FOR THE**  
**ROBERTS 81 BUSINESS IMPROVEMENT DISTRICT**

**1. PURPOSE AND SCOPE OF THIS DISTRICT**

**A. *Requirement for this Operating Plan.*** The Business Improvement District Act, specifically Section 31-25-1211, C.R.S., requires that the Roberts 81 Business Improvement District (the “District”) file an operating plan and budget with the Town Clerk no later than September 30 of each year.

Under the statute, the Town is to approve the operating plan and budget within 30 days of the submittal of all required information.

The District operates under the authorities and powers allowed under the Business Improvement District Act, Section 31-25-1201, *et seq.*, C.R.S., as amended, as further described and limited by this Operating Plan.

**B. *What Must Be Included in the Operating Plan?*** Pursuant to the provisions of the Business Improvement District Act, Section 31-25-1201, *et seq.*, C.R.S., as amended, this Operating Plan specifically identifies: (1) the composition of the Board of Directors; (2) the services and improvements to be provided by the District; (3) the taxes, fees, and assessments to be imposed by the District; (4) the estimated principal amount of the bonds to be issued by the District; and (5) such other information as the Town may require.

This Operating Plan and subsequent Operating Plans previously approved by the Town are incorporated herein by reference, and shall remain in full force and effect except as specifically or necessarily modified hereby.

**C. *Purposes.*** As may be further articulated in prior years’ Operating Plans, the ongoing and/or contemplated purposes of this District for 2023 include financing, acquisition, construction, completion, installation, replacement and/or operation and maintenance of all of the services and public improvements allowed under Colorado law for business improvement districts.

**D. *Ownership of Property or Major Assets.*** The District will own public improvements as constructed if such improvements are not otherwise dedicated to other public entities for operation and maintenance.

**E. *Contracts and Agreements.*** It is anticipated that the District will enter into various agreements as required to facilitate the funding, construction, operation and maintenance of public improvements. The District is not currently a party to any significant active contracts or agreements. The District may also enter into agreements with other districts encompassing adjacent developments in order to cooperate on infrastructure projects.

## 2. ORGANIZATION AND COMPOSITION OF THE BOARD OF DIRECTORS

**A. *Organization.*** The Roberts 81 Business Improvement District was organized by the Town of Wiggins, Colorado by Ordinance No. 09-2018.

**B. *Governance.*** The District is governed by an elected board of directors.

**C. *Board of Directors.*** The persons who currently serve as the Board of Directors are:

- 1) Janet Roberts
- 2) Mary Dilka
- 3) Vacancy
- 4) Vacancy
- 5) Vacancy

Director and other pertinent contact information are provided in **EXHIBIT A**.

**D. *Term Limits.*** The District held a special election on November 6, 2018, at which a ballot question was presented to eliminate term limits pursuant to Article 18, Section 11 of the Colorado Constitution. The ballot question passed.

**E. *Advisory Board.*** The Board of Directors may appoint one or more advisory boards to assist the Board of Directors on such matters as the Board of Directors desires assistance. The Board of Directors shall, upon the appointment of an advisory board, set forth its duties, duration, and membership. The Board of Directors may provide rules of procedure for the advisory board or may delegate to the advisory board the authority to provide such rules. No advisory boards have yet been appointed.

## 3. BOUNDARIES, INCLUSIONS AND EXCLUSIONS

The District is proposed to include approximately 81.895 acres with boundaries as depicted in **EXHIBIT D**. A legal description of the initial District boundaries and a corresponding map are attached hereto as **EXHIBIT C-1**. In 2023 and subsequent years, the District anticipates inclusion requests for additional property as boundaries are established and additional property owners participate in the District. The District may include additional property pursuant to statute. A legal description of the future inclusion area boundaries is attached hereto as **EXHIBIT C-2**.

## 4. PUBLIC IMPROVEMENTS

The District will be primarily concerned with the provision of public improvements and services within the boundaries of the District; however, there may be instances to provide improvements or services outside of the boundaries of the District as part of the project. The District shall have the authority to provide these improvements and services, but the revenue-raising powers of the

District to recoup the costs of extraterritorial improvements and services shall be as limited by state law.

The public improvements that the District anticipates it will construct, install or cause to be constructed and installed, include those public improvements the costs of which may, in accordance with the Business Improvement District Act, Section 31-25-1201, *et seq.*, C.R.S., lawfully be paid for by the District, including, without limitation, water services, safety protection devices, sanitation services, marketing, streetscape improvements, street improvements, curbs, gutters, culverts, drainage facilities, sidewalks, parking facilities, paving, lighting, grading, landscaping and storm and wastewater management facilities and associated land acquisition and remediation ("Public Improvements").

