



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

February 22, 2023 at 7:00 P.M.

**304 CENTRAL AVENUE
WIGGINS, CO 80654**

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

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

MEETING AGENDA

I. INTRODUCTIONS

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

II. CONSENT AGENDA

1. Approval of Board of Trustees Meeting Minutes January 25, 2023
2. Approval of Board of Trustees Special Meeting Minutes February 8, 2023
3. Approval of Board of Trustees Special Meeting Minutes February 15, 2023
4. Approval of Bills February 2023

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. PRESENTATION

Presentation by Kevin Strauch, Morgan County Clerk and Recorder

VI. CONSIDERATION OF RESOLUTION NO. 09-2023

A Resolution Increasing the Emergency Telephone Charge Within the Town of Wiggins, Colorado and Authorizing Service Suppliers to Collect Emergency Telephone Charges

1. Resolution No. 09-2023

VII. CONSIDERATION OF RESOLUTION NO. 10-2023

A Resolution Authorizing Participation in the Rural Jump Start Program

1. Resolution No. 10-2023

VIII. CONSIDERATION OF RESOLUTIONS NO. 11-2023

A Resolution Approving the Purchase of a Pedestrian Activated Flashing LED Crossing Sign for Installation on Morgan County Road P West of Main Street

1. Resolution No. 11-2023

IX. CONSIDERATION OF RESOLUTION NO. 12-2023

A Resolution Approving a First Amended Employment Agreement with the Town Manager

1. Resolution No. 12-2023

X. CONSIDERATION OF RESOLUTION NO. 13-2023

A Resolution Adopting the Town of Wiggins Snow Removal Policy

1. Resolution No. 13-2023

XI. CONSIDERATION OF RESOLUTION NO. 14-2023

A Resolution Approving an Easement Agreement with Morgan County Rural Electric Association for Electrical Service at the Wiggins North Project

1. Resolution No. 14-2023

XII. ADJOURNMENT

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



MINUTES OF MEETING

TOWN OF WIGGINS BOARD OF TRUSTEES MEETING

January 25, 2023 at 7:00 p.m.

CALL TO ORDER & ROLL CALL

A meeting of the Board of Trustees for the Town of Wiggins, Colorado was held on Wednesday, January 25, 2023. 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, Bryan Flax, and Bruce Miller. Absent: Trustee Jerry Schwindt. Staff present were Tom Acre, Town Manager and Hope Becker, Planning and Zoning Administrator.

APPROVAL OF THE AGENDA

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

CONSENT AGENDA

Approval of Board of Trustees Meeting Minutes December 14, 2022.
Approval of Bills December 14-31, 2022.
Approval of Bills January 2023.

The Trustees had a few questions regarding the bills paid which were answered by the Town Manager. Motion was made by Trustee Flax to approve the Consent Agenda. Seconded by Trustee Miller. Roll Call: The Consent Agenda was unanimously approved.

TOWN MANAGER REPORT

- The Town Manager reported that he has been busy with getting ready for the upcoming audit.
- Attended several water-related trainings: regulatory compliance with the state and RCAC virtual trainings.
- He met with the DOLA University Technical Assistance Program. He is working with them to develop the concept of a recreation center and an early learning childcare center.
- Morgan County Economic Development Corporation – Discussion on handbook and talked about conflict of interest. March 30th will be the annual meeting at The Block, food will be prepared by the culinary students at Brush High School.
- He met with USDA in Fort Morgan today. They had representatives available for their housing program, their water program, and their business program. He informed the Trustees about



some housing program opportunities that may be available. He stated that he has a USDA packet available for anyone that may interested.

Mayor Pro-Tem Herbstman asked the Town Manager about the Main Street Project. The Town Manager stated that he and the Public Works Supervisor had the final plans, however due to the recent snow storms they have not been able to review them. Tom also provided an update on the sewer project. The contractor got through whatever was causing a blockage under the railroad tracks. The contractor discovered a water line in a different location than where it was thought to be. The non-potable line survey should be done soon.

The Town Manager also provided an update on a discussion with the US Post office, regarding snow removal and mail delivery services. The extended cold periods and snow storm amounts, the Town has spent substantial amount of funds and staff hours to attempt the snow removal. It is just not melting between storms due to the extreme cold temperatures. The Trustees had further discussion regarding budget, snow removal, fuel expenses, etc.

BOARD OF TRUSTEES REPORTS

There were no reports from the Trustees.

FINANCIALS - ACTUAL TO BUDGET

Mayor Pro-Tem Herbstman made an inquiry to Hope Becker if there have been further inquiries of future commercial coming to Town. Hope indicated that she had received some inquiries but had not had further conversations

Trustee Miller inquired as to how the sewer charges were calculated. Staff how the Sewer charges are calculated and averaged out for winter usage.

Motion was made by Mayor Pro-Tem Herbstman to approve the Financials to Actual. Seconded by Trustee Flax. Roll Call: The Financials were unanimously approved.

PUBLIC COMMENTS

The Public Comments portion of the meeting was opened at 7:29 p.m.

There were no comments from Public.

The Public Comment portion of the meeting was closed at 7:31 p.m.

Consideration of Resolution No. 01-2023

A Resolution Designating the Place for Posting of Notices of Public Meetings and Establishing the Calendar for Work Sessions and Regular Monthly Meetings of the Town of Wiggins Board of Trustees for the Year 2023.



This resolution sets the dates for the Board of Trustees Meetings. It also formalizes where the Town will post the meeting agendas. The Town currently posts on the bulletin board at the front of Town Hall and online.

Motion was made by Trustee Camilleri to approve Resolution 01-2023. Seconded by Trustee Flax. Roll Call: Motion was unanimously approved.

Consideration of Resolution No. 02-2023

A Resolution Authorizing the Mayor and Town Manager to Sign the 2022 Year End Audit Engagement Letter

This resolution sets who the Town intends to use for the audit and when. The firm that the Town uses for its financial audit has performed successfully. They have sent an engagement letter and checklist for staff to begin the process and is ready to get started. Trustee Flax asked Tom if the Town is required to get three bids or not. Tom stated that it is at the pleasure of the Trustees to continue using the same firm or bid it out each year.

Motion was made by Trustee Flax to approve Resolution 02-2023. Seconded by Mayor Pro Tem Herbstman. Roll Call: Motion was unanimously approved.

Consideration of Resolution No. 03-2023

A Resolution of the Board of Trustees of the Town of Wiggins, Colorado Regarding Signage Pursuant to the Colorado Outdoor Advertising Act.

The Town Manager explained that Resolution No. 03-2023 was a requirement of CDOT to allow the sign placement adjacent to Highway 6 (Central Avenue). The resolution provides that the sign will be used for Town sponsored events and announcements, will be located on Town Property, and CDOT will not be responsible for the sign. The approved resolution and the proposed sign location will be sent to CDOT for final approval.

Motion was made by Mayor Pro-Tem Herbstman to approve Resolution 03-2023. Seconded by Trustee Miller. Roll Call: Motion was unanimously approved.

Consideration of Resolution No. 04-2023

A Resolution Approving the Purchase and Installation of a LED Digital Sign for Town Hall from Stewart Signs.

The Town Manager indicated that he received and evaluated two quotes for the purchase and installation. Staff recommended the Town go with Stewart Signs. The sign cost will be \$32,953, which includes installation. One change from the Work Session is that the logo has "Town of" as part of "Town of Wiggins" and the base has been widened. The Trustees discussed details about the sign.