## **5. ADMINISTRATION, OPERATIONS, SERVICES AND MAINTENANCE**

The District shall provide for ownership, operation, and maintenance of District facilities as activities of the District itself or by contract with other units of government or the private sector.

## **6. FINANCIAL PLAN AND BUDGET**

**A.     *2023 Budget.*** The proposed 2023 Budget for the District is attached as **EXHIBIT B.**

**B.     *Authorized Indebtedness.*** The District held an election on November 6, 2018 for the purpose of authorizing debt, taxes, revenue limits, spending limits, special assessments, and such other matters as may be necessary or convenient for the implementation of Art. X., Sec. 20 of the Colorado Constitution, and the Operating Plan. The initial maximum debt authorization for the District shall be \$10,000,000.00.

**C.     *Property Tax and Mill Levy Caps.*** The District's taxing ability shall be constrained to a mill levy limitation of up to 50 mills for debt service, general operations and maintenance expenses due to the on-going operations and maintenance to be undertaken by the District within its boundaries. The mill levy cap set forth in this paragraph may be subject to upward or downward adjustments addressing any abatement or statutory, legislative, or constitutional changes that adjust or impact the assessed or actual valuation of property or the assessment ratio pursuant to which taxes are calculated occurring after, but not before, January 1, 2004. Such upward or downward adjustments are to be determined by the Board of Directors in good faith (such determination to be binding and final) so that to the extent possible, the actual revenue generated by the mill levy, as adjusted for changes occurring after January 1, 2004, are neither diminished nor enhanced as a result of such changes.

**D.     *District Revenues.*** The District anticipates developer funding for initial revenue sources and thereafter revenues derived from property taxes. The District may also be the beneficiary of revenues derived from a privately imposed public improvement fee.

**E.     *Existing Debt Obligations.*** The District has no current debt.



**F. Future Debt Obligations.** The District may issue debt in 2023 to finance the construction of the Public Improvements.

**G. Other Financial Obligations.** The District may enter into agreements including reimbursement or similar agreements and leases; as well as agreements for ongoing services such as legal, administration, compliance, budget, audit, etc.

**H. Non-Default Provisions.** Limited tax general obligation bonds issued by the District shall be structured and/or credit enhancements provided such that the bonds cannot default as long as the District is imposing the required maximum allowed mill levy.

**I. Not a Debt or Obligation of the Town.** The debt of the District will not constitute a debt or obligation of the Town in any manner. The faith and credit of the Town will not be pledged for the repayment of the debt of the District. This will be clearly stated on all offering circulars, prospectus, or disclosure statements associated with any securities issued by the District.

## **7. 2023 ACTIVITIES, PROJECTS AND CHANGES**

### **A. Activities**

It is anticipated that the District will primarily be engaged in the early stages of development in 2023.

### **B. Projects and Public Improvements**

The District may undertake projects or public improvements as development needs require.

## **8. DISSOLUTION**

The District is anticipated to have ongoing operations and maintenance obligations that will necessitate perpetual existence. If the District no longer has such obligations the District will seek to dissolve pursuant to C.R.S. § 31-25-1225.

## **9. CONCLUSION**

It is submitted that this Operating Plan and Budget for the District meets the requirements of the Business Improvement District Act and further meets applicable requirements of the Colorado Constitution and other law. It is further submitted that the types of services and improvements to be provided by the District are those services and improvements which satisfy the purposes of Part 12 of Article 25 of Title 31, C.R.S.

**EXHIBIT A**  
**Director and Other Contact Information**

**BOARD OF DIRECTORS:**

- |    |               |  |
|----|---------------|--|
| 1) | Janet Roberts | 317 High Street<br>Wiggins, Colorado 80654     |
| 2) | Mary Dilka    | 19084 County Road 7<br>Wiggins, Colorado 80654 |
| 3) | Vacancy       |  |
| 4) | Vacancy       |  |
| 5) | Vacancy       |  |

**DISTRICT CONTACT:**

Russell W. Dykstra  
Spencer Fane LLP  
1700 Lincoln Street, Suite 2000  
Denver, Colorado 80203

303-839-3845  
[rdykstra@spencerfane.com](mailto:rdykstra@spencerfane.com)