Motion was made by Mayor Pro-Tem Herbstman to approve Resolution 04-2023. Seconded by Trustee Camilleri. Roll Call: Motion was unanimously approved.

Consideration of Resolution No. 05-2023

A Resolution Approving an Agreement with RICK Engineering Company for Consulting Purposes.

Staff provided a brief summary that the Town has not had an update to the Comprehensive Plan since 1991. The Town has received a DOLA a grant to provide financial assistance and the project matching cost was included in the 2023 Budget. The total amount of funding for completing the update is \$160,000. Staff is recommending RICK Engineering as the planning firm for this Comprehensive Plan project. RICK Engineering provided a unique “Go to the People” approach that Staff felt would be a great method in getting the necessary community feedback that is needed for the Comprehensive Plan Update and Three Mile Plan.

Trustee Miller asked if this was a one-time contract or a yearly contract. Hope indicated that it was a project contract that should not take more than the projected 12 to13 months. RICK Engineering will also be on hand to help with interpretations and guide the Town with post project processes. They will also provide feedback and suggestions for a Land Development Code revision.

Staff introduced Lead Principal Planner, Brit Palmberg and Robert Fitch from RICK Engineering. Both representatives presented information about themselves and expressed their excitement about working with the Town and community members. They responded to questions from the Trustees.

Motion was made by Mayor-Pro Tem Herbstman to approve Resolution 05-2023. Seconded by Trustee Camilleri. Roll Call: Motion was unanimously approved.

Consideration of Resolution No. 06-2023

A Resolution Authorizing the Mayor to Enter into a Contract with ProCode, Inc for Commercial and Residential Plan Review and Building Inspections.

Staff stated that the resolution was to renew the contract with ProCode, Inc for commercial and residential plan review and inspections. The contract also allows the Town to use ProCode’s building permit software program. ProCode was recently bought out by SafeBuilt. Hope indicated that the relationship with ProCode has not changed. Only the name has changed. Hope also brought the Trustees attention to the scope of services on the contract that had an asterisk next to electrical and plumbing inspections. These are not services that ProCode will provide until the Trustees approve it. Until then, electrical and plumbing permits and inspections will continue to be processed by the State of Colorado Department of Regulatory Agencies. The contract is also for three years at cost of 60% of the building permit and plan review fees collected by the Town.



Motion was made by Trustee Miller to approve Resolution 06-2023. Seconded by Trustee Flax. Roll Call: Motion was unanimously approved.

CONSIDERATION OF RESOLUTION NO. 07-2023

A Resolution Authorizing the Mayor to Enter into a Contract with American Legal Codifiers for Codification Services of the Town of Wiggins Ordinances

Staff stated that the Town received a grant for \$6,500 from SIPA. American Legal’s proposal came in at about \$9,800 for the codification process. There will be a low annual maintenance cost that the Town will have to budget in order to host the codified ordinances online. Hope discussed many advantages that the codified ordinances will provide to the Town Staff and community members. The project will take about a year to complete. The codification will also have to go through two hearings to receive final approval after everything has been codified.

Motion was made by Mayor-Pro Tem David Herbstman to approve Resolution 07-2023. Seconded by Trustee Mandy Camilleri. Roll Call: Motion was unanimously approved.

CONSIDERATION OF RESOLUTION NO. 08-2023

A Resolution Declaring a Vacancy on the Board of Trustees for the Town of Wiggins and Seeking Eligible Applicants to Fill the Vacant Position

The Town Manager stated that Trustee Mark Strickland resigned after the last Board of Trustee Work Session. State Statute requires the Trustees to appoint a replacement within 60 days or the Board will be required to hold a special election. This resolution declares that a Board seat is vacant and allows the staff to set things in motion to begin seeking applications.

Motion was made by Trustee Miller to approve Resolution 08-2023. Seconded by Trustee Flax. Roll Call: Motion was unanimously approved.

LIQUOR LICENSE AUTHORITY

Consideration of a Liquor License Renewal – LB Holdings Inc, dba Wiggins Super’s

The Town Manager stated that the Board of Trustees are acting as the Liquor License Board and are required to approve or deny the license renewal. He indicated tat all fees have been paid, the application was in order and the Police Department reported no liquor related issues at this location.

Motion was made by Trustee Camilleri to approve the Liquor License for LB Holdings Inc, dba Wiggins Super’s. Seconded by Mayor-Pro Tem Herbstman. Roll Call: Motion was unanimously approved.



ADJOURNMENT

Trusteed Bryan Flax asked the Town Manager if there was an update on the Town Clerk position. He provided details regarding the rolls that current staff is filling. He is considering separating the Town Clerk and accounting position out and evaluating what and how that would look like financially and physically (office space).

Mayor Chris Franzen adjourned the meeting at 8:47 pm.

Respectfully submitted by:

A handwritten signature in blue ink that reads "Tom Acre". The signature is written in a cursive style and is positioned above a horizontal line.

Tom Acre, Interim Town Clerk



MINUTES OF MEETING

TOWN OF WIGGINS BOARD OF TRUSTEES SPECIAL MEETING

February 8, 2023 at 8:00 pm

CALL TO ORDER & ROLL CALL:

A special meeting of the Town Board of Trustees for the Town of Wiggins, Colorado was held on Wednesday, February 8, 2023. Mayor Chris Franzen called the meeting to order at 8:02 p.m. The following Trustees answered roll call: Mayor Pro-Tem David Herbstman and Trustees: Mandy Camilleri, Jerry Schwindt, Bryan Flax, and Bruce Miller. Staff present was Tom Acre, Town Manager.

APPROVAL OF THE AGENDA:

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

A motion was made by Mayor Pro-Tem Herbstman to go into Executive Session for the purpose stated below. Seconded by Trustee Miler. Roll Call: The motion to go into Executive Session was approved unanimously. The Board of Trustees entered the Executive Session at 8:05 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 Manager Compensation.

The Board adjourned the Executive Session at 8:35 p.m.

REPORT FROM EXECUTIVE SESSION:

The Board gave general direction to the Town Manager regarding having the Town Attorney amend the Town Manager's contract and to bring it back for consideration at the next Board meeting. No formal action was taken during the Executive Session.

ADJOURNMENT:

Mayor Franzen adjourned the meeting at 8:36 pm.

Respectfully submitted by:

A handwritten signature in blue ink that reads "Tom Acre".

Tom Acre, Interim Town Clerk



MINUTES OF MEETING

TOWN OF WIGGINS BOARD OF TRUSTEES SPECIAL MEETING

February 15, 2023 at 6:30 pm

CALL TO ORDER & ROLL CALL:

A special meeting of the Town Board of Trustees for the Town of Wiggins, Colorado was held on Wednesday, February 15, 2023. Mayor Chris Franzen called the meeting to order at 6:32 p.m. The following Trustees answered roll call: Mayor Pro-Tem David Herbstman and Trustees: Mandy Camilleri, Jerry Schwindt, Bryan Flax, and Bruce Miller. Staff present was Tom Acre, Town Manager.