## EXHIBIT B

### 2023 BID Budget General Fund

#### Roberts 81 Business Improvement District 2023 Budget

#### General Fund

<u>Expense</u>	<u>Adopted</u> <u>2022</u>	<u>Actual</u> <u>2022</u>	<u>Proposed</u> <u>2023</u>
Beginning Funds Balance	\$ -	\$ -	\$ -
Revenue			
Property Taxes	\$ -	\$ -	\$ -
Specific Ownership Taxes	\$ -	\$ -	\$ -
Developer Advances	\$ 50,000	\$ -	\$ 50,000
Interest Income	-	-	-
Miscellaneous Income	\$ -	\$ -	\$ -
Total Revenue	\$ 50,000	\$ -	\$ 50,000
Expenditures			
Accounting / Audit	\$ 20,000	\$ -	\$ 20,000
Election Expense	\$ 5,000	\$ -	\$ 5,000
Engineering	\$ 2,000	\$ -	\$ 2,000
Insurance/SDA Dues	\$ 500	\$ -	\$ 500
Legal	\$ 10,000	\$ -	\$ 10,000
Formation Costs	\$ 0	\$ -	\$ 0
Miscellaneous	\$ 2,500		\$ 2,500
Contingency	\$ 10,000	\$ -	\$ 10,000
Total Expenditures	\$ 50,000	\$ -	\$ 50,000
Ending Funds Balance	\$ 0	\$ -	\$ 0

## EXHIBIT C-1

### Legal Description of Initial Boundary and Map

A PART OF LOT 1, STUB'S MINOR SUBDIVISION IN THE TOWN OF WIGGINS, MORGAN COUNTY, COLORADO, IN THE NW1/4 OF SECTION 12, T3N, R60W OF THE 6<sup>TH</sup> P.M., MORGAN COUNTY, COLORADO AS RECORDED IN RECEPTION NUMBER 1500393 OF THE MORGAN COUNTY RECORDS BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHWEST CORNER OF SAID LOT 1; THENCE NORTH 84°21'15" EAST ALONG THE NORTH LINE OF SAID LOT 1 A DISTANCE OF 50.00 FEET; THENCE SOUTH 4°04'05" WEST A DISTANCE OF 50.00 FEET; THENCE SOUTH 84°21'15" WEST A DISTANCE OF 50.00 FEET TO A POINT ON THE WEST LINE OF SAID LOT 1; THENCE NORTH 4°04'05" EAST ALONG THE WEST LINE OF SAID LOT 1 A DISTANCE OF 50.00 FEET TO THE POINT OF BEGINNING AND CONTAINING 2464 SQUARE FEET, MORE OR LESS.

DESCRIPTION PREPARED FROM PLAT OF STUB'S MINOR SUBDIVISION IN THE TOWN OF WIGGINS, MORGAN COUNTY, COLORADO, IN THE NW1/4 OF SECTION 12, T3N, R60W OF THE 6<sup>TH</sup> P.M., MORGAN COUNTY, COLORADO AS RECORDED IN RECEPTION NUMBER 1500393 OF THE MORGAN COUNTY RECORDS AND DOES NOT REPRESENT A SURVEY OF THE PARCEL. TITLE TO THIS PARCEL CANNOT BE TRANSFERRED UNTIL A SUBDIVISION PLAT IS PREAPRED AND APPROVED BY THE TOWN OF WIGGINS, COLORADO.

Description prepared by: Anne M. Korbe  
RLS 26964  
For and on behalf of Leibert-McAtee & Associates, Inc.  
P.O. Box 442  
Sterling, Colorado 80751  
970-522-1960  
7-25-2018



## **EXHIBIT C-2**

Legal Description of Future Inclusion Area

#### PROPERTY DESCRIPTION

A parcel of land being a portion of the East Half (E1/2) of Section Eleven (11), Township Three North (T.3N.), Range Sixty West (R.60W.) of the Sixth Principal Meridian (6th P.M.), County of Morgan, State of Colorado and being more particularly described as follows:

COMMENCING at the South Quarter corner of said Section 11 and assuming the West line of the E1/2 of said Section 11 as bearing North 01°01'47" West being a Grid Bearing of the Colorado State Plane Coordinate System, North Zone, North American Datum 1983/2011, a distance of 5265.93 feet with all other bearings contained herein relative thereto;

THENCE North 01°01'47" West along the West line of the E1/2 of said Section 11 a distance of 1783.89 feet to the intersection of the West line of the E1/2 of said Section 11 and the North Right of Way line of State Highway 6 and to the POINT OF BEGINNING;

THENCE North 01°01'47" West along the West line of the E1/2 of said Section 11 a distance of 1660.36 feet to the Southerly Right of Way line of Interstate No. 76 as conveyed to the Department of Highways, State of Colorado in a Special Warranty Deed (SWD) recorded November 24, 1958 in Book 608, Page 484 of the Records of Morgan County;

The following Five (5) courses are along the Southerly and Westerly Right of Way lines of said Interstate No. 76:

THENCE North 58°27'12" East a distance of 948.15 feet (SWD=947.0 feet) to a Point of Curvature;