APPROVAL OF THE AGENDA:

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

INTERVIEW TO FILL VACANT TRUSTEE POSITION ON BOARD OF TRUSTEES:

Staff provided a summary of what the Board of Trustees is required to do regarding filling the vacant Trustee position. Staff presented the steps completed to seek applicants. Mr. Steven Perrott applied and meets the qualifications to be appointed to the Board of Trustees. The Town did have a second applicant, however the qualifications were not met. Mr. Perrott was present to answer questions of the Board. The Board asked questions of and had a brief discussion with Mr. Perrott.

Motion was made by Mayor Pro-Term Herbstman to appoint Steven Perrott to fill the vacant Trustee position. Motion was seconded by Trustee Miller. Trustee Bryan Flax to approve Resolution 41-2022. Seconded by Trustee Mandy Camilleri. Roll Call: Motion was unanimously approved.

ADJOURNMENT:

Mayor Franzen adjourned the meeting at 7:02 pm.

Respectfully submitted by:

A handwritten signature in blue ink that reads "Tom Acre".

Tom Acre, Interim Town Clerk

**TOWN of WIGGINS - BILLS PAID
FEBRUARY 2023**

Vendor	Description	Amount Paid
AMERICAN LEGAL PUBLISHING	Codification	\$3,920.00
BANK OF THE WEST	Credit Card Payment	\$4,060.91
BLOEDORN LUMBER	PW Building/Shop Materials	\$2,803.65
BLUE LIGHTNING	Internet/Telephone	\$531.50
CAMILLERI, ROBERT	Expense Reimbursement	\$37.56
CASELLE, INC	Software Support/Direct Deposit Lic	\$3,316.00
CITY OF FORT MORGAN UTILITIES	Glassey Pump Electric	\$8.17
CO DEPT OF PUBLIC HEALTH & ENV	WWTF Design Review Fee	\$1,708.00
COLORADO ANALYTICAL LABORATORY	Water Analysis	\$950.90
COUNTRY HARDWARE	Misc PW Supplies	\$2,714.21
EMIL, KIMBERLY A	Municipal Judge	\$312.50
HAYES POZNANOVIC KORVER, LLC	Water Attorney Fees	\$918.00
HE LLC	PW Assist	\$4,012.50
INVOICE CLOUD	Billing Program Software	\$364.25
KAMMERER, WILLIAM M.	Water Shares Lease/Purch Paymt	\$3,510.42
KELLY, PC	Town Attorney Legal Fees	\$6,385.50
LAW OFFICE OF AMY C. PENFOLD LLC	Prosecuting Attorney	\$770.00
LEAF	Copier Lease	\$159.00
MARTENS, VIRGINIA	Expense Reimburement	\$123.87
MILLER & ASSOCIATES	Town Engineer Water, Sewer & Dev	\$18,292.25
MORGAN COUNTY ELECTION DIVISION	Election Charge November 8, 2022	\$1,565.09
MORGAN COUNTY QUALITY WATER	3261 ROAD U	\$33.73
MORGAN COUNTY REA	Utilities - Electric	\$8,449.19
OUT EAST CONTRACTING, LLC	Recycled Asphalt	\$1,300.00
PITNEY BOWES (LEASE & SUPPLIES)	Postage Machine	\$132.79
PREMIERE COPIER INC	Copier Expense	\$1,378.49
PROFESSIONAL MANAGEMENT SOLUTIONS	Contract Accountant	\$8,112.50
RH WATER & WASTEWATER, INC.	Water & Sewer Contract Op/Sampling	\$800.00
SAFEBUILT, LLC	Plan Reviews/Inspections	\$15,318.55
STANDARD GLASS CO	Interior South Door Paddle Lock	\$1,482.00
STUB'S GAS & OIL, INC.	PW Fuel & Propane	\$715.90
TREATMENT TECHNOLOGY	Treatment Chemicals	\$3,026.00
UNCC	Water & Sewer Locates	\$16.77
VIAERO WIRELESS	Cell Phones	\$454.54
WELDON VALLEY DITCH COMPANY	Assessments/Accounting	\$3,049.00
WEX BANK	PW & WPD Fuel	\$2,311.98
WIGGINS FARM AND AUTO SUPPLY	Misc Supplies	\$598.92
WIGGINS SUPER'S 1846	Misc Supplies	\$602.14
WOLF WASTE, LLC	Trash Service	\$298.00
XCEL ENERGY	Utilities - Gas	\$613.07

Approved: 

Date: 02/19/2023

Total: \$105,157.85

INCIDENT ANALYSIS - DAY

Date 02/08/2023

Time 11:02:58

Report CFS03

Agency Wiggins Police Dept.

Dates 01/01/2023 Thru 01/31/2023

Activity	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Total
Agency: WPD Wiggins Police Dept.								
00600 Theft	0	0	0	0	1	0	0	1
01100 Fraud	0	1	0	1	1	0	1	4
02415 Domestic Violence	0	0	0	1	0	0	0	1
02430 Loud Noise	0	3	1	1	0	0	0	5
02620 Trespassing	1	0	0	0	0	0	0	1
02660 Harass/threat	0	0	0	0	0	1	0	1
02670 Local Ordinance Violation	0	0	0	0	5	0	0	5
02671 Dog At Large	0	0	0	0	0	2	0	2
02672 Fireworks	1	0	0	0	0	0	0	1
02677 Snow On Sidewalk	0	0	5	0	0	0	0	5
02700 Susp Pers/veh/inc	1	1	1	0	0	1	0	4
03000 Community Policing	1	0	0	0	1	0	0	2
03010 Assist Other Agency	1	3	2	1	3	1	1	12
03030 Building Check	0	0	3	0	0	0	0	3
03060 Funeral Assist	0	0	1	0	0	0	0	1
03080 Medical Assist	0	1	1	0	0	0	1	3
03090 Open Door/window	0	1	0	0	0	0	0	1
03100 Welfare Check	0	0	1	1	2	1	1	6
03120 Extra Patrol	36	48	48	9	42	24	29	236
03121 Vacation House Check	0	0	1	0	0	0	0	1
03540 Traffic Accident	0	0	0	1	0	1	0	2
03600 Driving Complaint	0	1	0	1	0	0	0	2
03610 Parking Complaint	1	0	0	0	0	0	1	2
03730 Lost/found	1	0	0	0	0	0	0	1
03750 Meet Party	0	0	1	1	0	1	1	4
03760 Information	0	0	0	1	2	0	0	3
03770 Return Phone Call	1	0	1	0	0	0	0	2
07410 Disturbance	0	1	1	0	0	0	0	2
07520 Motorist Assist	0	0	0	0	1	1	0	2
07530 Traffic Contact	0	2	6	3	9	12	7	39
07531 Pedestrian Contact	0	0	0	0	1	0	0	1
09001 911-Welfare Check	1	1	1	0	0	0	0	3
09006 Registered Sex Offender	2	1	2	0	0	0	0	5
09900 Follow Up/Investigation	2	5	5	2	4	2	2	22
09918 Unattended Death	0	0	0	0	1	0	0	1
09921 Death Investigation	0	0	1	0	0	0	0	1
35HR Traffic Accident-H & R	1	0	1	0	0	0	0	2
F16 Invest/follow Up	0	0	0	0	0	1	0	1
SEO Select Enforce Off Init	2	2	13	1	12	8	8	46
Wiggins Police Dept. Agency Total	52	71	96	24	85	56	52	436
Total	52	71	96	24	85	56	52	436

TOWN OF WIGGINS
 COMBINED CASH INVESTMENT
 JANUARY 31, 2023

<u>COMBINED CASH ACCOUNTS</u>		
01-10210	HIGH PLAINS-MAIN CHECKING	32,115.33
01-10700	RETURNED CHECK CLEARING ACCT	(100.30)
01-10750	UTILITY CASH CLEARING ACCOUNT	49,681.52
		81,696.55
01-20200	ACCOUNTS PAYABLE	8.17
		81,704.72

<u>CASH ALLOCATION RECONCILIATION</u>		
	TOTAL ALLOCATIONS TO OTHER FUNDS	.00
	ZERO PROOF IF ALLOCATIONS BALANCE	.00

TOWN OF WIGGINS
BALANCE SHEET
JANUARY 31, 2023

GENERAL FUND

ASSETS

10-10250	COLOTRUST FUND		.36	
	TOTAL ASSETS			<u>.36</u>

LIABILITIES AND EQUITY

LIABILITIES

10-20200	ACCOUNTS PAYABLE	(3,108.37)	
10-22710	FED/ FICA TAXES PAYABLE	(6,763.22)	
10-22720	STATE W/H TAXES PAYABLE		1,772.00	
10-22740	POLICE PENSION PAYABLE	(148.70)	
10-22760	DEFERRED COMP CONTRIB PAYABLE	(1,016.58)	
10-22770	UNEMPLOYMENT PAYABLE		91.45	
10-22820	HEALTH INSURANCE PAYABLE		5,150.00	
10-22825	AFLAC PAYABLE	(86.72)	
10-22830	LIFE INSURANCE PAYABLE		21.28	
10-22840	VISION INSURANCE PAYABLE		66.00	
	TOTAL LIABILITIES	(4,022.86)

FUND EQUITY

UNAPPROPRIATED FUND BALANCE:				
	REVENUE OVER EXPENDITURES - YTD		<u>18,519.38</u>	
	BALANCE - CURRENT DATE		<u>18,519.38</u>	
	TOTAL FUND EQUITY			<u>18,519.38</u>
	TOTAL LIABILITIES AND EQUITY			<u>14,496.52</u>

TOWN OF WIGGINS
REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
10-31100	.00	.00	524,164.00	524,164.00	.0
10-31200	3,256.62	3,256.62	30,000.00	26,743.38	10.9
10-31300	25,594.54	25,594.54	300,000.00	274,405.46	8.5
10-31301	30,203.57	30,203.57	10,000.00	(20,203.57)	302.0
10-31420	169.22	169.22	1,500.00	1,330.78	11.3
10-31810	.00	.00	10,000.00	10,000.00	.0
10-31820	4,881.00	4,881.00	8,000.00	3,119.00	61.0
10-31821	.00	.00	8,000.00	8,000.00	.0
10-31823	994.24	994.24	2,750.00	1,755.76	36.2
10-32110	.00	.00	175.00	175.00	.0
10-32210	9,707.08	9,707.08	25,000.00	15,292.92	38.8
10-33412	.00	.00	82,500.00	82,500.00	.0
10-33413	.00	.00	150,000.00	150,000.00	.0
10-33530	5,004.21	5,004.21	55,000.00	49,995.79	9.1
10-33550	648.61	648.61	6,000.00	5,351.39	10.8
10-33800	.00	.00	40,000.00	40,000.00	.0
10-34210	10.00	10.00	.00	(10.00)	.0
10-34215	15.00	15.00	250.00	235.00	6.0
10-34220	536.05	536.05	5,000.00	4,463.95	10.7
10-34221	5,982.93	5,982.93	1,000.00	(4,982.93)	598.3
10-34282	70.00	70.00	.00	(70.00)	.0
10-34283	.00	.00	2,000.00	2,000.00	.0
10-34284	675.00	675.00	11,000.00	10,325.00	6.1
10-34286	25.00	25.00	1,000.00	975.00	2.5
10-34287	785.00	785.00	1,500.00	715.00	52.3
10-34289	.00	.00	2,000.00	2,000.00	.0
10-35110	3,882.65	3,882.65	30,000.00	26,117.35	12.9
10-36000	15.00	15.00	.00	(15.00)	.0
10-36010	10.00	10.00	300.00	290.00	3.3
10-36011	130.00	130.00	3,500.00	3,370.00	3.7
10-36012	400.00	400.00	1,800.00	1,400.00	22.2
10-36013	.00	.00	150.00	150.00	.0
10-36100	.36	.36	10.00	9.64	3.6
10-36310	550.00	550.00	6,000.00	5,450.00	9.2
10-36500	60.00	60.00	.00	(60.00)	.0
10-36512	200.00	200.00	.00	(200.00)	.0
TOTAL FUND REVENUE	93,806.08	93,806.08	1,318,599.00	1,224,792.92	7.1

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>GENERAL GOVERNMENTAL</u>					
10-410-13 FINANCIAL AUDIT	.00	.00	5,000.00	5,000.00	.0
10-410-32 PROFESSIONAL SERVICES	302.06	302.06	22,500.00	22,197.94	1.3
10-410-34 CODIFICATION	.00	.00	12,000.00	12,000.00	.0
10-410-35 COPIER LEASE	39.75	39.75	650.00	610.25	6.1
10-410-40 EMPLOYEE TRAINING	.00	.00	5,000.00	5,000.00	.0
10-410-41 TELEPHONE & INTERNET	431.54	431.54	1,400.00	968.46	30.8
10-410-42 UTILITIES--ELECTRIC	.00	.00	2,000.00	2,000.00	.0
10-410-43 OFFICE BLDG REPAIRS & MAINT	1,482.00	1,482.00	5,000.00	3,518.00	29.6
10-410-44 POSTAGE METER LEASE	.00	.00	250.00	250.00	.0
10-410-45 UTILITIES-GAS	.00	.00	1,500.00	1,500.00	.0
10-410-46 CELL PHONE	111.73	111.73	1,260.00	1,148.27	8.9
10-410-48 TRASH	.00	.00	300.00	300.00	.0
10-410-52 INSURANCE & BONDS	.00	.00	32,180.00	32,180.00	.0
10-410-54 ADVERTISING	.00	.00	600.00	600.00	.0
10-410-55 POSTAGE & SHIPPING	.00	.00	800.00	800.00	.0
10-410-58 TRAVEL & MEETINGS	.00	.00	5,200.00	5,200.00	.0
10-410-61 OPERATING SUPPLIES	.00	.00	5,500.00	5,500.00	.0
10-410-68 COPIER EXPENSE	.00	.00	725.00	725.00	.0
10-410-70 IT SUPPORT	.00	.00	15,000.00	15,000.00	.0
10-410-71 COMPUTER SOFTWARE	17.20	17.20	3,000.00	2,982.80	.6
10-410-90 DUES & SUBSCRIPTIONS	.00	.00	4,000.00	4,000.00	.0
10-410-91 NEWSLETTERS & PUBLICATIONS	300.00	300.00	800.00	500.00	37.5
TOTAL GENERAL GOVERNMENTAL	2,684.28	2,684.28	124,665.00	121,980.72	2.2
<u>ADMINISTRATION DEPARTMENT</u>					
10-411-15 ADMINISTRATION DEPT EMPLOYEES	5,836.54	5,836.54	134,102.00	128,265.46	4.4
10-411-20 EMPLOYEE BENEFITS	495.95	495.95	18,115.00	17,619.05	2.7
10-411-22 FICA & MEDICARE	441.00	441.00	10,259.00	9,818.00	4.3
10-411-23 457 RETIREMENT	240.22	240.22	6,500.00	6,259.78	3.7
10-411-25 UNEMPLOYMENT INS	11.53	11.53	402.00	390.47	2.9
10-411-26 WORKERS' COMPENSATION	97.00	97.00	200.00	103.00	48.5
10-411-27 EMPLOYEE APPRECIATION	.00	.00	1,200.00	1,200.00	.0
10-411-28 TA VEHICLE STIPEND	.00	.00	1,000.00	1,000.00	.0
TOTAL ADMINISTRATION DEPARTMENT	7,122.24	7,122.24	171,778.00	164,655.76	4.2