THENCE along the arc of a curve concave to the Southeast a distance of 1205.36 feet (SWD=1204.9 feet), said curve has a Radius of 5580.00 feet, a Delta of 12°22'36" and is subtended by a Chord bearing North 64°38'30" East a distance of 1203.02 feet to the end point of said curve;

THENCE North 86°00'30" East along a line non-tangent to the aforesaid curve a distance of 590.90 feet (SWD=590.9 feet);

THENCE South 52°49'30" East a distance of 69.50 feet (SWD=69.5 feet);

THENCE South 07°18'00" East a distance of 452.87 feet (SWD=452.8 feet) to a line parallel with and 30.00 feet Westerly of, as measured at a right angle to the East line of the Northeast Quarter of Section 11;

THENCE North 88°54'44" East a distance of 60.00 feet to a line parallel with and 30.00 feet Easterly of, as measured at a right angle to the East line of the Northeast Quarter of Section 11 and to the Westerly line of the existing Town of Wiggins as described in the Map of Annexation to the Town of Wiggins, Colorado recorded March 12, 2001 at Book 9, Page 63, Reception No. 790503 of the Records of Morgan County;

THENCE South 00°56'06" East along said parallel line and along said Westerly line of the existing Town of Wiggins a distance of 356.44 feet to the Northerly line of the existing Town of Wiggins as described in the Annexation to the Town of Wiggins recorded October 17, 2000 at Book 9, Page 45, Reception No. 787884 of the Records of Morgan County, and to the Northerly line of that parcel of land described in a Warranty Deed recorded March 14, 1938 in Book 365, Page 149 of the Records of Morgan County, said line also being the Northerly Right of Way line of State Highway No. 6;

The following Two (2) courses are along said Northerly line of the existing Town of Wiggins:

THENCE South 54°39'10" West a distance of 1671.28 feet to the South line of the Northeast Quarter of Section 11 and to a point being 217.00 feet Northwesterly of, as measured at a right angle to the centerline of the existing main line of the Burlington Northern and Santa Fe Railroad;

THENCE South 54°42'26" West along the Northerly line of that parcel of land described in a Warranty Deed recorded March 14, 1938 in Book 365, Page 148 of the Records of Morgan County a distance of 210.62 feet to the Southeast corner of that parcel of land described in a Quit Claim Deed (QCD) recorded October 25, 2007 as Reception No. 845936 of the Morgan County Records;

The following Three (3) courses are along the East, North and West lines of said QCD:

THENCE North 01°06'01" West a distance of 344.45 feet (QCD=344.19 feet);

THENCE South 88°54'45" West a distance of 356.00 feet (QCD=356.00 feet);

THENCE South 01°06'01" East a distance of 586.40 feet (QCD=586.06 feet) to the Northerly line of the existing Town of Wiggins as described in the Annexation to the Town of Wiggins recorded October 17, 2000 at Book 9, Page 45, Reception No. 787884 of the Records of Morgan County, and to the Northerly line of that parcel of land described in Book 365, Page 148 of the Records of Morgan County, said line also being the Northerly Right of Way line of State Highway No.6;

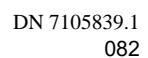
THENCE South 54°42'26" West along said Northerly line of the existing Town of Wiggins a distance of 915.31 feet to the West line of the E1/2 of said Section 11 and to the POINT OF BEGINNING.

Said described parcel of land contains 81.895 Acres, more or less ( $\pm$ ), and is subject to any rights-of-way or other easements of record or as now existing on said described parcel of land.



A PORTION OF THE SOUTHWEST CORNER OF PLANNING AREA 4 REFERENCED AS LOT 13 IN THE PRELIMINARY PD, TOTALING 1.5 ACRES IN SIZE, TOWN OF WIGGINS, MORGAN COUNTY, COLORADO, SITUATED AT THE NORTHEAST CORNER OF JAMES AVENUE AND HIGHWAY 6 IN WIGGINS, COLORADO.

## Boundary Map





## **STAFF SUMMARY**

### **Board of Trustees Meeting October 26, 2022**

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**DATE:** October 23, 2022

**AGENDA ITEM NUMBER:** 8

**TOPIC:** Consideration of Resolution No. 37-2022 – A Resolution Amending the Wiggins Personnel Policy Handbook

**STAFF MEMBER RESPONSIBLE:** Tom Acre, Town Manager/Interim Town Clerk

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#### **BACKGROUND:**

Staff is reviewing the Wiggins Personnel Handbook in conjunction with the Town Board considering to opt out or opt into the FMLI program. Staff discovered sick leave for part-time employees currently does not meet the minimum required by the Healthy Families and Workplaces Act (HFWA).

The HFWA requires all employees receive one-hour sick leave per 30-hours of work, up to 48-hours per year. Staff worked with the Town Attorney to draft language modifying the employee personnel handbook such that part-time employees earn the required amount of sick leave under HFWA. Current sick leave for full-time employees is earned at a rate minimum of four hours per month and meets the HFWA requirements.

#### **SUMMARY:**

Staff presented the above information to the Board of Trustees at a Work Session on October 12, 2022. At the Work Session the Board of Trustees indicated that they concurred with staff regarding amending the personnel handbook comply with the HFWA. Staff is considering additional modifications to the employee personnel handbook benefits section to be similar to the FMLI program and be more competitive with other communities.

**FISCAL IMPACT:** There is no direct impact to the Town Budget modifying the Employee Personnel Handbook to bring part-time employee sick leave to be consistent with Healthy Families and Workplaces Act.

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

The Town continues to follow employment law regarding employee benefits.

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

The Board of Trustees can adopt the resolution as presented, modify the resolution, or elect not to adopt the resolution.

**MOTION FOR APPROVAL:**

I make the motion to adopt Resolution No. 37-2022 – A Resolution Amending the Wiggins Personnel Policy Handbook.

**ACTION REQUESTED:**

Motion, Second, Roll-Call Vote.

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

**TOWN OF WIGGINS  
RESOLUTION NO. 37-2022**

**A RESOLUTION AMENDING THE WIGGINS PERSONNEL POLICY HANDBOOK**

WHEREAS, the Town of Wiggins has previously adopted the Town of Wiggins Personnel Policy Handbook and the Police Department Policy and Procedure Manual, which may be amended from time to time by Resolution of the Board of Trustees; and

WHEREAS, the Board of Trustees by this Resolution desires to amend certain sections of the Personnel Policy Handbook to comply with the Healthy Families and Workplaces Act.

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

**Section 1.** Section 402.B of the Wiggins Personnel Policy Handbook is hereby amended to read as follows (words to be added are underlined; words to be deleted are ~~stricken through~~):

**402 SICK LEAVE** – This policy applies to FULL TIME EMPLOYEES AND PART-TIME EMPLOYEES

B. A part-time employee shall accrue paid sick leave at the rate of one (1) hour for every thirty (30) hours worked, up to forty-eight (48) hours per year ~~fifty percent of the above-listed accrual rates.~~

**Section 2.** Town staff is instructed to make the changes to the Wiggins Personnel Policy Handbook and to distribute such changes to all Town employees.

INTRODUCED, READ, and ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

TOWN OF WIGGINS, COLORADO

\_\_\_\_\_  
Christopher Franzen, Mayor

ATTEST:

\_\_\_\_\_  
Tom Acre, Interim Town Clerk





## STAFF SUMMARY

### Board of Trustees Meeting October 26, 2022

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**DATE:** October 23, 2022

**AGENDA ITEM NUMBER:** 9

**TOPIC:** Consideration of Resolution No. 38-2022 – A Resolution Opting Out of the State Paid Family and Medical Leave Insurance (FAMLI) Program

**STAFF MEMBER RESPONSIBLE:** Tom Acre, Town Manager/Interim Town Clerk

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#### **BACKGROUND:**

In November 2020 Colorado voters passed Proposition 118. The proposition calls for implementation of a state-run program for paid family and medical leave insurance (FAMLI). Beginning January 1, 2024, the FAMLI program provides Colorado employees up to 12 weeks paid family and medical leave (up to 16 weeks for pregnancy/childbirth complications) during the following circumstances:

- To care for a new child, including adopted and fostered children
- To care for themselves, if they have a serious health condition
- To care for a family member with a serious health condition
- To make arrangements for a family member's military deployment
- To address the immediate safety needs and impact of domestic violence and/or sexual assault

To be eligible for leave under FAMLI, an employee must earn at least \$2,500 in yearly wages and must have worked for their employer for at least 180 days

The premium for FAMLI is .9% of an employee's wages, split 50/50 between the employee (0.45%) and employer (0.45%) Depending on your income, when using paid leave under FAMLI you would receive between 37% and 90% of your normal weekly wages. Benefits are capped at \$1,100 per week.

While FAMLI is mandatory for private employers, local government employers such as the Town of Wiggins have three options:

- Option 1: Participate in FAMLI
  - o The Town pays the employer share of the premium (at least 0.45% of wages) and deducts and remits the employees' share of the premium (0.45% of wages) to the FAMLI Division once a quarter. As an added benefit, the Town could choose to pay the employees' portion of the premiums as well.
- Option 2: Decline *employer* participation in FAMLI

- The Town would not pay the employer portion of the premium but would assist employees who want to individually participate in FAMLI by facilitating voluntary payroll deductions, with remittance of the employee share of the premium (0.45% of wages) and wage data once a quarter to the FAMLI Division.
- Option 3: Decline *all* participation in FAMLI
  - Employees still have the right to participate in the FAMLI program even if the Town votes not to participate. Employees would self-elect coverage the same way self-employed workers would. Employees would need to report their own wages and remit the employee's share of the premium by creating an account in the FAMLI system once it's deployed this fall.