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>JUDICIAL DEPARTMENT</u>					
10-412-00 CONTRACT-JUDGE	312.50	312.50	3,800.00	3,487.50	8.2
10-412-01 CONTRACT-TOWN PROSECUTOR	770.00	770.00	3,250.00	2,480.00	23.7
10-412-35 COPIER LEASE	23.85	23.85	400.00	376.15	6.0
10-412-41 TELEPHONE & INTERNET	.00	.00	100.00	100.00	.0
10-412-55 POSTAGE	.00	.00	200.00	200.00	.0
10-412-61 OFFICE SUPPLIES	.00	.00	150.00	150.00	.0
10-412-68 COPIER EXPENSE	.00	.00	100.00	100.00	.0
10-412-70 IT SUPPORT	.00	.00	100.00	100.00	.0
10-412-71 COMPUTER SOFTWARE	115.50	115.50	200.00	84.50	57.8
TOTAL JUDICIAL DEPARTMENT	1,221.85	1,221.85	8,300.00	7,078.15	14.7
<u>MAYOR & LEGISLATIVE BOARDS</u>					
10-413-10 MAYOR COMPENSATION	200.00	200.00	2,400.00	2,200.00	8.3
10-413-11 BOARD OF TRUSTEES COMPENSATION	200.00	200.00	2,880.00	2,680.00	6.9
10-413-12 BOARD OF TRUSTEES APPRECIATION	.00	.00	500.00	500.00	.0
10-413-22 FICA & MEDICARE	30.60	30.60	404.00	373.40	7.6
10-413-26 WORKERS' COMPENSATION	21.00	21.00	100.00	79.00	21.0
10-413-40 BOARD OF TRUSTEES TRAINING	.00	.00	3,000.00	3,000.00	.0
10-413-51 E & O INSURANCE	.00	.00	3,200.00	3,200.00	.0
10-413-58 BOARD TRAVEL & MEETINGS	.00	.00	5,000.00	5,000.00	.0
10-413-71 COMPUTER SOFTWARE	.00	.00	200.00	200.00	.0
10-413-90 DUES & SUBSCRIPTIONS	.00	.00	2,500.00	2,500.00	.0
TOTAL MAYOR & LEGISLATIVE BOARDS	451.60	451.60	20,184.00	19,732.40	2.2
<u>ELECTIONS</u>					
10-414-00 ELECTIONS	.00	.00	3,000.00	3,000.00	.0
TOTAL ELECTIONS	.00	.00	3,000.00	3,000.00	.0
<u>TREASURER'S OFFICE</u>					
10-415-15 COLLECTIONS (TREASURERS FEE)	.00	.00	10,000.00	10,000.00	.0
10-415-30 TOWN LEGAL	.00	.00	60,000.00	60,000.00	.0
10-415-40 REPORTING & PUBLISHING	.00	.00	500.00	500.00	.0
TOTAL TREASURER'S OFFICE	.00	.00	70,500.00	70,500.00	.0

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ECONOMIC DEVELOPMENT</u>					
10-416-50 ECONOMIC DEVELOPMENT	.00	.00	160,000.00	160,000.00	.0
10-416-51 MEMBERSHP FEE/DUES	.00	.00	2,800.00	2,800.00	.0
TOTAL ECONOMIC DEVELOPMENT	.00	.00	162,800.00	162,800.00	.0
<u>COMMUNITY DEVELOPMENT</u>					
10-417-30 COMMUNITY MEETINGS	.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 MACHINE LEASE	.00	.00	105.00	105.00	.0
10-417-55 POSTAGE	.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	1,500.00	1,500.00	.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	115.50	115.50	100.00	(15.50)	115.5
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	115.50	115.50	6,340.00	6,224.50	1.8
<u>PLANNING & ZONING</u>					
10-418-30 LEGAL/ENGINEERING SUPPORT	.00	.00	3,500.00	3,500.00	.0
10-418-35 COPIER LEASE	.00	.00	95.00	95.00	.0
10-418-40 STAFF TRAINING	.00	.00	1,500.00	1,500.00	.0
10-418-41 TELEPHONE & INTERNET	.00	.00	425.00	425.00	.0
10-418-44 POSTAGE MACHINE LEASE	.00	.00	200.00	200.00	.0
10-418-49 COMMISSION TRAINING	.00	.00	500.00	500.00	.0
10-418-51 MEMBERSHIPS/PUBLICATIONS	.00	.00	200.00	200.00	.0
10-418-54 NOTICES/PUBLICATIONS	.00	.00	1,000.00	1,000.00	.0
10-418-55 POSTAGE	.00	.00	105.00	105.00	.0
10-418-61 OFFICE SUPPLIES	.00	.00	50.00	50.00	.0
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	231.00	231.00	100.00	(131.00)	231.0
10-418-93 COMPREHENSIVE PLAN	.00	.00	165,000.00	165,000.00	.0
10-418-94 ZONING MAP	.00	.00	5,000.00	5,000.00	.0
10-418-98 IMPACT FEE STUDY	.00	.00	15,000.00	15,000.00	.0
TOTAL PLANNING & ZONING	231.00	231.00	192,875.00	192,644.00	.1

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT	
<u>COMMUNITY PROGRAMS</u>						
10-419-00	FOURTH OF JULY FESTIVAL	.00	.00	22,500.00	22,500.00	.0
10-419-01	WIGGINS OLD TIME CHRISTMAS	.00	.00	5,000.00	5,000.00	.0
10-419-02	FALL HARVEST FESTIVAL	.00	.00	1,000.00	1,000.00	.0
10-419-05	BUSINESS DIST BEAUTIFICATION	.00	.00	3,000.00	3,000.00	.0
10-419-10	EVENTS COORINATOR	.00	.00	10,800.00	10,800.00	.0
10-419-20	DONATIONS/GRANTS	.00	.00	10,000.00	10,000.00	.0
10-419-58	COMMUNITY MEETINGS	.00	.00	2,000.00	2,000.00	.0
10-419-62	MAIN STREET PROGRAMS	.00	.00	5,000.00	5,000.00	.0
10-419-65	TREES/TREE PLANTING	.00	.00	2,500.00	2,500.00	.0
10-419-66	PLANTERS	.00	.00	250.00	250.00	.0
10-419-91	NEWSLETTER/EVENT POSTCARD	.00	.00	750.00	750.00	.0
	TOTAL COMMUNITY PROGRAMS	.00	.00	62,800.00	62,800.00	.0

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>POLICE DEPARTMENT</u>					
10-421-02 CONTRACT SERVICES	.00	.00	1,800.00	1,800.00	.0
10-421-04 OFFICER EQUIPMENT	.00	.00	30,000.00	30,000.00	.0
10-421-15 POLICE SALARIES	15,004.88	15,004.88	194,443.00	179,438.12	7.7
10-421-20 EMPLOYEE BENEFITS	1,775.40	1,775.40	28,602.00	26,826.60	6.2
10-421-21 VEHICLE/MOBILE EQUIPMENT	.00	.00	15,000.00	15,000.00	.0
10-421-22 FICA & MEDICARE	228.22	228.22	14,875.00	14,646.78	1.5
10-421-23 PENSION-FPPA	1,528.06	1,528.06	19,444.00	17,915.94	7.9
10-421-24 DEATH & DISABILITY-FPPA	152.50	152.50	3,306.00	3,153.50	4.6
10-421-25 UNEMPLOYMENT INSURANCE	31.48	31.48	583.00	551.52	5.4
10-421-26 WORKERS' COMPENSATION	1,916.50	1,916.50	6,500.00	4,583.50	29.5
10-421-28 FARM HOUSE UTILITIES-GAS/ELECT	493.53	493.53	3,700.00	3,206.47	13.3
10-421-29 UNIFORMS	.00	.00	2,500.00	2,500.00	.0
10-421-30 PROFESSIONAL LEGAL SERVICES	.00	.00	1,000.00	1,000.00	.0
10-421-35 COPIER LEASE	7.95	7.95	150.00	142.05	5.3
10-421-40 TRAINING	741.08	741.08	3,000.00	2,258.92	24.7
10-421-41 TELEPHONE & INTERNET	.00	.00	750.00	750.00	.0
10-421-42 MC COM CENTER PHONE LINE	38.21	38.21	600.00	561.79	6.4
10-421-43 REPAIRS AND MAINTENANCE (AUTO)	.00	.00	7,500.00	7,500.00	.0
10-421-44 UTILITIES-ELECTRIC	.00	.00	1,200.00	1,200.00	.0
10-421-45 UTILITIES-GAS	.00	.00	600.00	600.00	.0
10-421-46 CELL PHONE	228.54	228.54	2,400.00	2,171.46	9.5
10-421-48 TRASH	.00	.00	270.00	270.00	.0
10-421-49 OTHER MISCELLANEOUS	.00	.00	1,200.00	1,200.00	.0
10-421-52 INSURANCE & BONDS	.00	.00	15,000.00	15,000.00	.0
10-421-55 PRINTING	.00	.00	1,000.00	1,000.00	.0
10-421-61 OFFICE/GEN OPERATING SUPPLIES	37.56	37.56	1,000.00	962.44	3.8
10-421-62 FUEL	631.53	631.53	13,000.00	12,368.47	4.9
10-421-64 CRIME PREVENTION	.00	.00	250.00	250.00	.0
10-421-68 COPIER EXPENSE	.00	.00	100.00	100.00	.0
10-421-70 IT SUPPORT	.00	.00	2,500.00	2,500.00	.0
10-421-71 COMPUTER SOFTWARE	.00	.00	4,000.00	4,000.00	.0
10-421-72 AMMUNITION	.00	.00	2,000.00	2,000.00	.0
10-421-73 LEXIPOLE	2,572.89	2,572.89	2,400.00	(172.89)	107.2
10-421-85 ANIMAL CONTROL	.00	.00	500.00	500.00	.0
10-421-90 MEMBERSHIP DUES	.00	.00	300.00	300.00	.0
10-421-91 POLICE VEHICLE SINKING FUND	.00	.00	5,000.00	5,000.00	.0
TOTAL POLICE DEPARTMENT	25,388.33	25,388.33	386,473.00	361,084.67	6.6
<u>BUILDING INSPECTION DEPARTMENT</u>					
10-424-20 BUILDING INSPECTIONS MATERIALS	.00	.00	200.00	200.00	.0
10-424-30 DEVELOPMENT REVIEW MISC EXP	.00	.00	1,000.00	1,000.00	.0
10-424-31 COMMERCIAL BUILDING REVIEW	9,142.47	9,142.47	5,000.00	(4,142.47)	182.9
10-424-32 RESIDENTIAL BUILDING REVIEW	435.67	435.67	5,000.00	4,564.33	8.7
TOTAL BUILDING INSPECTION DEPARTMEN	9,578.14	9,578.14	11,200.00	1,621.86	85.5

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PUBLIC WORKS ADMINISTRATION</u>					
10-430-11 SALARY - PW MAINTENANCE(1)	7,361.04	7,361.04	5,428.00	(1,933.04)	135.6
10-430-15 SALARY-PW SEASONAL (MOWING)	.00	.00	6,000.00	6,000.00	.0
10-430-16 PW EMPLOYEES-FULL TIME	1,538.50	1,538.50	40,419.00	38,880.50	3.8
10-430-20 EMPLOYEE BENEFITS - PW	770.30	770.30	8,104.00	7,333.70	9.5
10-430-22 FICA & MEDICARE	652.78	652.78	3,092.00	2,439.22	21.1
10-430-23 457 RETIREMENT	111.20	111.20	1,213.00	1,101.80	9.2
10-430-25 UNEMPLOYMENT INSURANCE - PW	17.03	17.03	138.00	120.97	12.3
10-430-26 WORKERS' COMPENSATION - PW	1,029.00	1,029.00	3,000.00	1,971.00	34.3
TOTAL PUBLIC WORKS ADMINISTRATION	11,479.85	11,479.85	67,394.00	55,914.15	17.0
<u>PUBLIC WORKS & STREETS DEPT</u>					
10-431-00 UNIFORMS - PW	.00	.00	3,500.00	3,500.00	.0
10-431-20 REPAIRS-EQUIPMENT & VEHICLES	265.00	265.00	9,500.00	9,235.00	2.8
10-431-21 STREETS-SIGNS & MATERIAL	.00	.00	10,000.00	10,000.00	.0
10-431-22 SNOW REMOVAL	2,385.00	2,385.00	.00	(2,385.00)	.0
10-431-23 EQUIPMENT RENTAL	.00	.00	200.00	200.00	.0
10-431-25 FARM HOUSE MAINT	.00	.00	3,000.00	3,000.00	.0
10-431-28 FARM HOUSE UTILITIES	.00	.00	2,700.00	2,700.00	.0
10-431-35 COPIER LEASE	7.95	7.95	95.00	87.05	8.4
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	.00	.00	1,500.00	1,500.00	.0
10-431-43 BUIDING MAINT	4,053.98	4,053.98	3,000.00	(1,053.98)	135.1
10-431-45 UTILITIES-GAS	.00	.00	1,200.00	1,200.00	.0
10-431-46 CELL PHONE	76.18	76.18	975.00	898.82	7.8
10-431-47 TELEPHONE & INTERNET	85.04	85.04	800.00	714.96	10.6
10-431-48 TRASH	.00	.00	540.00	540.00	.0
10-431-52 INSURANCE - PW	.00	.00	9,611.00	9,611.00	.0
10-431-55 POSTAGE & SHIPPING-PW	.00	.00	50.00	50.00	.0
10-431-60 STREET LIGHTING - PW	.00	.00	11,000.00	11,000.00	.0
10-431-61 OFFICE SUPPLIES	.00	.00	1,400.00	1,400.00	.0
10-431-62 FUEL - PW	307.62	307.62	8,500.00	8,192.38	3.6
10-431-63 CONTRACT REFUSE REMOVAL - PW	596.00	596.00	2,000.00	1,404.00	29.8
10-431-65 TREE PROGRAM	.00	.00	1,500.00	1,500.00	.0
10-431-66 PEST/WEED CONTROL - PW	.00	.00	1,600.00	1,600.00	.0
10-431-68 COPIER EXPENSE	.00	.00	78.00	78.00	.0
10-431-70 IT SUPPORT	.00	.00	2,500.00	2,500.00	.0
10-431-71 COMPUTER SOFTWARE	57.75	57.75	424.00	366.25	13.6
10-431-74 EQUIPMENT- CAPITAL OUTLAY	.00	.00	2,250.00	2,250.00	.0
10-431-75 RESERVE CAPITAL OUTLAY	7,395.00	7,395.00	.00	(7,395.00)	.0
10-431-76 PW VEHICLES SINKING FUND	.00	.00	5,000.00	5,000.00	.0
10-431-77 PW HEAVY EQUIP SINKING FUND	.00	.00	5,000.00	5,000.00	.0
TOTAL PUBLIC WORKS & STREETS DEPT	15,229.52	15,229.52	90,673.00	75,443.48	16.8