As noted above, even if the Town opts out of FAMLI, individual employees can still choose to participate in FAMLI. If the Town wants to opt out, it must do so before January 1, 2023.

Currently, the Town of Wiggins provides the following sick and medical leave benefit to its employees.

#### Sick Leave

- Full-time salaried employees receive the following sick leave credit per month:
  - 1-10 years      1/2 day per month
  - 11+ years      1 day per month
- A part-time employee accrues paid sick leave at the rate of fifty percent of the above listed accrual rates.
- There is a limit of 240 hours (30 days) on the total amount of sick leave an employee may accrue.
- Sick leave may be used only for the following purposes:
  - Absence due to the employee's illness or injury
  - Absence for a medical appointment of the employee
  - If approved by the Town Manager, an illness, injury or medical appointment of an employee's family immediate family member
- An employee who has exhausted sick leave and has not accrued compensatory time or vacation time, may be granted leave without pay upon approval of the Town Administrator.
- Town staff will be amending its sick leave policy to ensure it complies with the Healthy Families and Workplaces Act, which requires employers to provide all employees (part-time and full-time) with a minimum of one hour of sick leave per 30 hours worked up to 48 hours per year. The Town currently provides the amount of sick leave required under the Healthy Families and Workplaces Act required for full-time employees, however the Town does not meet the minimum sick leave requirement for part-time employees of 1 hour of sick leave accrual per every 30 hours worked.



## Medical Leave

- A medical leave of absence of not more than twelve weeks may be granted to full-time employees. This unpaid leave is for absences arising from a serious health condition. For a medical leave to be granted, the following conditions must be met:
  - The employee has completed ninety (90) days of employment with the Town.
  - Employees should make requests for medical leave to the Town Administrator at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.
  - The employee submits to the Town Administrator a written statement from a medical provider outlining the reason for leave and the estimated time needed. (The Town may require the employee to obtain an opinion from a medical provider selected by the Town.)
- Approvals are obtained from the Town Manager and the Board of Trustees prior to the leave.
- All available sick leave and earned vacation are used at the beginning of the leave of absence.
- The Town may reinstate an employee ready to return from a medical leave of absence when, in the opinion of the Town, it is practical to do so. The Town does not guarantee reinstatement of an employee to the former job. When the employee is available to return to work, the employee is free to apply for any vacancy available and may be considered along with other applicants.
- The Town currently continues health insurance benefits for an employee on leave for a maximum of twelve weeks as long as the employee continues to pay the employee's portion of the premium.
- The primary differences between FAMLI benefits and the Town's current benefits include:
- FAMLI offers 12-16 weeks paid leave to eligible employees. The amount paid depends on income, but typically will be between 37% and 90% of the employee's normal weekly wages, up to a maximum of \$1,100 per week.
- The Town provides paid vacation leave and sick leave at 100% of the employee's salary. Once an employee exhausts that leave, they may request an unpaid medical absence.
  - Leave under FAMLI is job-protected meaning that the Town has to hold the employee's position while they are out on leave. In contrast, employees taking unpaid medical leave under the Town's current policies are not guaranteed that their jobs will be reinstated.
- Participation in FAMLI will cost an employee up to 0.45% of their wages (unless the Town chooses to pay that portion).
- To provide the same 12-weeks of paid sick leave that the FAMLI program would provide, the Town could increase the sick leave allowance for employees.

**SUMMARY:**

Staff presented the above information to the Board of Trustees at a Work Session on October 12, 2022. At the Work Session the Board of Trustees indicated that they concurred with staff regarding opting out of FAMLI at this time. The Town can opt in next year or in future years if they desire. If the Town were to opt in at this time, the Town could not opt out for three years.

As required by Proposition 118-FAMLI Program, the Town provided notice to all employees that the Board of Trustees is considering action regarding FAMLI. At this time employees have indicated they do not wish to participate in FAMLI.

Town staff is updating the Employee Handbook to be in compliance with the Healthy Families and Workplaces Act by including a benefit to part-time employees to have the ability to earn 1-hour sick leave per 30 hours worked, up to a maximum of 48-hours per year. Staff and the Town Attorney are also looking at additional changes to the Town's benefits for employees to closely resemble FAMLI.

**FISCAL IMPACT:** There is no impact to the Town Budget if Board chooses completely opt out of FAMLI. Employees can choose to participate in FAMLI if they desire.