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>STORMWATER</u>					
10-432-59 STORMWATER ENGINEERING/DESIGN	.00	.00	5,000.00	5,000.00	.0
10-432-61 RETENTION/DETENTION POND MAINT	.00	.00	750.00	750.00	.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	500.00	500.00	.0
10-432-64 STREET SWEEPING	.00	.00	500.00	500.00	.0
10-432-65 LEVEE REPAIR & MAINT	.00	.00	500.00	500.00	.0
TOTAL STORMWATER	.00	.00	8,250.00	8,250.00	.0
<u>PARK & RECREATION</u>					
10-451-11 SALARIES - P&R DIRECTOR (SEAS)	1,340.28	1,340.28	16,200.00	14,859.72	8.3
10-451-12 SALARIES - SUMMER HELP (SEAS)	.00	.00	8,108.00	8,108.00	.0
10-451-16 SALARIES-PW FULL-TIME	307.70	307.70	5,337.00	5,029.30	5.8
10-451-20 EMPLOYEE BENEFITS	79.18	79.18	.00	(79.18)	.0
10-451-22 FICA P&R	126.07	126.07	2,268.00	2,141.93	5.6
10-451-23 RENTS	9.24	9.24	.00	(9.24)	.0
10-451-25 UNEMPLOYMENT INSURANCE	3.30	3.30	23.00	19.70	14.4
10-451-26 WORKERS' COMPENSATION	514.25	514.25	1,500.00	985.75	34.3
10-451-30 SPECIAL EVENTS - P&R	.00	.00	1,000.00	1,000.00	.0
10-451-38 CELL PHONE	38.09	38.09	490.00	451.91	7.8
10-451-39 TELEPHONE & INTERNET	85.04	85.04	1,200.00	1,114.96	7.1
10-451-40 TRAINING	15.71	15.71	1,000.00	984.29	1.6
10-451-41 UTILITIES - ELECTRIC	(960.12)	(960.12)	12,000.00	12,960.12	(8.0)
10-451-48 TRASH	.00	.00	800.00	800.00	.0
10-451-55 NEWSLETTERS/POSTCARDS/POSTAGE	.00	.00	1,200.00	1,200.00	.0
10-451-60 BACKGROUND CHECKS	.00	.00	735.00	735.00	.0
10-451-61 OPERATING SUPPLIES - P&R	.00	.00	4,500.00	4,500.00	.0
10-451-62 PARKS & RECREATION PROGRAMS	.00	.00	3,000.00	3,000.00	.0
10-451-70 IT SUPPORT	.00	.00	100.00	100.00	.0
10-451-71 COMPUTER SOFTWARE	173.25	173.25	2,100.00	1,926.75	8.3
10-451-83 SOFTBALL	.00	.00	2,750.00	2,750.00	.0
10-451-84 BASEBALL	.00	.00	8,000.00	8,000.00	.0
10-451-86 VOLLEYBALL	.00	.00	750.00	750.00	.0
10-451-87 SOCCER	.00	.00	1,200.00	1,200.00	.0
10-451-88 SUMMER ACTIVITY	.00	.00	2,000.00	2,000.00	.0
10-451-90 UNIFORMS & EQUIPMENT P&R	.00	.00	2,100.00	2,100.00	.0
10-451-91 MISC FEES	52.40	52.40	.00	(52.40)	.0
10-451-92 PARK CONCESSION EXPENSE	.00	.00	100.00	100.00	.0
10-451-93 MEMBERSHIP/PUBLICATIONS	.00	.00	200.00	200.00	.0
TOTAL PARK & RECREATION	1,784.39	1,784.39	78,661.00	76,876.61	2.3
TOTAL FUND EXPENDITURES	75,286.70	75,286.70	1,465,893.00	1,390,606.30	5.1
NET REVENUE OVER EXPENDITURES	18,519.38	18,519.38	(147,294.00)	(165,813.38)	12.6

TOWN OF WIGGINS
BALANCE SHEET
JANUARY 31, 2023

WATER ENTERPRISE

ASSETS

20-10250	COLOTRUST-WATER FUND		.36
20-10270	COLOTRUST-WATER BOND ACCOUNT		.05
20-10271	63.23% BOTW DEBT SERVICE	(28,940.08)
20-10280	COLOTRUST-WATER BOND RESERVE		.36
20-10290	OPERATION & MAINTENANCE FUND		.36
20-11500	ACCOUNTS RECEIVABLE	(1,126.84)
			<u> </u>
	TOTAL ASSETS		(30,065.79)
			<u> </u>

LIABILITIES AND EQUITY

LIABILITIES

20-20200	ACCOUNTS PAYABLE	(9,721.74)
20-22900	CUSTOMER DEPOSIT LIABILITY		690.00
			<u> </u>
	TOTAL LIABILITIES	(9,031.74)

FUND EQUITY

	UNAPPROPRIATED FUND BALANCE:		
	REVENUE OVER EXPENDITURES - YTD		1,948.63
			<u> </u>
	BALANCE - CURRENT DATE		1,948.63
			<u> </u>
	TOTAL FUND EQUITY		1,948.63
			<u> </u>
	TOTAL LIABILITIES AND EQUITY	(7,083.11)
			<u> </u>

TOWN OF WIGGINS
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 1 MONTHS ENDING JANUARY 31, 2023

WATER ENTERPRISE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
20-34000 WATER SALES	62,649.42	62,649.42	900,000.00	837,350.58	7.0
20-34001 CUSTOMER DEPOSITS	.00	.00	500.00	500.00	.0
20-34002 BULK WATER SALES	.00	.00	5,000.00	5,000.00	.0
20-34440 TAP FEES & ACQUISITION FEES	23,000.00	23,000.00	.00	(23,000.00)	.0
20-34442 WATER METER SALES	278.00	278.00	7,800.00	7,522.00	3.6
20-34450 MISCELLANEOUS WATER INCOME	1,659.19	1,659.19	15,000.00	13,340.81	11.1
20-36001 RENTAL INCOME	452.00	452.00	10,000.00	9,548.00	4.5
20-36100 INTEREST EARNED	1.13	1.13	.00	(1.13)	.0
TOTAL FUND REVENUE	88,039.74	88,039.74	938,300.00	850,260.26	9.4