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

The Town continues to follow the rules and regulations of the State of Colorado and the wishes of the voters.

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

The Board of Trustees can adopt the resolution as presented, modify the resolution, or elect not to adopt the resolution.

**MOTION FOR APPROVAL:**

I make the motion to adopt Resolution No. 38-2022 – A Resolution Opting Out of the State Paid Family and Medical Leave Insurance (FAMLI) Program.

**ACTION REQUESTED:**

Motion, Second, Roll-Call Vote.

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

**TOWN OF WIGGINS  
RESOLUTION NO. 38-2022**

**A RESOLUTION DECLARING THE TOWN OF WIGGINS' DECISION TO OPT-OUT  
OF THE COLORADO PAID FAMILY MEDICAL LEAVE INSURANCE PROGRAM  
(FAMLI)**

**WHEREAS**, in November 2020, Colorado voters approved Proposition 118, which paved the way for creation of a state-run Paid Family Medical Leave Insurance (FAMLI) program; and

**WHEREAS**, FAMLI is codified at C.R.S. §§ 8-13.3-501 to -524 and is administered through the Colorado Department of Labor and Employment, Division of Family and Medical Leave Insurance; and

**WHEREAS**, the Town of Wiggins currently provides its employees paid leave in the form of sick leave and vacation time; and

**WHEREAS**, a local government may decline all participation in the FAMLI program by a vote of its governing body pursuant to C.R.S. § 8-13.3-522, and interested employees may still elect to participate individually pursuant to C.R.S. § 8-13.3-514; and

**WHEREAS**, notice was provided to Town employees of the opportunity to submit comments to the Board of Trustees regarding the FAMLI program; and

**WHEREAS**, the Board of Trustees has determined to decline all participation in the FAMLI program.

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

**Section 1.** The Town of Wiggins hereby declines all participation in the Colorado Paid Family Medical Leave Insurance (FAMLI) program pursuant to C.R.S. § 8-13.3-522.

**Section 2.** The Mayor and Town staff are hereby granted the authority to take all actions necessary to implement the provisions of Section 1 above including providing formal notice to the Colorado Department of Labor and Employment, Division of Family and Medical Leave Insurance regarding the City's decision to decline all participation in the FAMLI program.

**INTRODUCED, ADOPTED AND RESOLVED THIS 26<sup>TH</sup> DAY OF OCTOBER 2022.**

TOWN OF WIGGINS, COLORADO

\_\_\_\_\_  
Christopher Franzen, Mayor

ATTEST:

\_\_\_\_\_  
Tom Acre, Interim Town Clerk



## STAFF SUMMARY

### Board of Trustees Meeting October 26, 2022

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**DATE:** October 19, 2022

**AGENDA ITEM NUMBER:** 10

**TOPIC:** Consideration of Resolution No. 39-2022 A Resolution Recognizing a Grant from the Statewide Internet Portal Authority (SIPA)

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

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**BACKGROUND:**

Codification is the process of taking all of the Town's ordinances and organizing them in a concise digital manner in which any user may search key words and see results within all Town ordinances. The process of modern codification allows local governments to not only identify inconsistent and duplicate laws but to also provide easy digital public access. The laws no longer become vague and uncertain due to amendments, repeals, and redundancy.

**SUMMARY:**

The Town's ordinances are currently available to community members; but only as pdf documents and not all are documents are titled. Although digitally accessible, topics are difficult to search for in any one particular document. Codification will provide additional transparency by allowing ordinances to be readily available to all residents, staff, contractors, businesses, etc. on the Town's website and not as separate documents within Google Docs.

The residents, businesses, contractors, and staff of the Town of Wiggins will be impacted by this project in a positive manner. Researching code information will take less time. Residents will have the ability to personally access the website to get answers when they have questions regarding any Town of Wiggins ordinances and codes. Staff will have the ability to publish new ordinances in a timely manner enabling the public to access the information quicker. Less time will be spent by staff members researching amended and changed ordinances to provide correct information to public inquiries.

The Town currently has many priorities competing for limited funds. The SIPA Grant allows the Town leverage with funding to assist in undertaking this project. Staff feels that the

codification of the town's ordinances and codes is a necessary project to do, but does not have the staff resources to codify over 45 years' worth of ordinances and codes.

Staff has already received quotes from third party companies who specialize in the codification process. Acquiring the SIPA grant has relieved a financial burden by covering a portion of the project costs. Staff will be presenting its recommendation to the Board of Trustees in an upcoming meeting to get the codification process started.

**FISCAL IMPACT:**

Adopting this Resolution has a positive and a potential negative impact to the Town's 2022 Budget. The grant will enable the Town to cover the majority of the cost for services rendered for the codification process. The Town does have some funds for the project built into the 2022 Budget that will likely have to cover the remaining costs.

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

Approval of this resolution recognizing this SIPA grant is consistent with the Town's goal of providing transparency to community members of Wiggins.

**OPTIONS AVAILABLE TO THE BOARD OF TRUSTEES**

The Board of Trustees may approve the grant recognition resolution, disapprove the grant recognition resolution, or the Board of Trustees may table the matter to request additional information for review at a later meeting.

**MOTION FOR APPROVAL:**

I make the motion to adopt Resolution 39-2022: A Resolution Recognizing a Grant from the Statewide Internet Portal Authority (SIPA) for Codification of Town Ordinances.

**ACTION REQUESTED:**

Motion, Second, Roll-Call Vote.

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

**TOWN OF WIGGINS  
RESOLUTION NO. 39-2022**

**A RESOLUTION RECOGNIZING A GRANT FROM THE STATEWIDE INTERNET  
PORTAL AUTHORITY (SIPA) FOR CODIFICATION OF TOWN ORDINANCES**

**WHEREAS**, the Town of Wiggins (“Town”) supports providing user friendly municipal codes to the community members of Wiggins; and

**WHEREAS**, the Town staff applied for and has been awarded a Mini-Grant from the Statewide Internet Portal Authority (SIPA) for codification of all Town ordinances; and

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

**WHEREAS**, the Town’s 2022 General Fund Budget revenue and expenditures will increase by \$6,500.

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

**Section 1.** The Board of Trustees hereby authorizes the Town Manager or his designee to accept the SIPA grant in the amount of \$6,500.

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

**INTRODUCED, READ, AND ADOPTED THIS 26TH DAY OF OCTOBER, 2022.**

TOWN OF WIGGINS, COLORADO

\_\_\_\_\_  
Christopher Franzen, Mayor

ATTEST:

\_\_\_\_\_  
Tom Acre, Interim Town Clerk



## **STAFF SUMMARY**

**Board of Trustees Meeting  
October 26, 2022**

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**DATE:** October 23, 2022

**AGENDA ITEM NUMBER:** 11

**TOPIC:** Consideration of Resolution 40-2022 – A Resolution Authorizing Changes to the Authorized Signers for the Town’s Banking Accounts

**STAFF MEMBER RESPONSIBLE:** Tom Acre, Town Manager/Interim Town Clerk

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**BACKGROUND:**

The Town currently includes Deborah Lee as a signatory on the Town’s commercial checking, savings, credit accounts and safe deposit box with High Plains Bank, Bank of the West, WEX and other financial institutions. Due to the resignation Ms. Lee’s recent resignation as Town Clerk, she needs to be removed as an authorized signatory on all accounts.

**SUMMARY:**

Removing former Town Clerk Deborah Lee from the commercial checking, savings, credit accounts and safe deposit boxes with High Plains Bank, Bank of the West, WEX and other financial institutions leaves the signatories as the Mayor, Mayor Pro-Tem, and Town Manager.

**FISCAL IMPACT:**

This action has no negative impact on the Town’s adopted budget.

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

The Town of Wiggins strives to be as fiscally responsible as possible. Removing an employee as they resign and having three people as signatory on the accounts allows us to achieve this goal.

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

The Board of Trustees can adopt the resolution as presented, modify the resolution, or elect not to adopt the resolution.

**MOTION FOR APPROVAL:**

I make the motion to adopt Resolution 40-2022 - A Resolution Authorizing Changes to the Authorized Signers for the Town’s Banking Accounts.

**ACTION REQUESTED:**

Motion, Second, Roll-Call Vote.

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

**TOWN OF WIGGINS  
RESOLUTION NO. 40-2022**

**A RESOLUTION AUTHORIZING CHANGES TO THE AUTHORIZED SIGNERS FOR  
THE TOWN'S BANKING ACCOUNTS**

**WHEREAS**, the Town has commercial checking, savings and credit accounts and safe deposit boxes with High Plains Bank, Bank of the West, WEX and other financial institutions; and

**WHEREAS**, the Board of Trustees desires to remove an authorized signer to such accounts and safe deposit boxes.

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

**Section 1.** The Board of Trustees hereby removes Deborah Lee, as a signatory agent for all checking, savings, and credit accounts effective immediately.

**Section 2.** The Mayor and Interim Town Clerk are hereby authorized to execute and deliver any and all documents necessary to effect the change.

**INTRODUCED, ADOPTED AND RESOLVED THIS 26<sup>TH</sup> DAY OF OCTOBER 2022.**

TOWN OF WIGGINS, COLORADO

\_\_\_\_\_  
Christopher Franzen, Mayor

ATTEST:

\_\_\_\_\_  
Tom Acre, Interim Town Clerk