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2023

WATER ENTERPRISE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PROFESSIONAL SERVICES</u>					
20-410-13 FINANCIAL AUDIT	.00	.00	5,000.00	5,000.00	.0
20-410-30 LEGAL SERVICE	.00	.00	5,000.00	5,000.00	.0
20-410-31 WATER RIGHTS EXPENSES (LEGAL)	.00	.00	80,000.00	80,000.00	.0
20-410-32 PROFESSIONAL SERVICES WATER	317.88	317.88	90,000.00	89,682.12	.4
20-410-33 POSTAGE	.00	.00	1,200.00	1,200.00	.0
20-410-34 WATER DEPOSIT REFUND	.00	.00	1,000.00	1,000.00	.0
20-410-38 PROFESSIONAL SERVICES ACCT	.00	.00	10,000.00	10,000.00	.0
20-410-40 TRAVEL, MEETINGS & TRAINING	.00	.00	4,000.00	4,000.00	.0
20-410-44 POSTAGE MACHINE LEASE	.00	.00	105.00	105.00	.0
20-410-59 DESIGN/SYSTEM ENGINEERING	.00	.00	50,000.00	50,000.00	.0
TOTAL PROFESSIONAL SERVICES	317.88	317.88	246,305.00	245,987.12	.1
<u>WATER ADMINISTRATION</u>					
20-411-12 EMPLOYEE SALARY-ADMINISTRATION	.00	.00	67,195.00	67,195.00	.0
20-411-15 ADMINISTRATION DEPT EMPLOYEES	5,604.31	5,604.31	.00	(5,604.31)	.0
20-411-20 EMPLOYEE BENEFITS	327.67	327.67	10,011.00	9,683.33	3.3
20-411-22 FICA & MEDICARE	422.29	422.29	5,141.00	4,718.71	8.2
20-411-23 457 RETIREMENT	223.74	223.74	3,500.00	3,276.26	6.4
20-411-25 UNEMPLOYMENT INSURANCE	11.03	11.03	202.00	190.97	5.5
20-411-26 WORKERS' COMPENSATION	.00	.00	175.00	175.00	.0
20-411-72 UTILITY BILLING SOFTWARE EXP	.00	.00	2,920.00	2,920.00	.0
TOTAL WATER ADMINISTRATION	6,589.04	6,589.04	89,144.00	82,554.96	7.4
<u>PUBLIC WORKS ADMINISTRATION</u>					
20-430-11 SALARY-PW MAINTENANCE	1,699.22	1,699.22	24,017.00	22,317.78	7.1
20-430-15 EMPL SALARY-PW P/T SEASONAL	.00	.00	7,332.00	7,332.00	.0
20-430-20 EMPLOYEE BENEFITS	345.56	345.56	4,767.00	4,421.44	7.3
20-430-22 FICA & MEDICARE	115.96	115.96	2,398.00	2,282.04	4.8
20-430-23 457 RETIREMENT	50.98	50.98	720.00	669.02	7.1
20-430-25 UNEMPLOYMENT INSURANCE	3.03	3.03	72.00	68.97	4.2
20-430-26 WORKERS' COMPENSATION	354.75	354.75	750.00	395.25	47.3
TOTAL PUBLIC WORKS ADMINISTRATION	2,569.50	2,569.50	40,056.00	37,486.50	6.4
<u>SUPPLIES</u>					
20-431-22 EQUIPMENT REPAIRS AND MAINT	.00	.00	5,000.00	5,000.00	.0
20-431-62 FUEL	307.61	307.61	750.00	442.39	41.0
20-431-75 VEHICLE REPAIR	.00	.00	1,500.00	1,500.00	.0
TOTAL SUPPLIES	307.61	307.61	7,250.00	6,942.39	4.2

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2023

WATER ENTERPRISE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OPERATIONS</u>					
20-432-00	.00	.00	5,000.00	5,000.00	.0
20-432-05	.00	.00	400.00	400.00	.0
20-432-30	.00	.00	6,000.00	6,000.00	.0
20-432-35	39.75	39.75	600.00	560.25	6.6
20-432-37	20.70	20.70	13,500.00	13,479.30	.2
20-432-39	57.75	57.75	1,125.00	1,067.25	5.1
20-432-40	119.08	119.08	2,000.00	1,880.92	6.0
20-432-41	50.64	50.64	80,000.00	79,949.36	.1
20-432-45	.00	.00	2,500.00	2,500.00	.0
20-432-46	.00	.00	764.00	764.00	.0
20-432-48	.00	.00	100.00	100.00	.0
20-432-49	.00	.00	7,000.00	7,000.00	.0
20-432-50	.00	.00	1,500.00	1,500.00	.0
20-432-52	.00	.00	8,000.00	8,000.00	.0
20-432-53	.00	.00	5,000.00	5,000.00	.0
20-432-54	(75.36)	(75.36)	2,500.00	2,575.36	(3.0)
20-432-55	.00	.00	7,800.00	7,800.00	.0
20-432-56	.00	.00	10,000.00	10,000.00	.0
20-432-57	605.20	605.20	8,000.00	7,394.80	7.6
20-432-59	.00	.00	1,000.00	1,000.00	.0
20-432-61	.00	.00	1,500.00	1,500.00	.0
20-432-68	.00	.00	800.00	800.00	.0
20-432-70	.00	.00	500.00	500.00	.0
20-432-75	.00	.00	2,000.00	2,000.00	.0
20-432-85	2,850.00	2,850.00	70,000.00	67,150.00	4.1
20-432-87	.00	.00	5,000.00	5,000.00	.0
20-432-99	30.00	30.00	1,000.00	970.00	3.0
TOTAL OPERATIONS	3,697.76	3,697.76	243,589.00	239,891.24	1.5
<u>DEBT SERVICE</u>					
20-471-09	.00	.00	45,000.00	45,000.00	.0
20-471-11	.00	.00	147,000.00	147,000.00	.0
20-471-12	7,020.84	7,020.84	42,125.00	35,104.16	16.7
20-471-13	.00	.00	40,000.00	40,000.00	.0
20-471-14	65,588.48	65,588.48	95,000.00	29,411.52	69.0
20-471-50	.00	.00	18,969.00	18,969.00	.0
TOTAL DEBT SERVICE	72,609.32	72,609.32	388,094.00	315,484.68	18.7
TOTAL FUND EXPENDITURES	86,091.11	86,091.11	1,014,438.00	928,346.89	8.5
NET REVENUE OVER EXPENDITURES	1,948.63	1,948.63	(76,138.00)	(78,086.63)	2.6

TOWN OF WIGGINS
 BALANCE SHEET
 JANUARY 31, 2023

SEWER ENTERPRISE

ASSETS

30-10250	COLOTRUST FUND		.36
30-10260	COLOTRUST SEWER PROJECT		.36
30-10271	36.77% BOTW DEBT SERVICE	(16,829.29)
30-11500	ACCOUNTS RECEIVABLE	(806.12)
	TOTAL ASSETS		(17,634.69)

LIABILITIES AND EQUITY

LIABILITIES

30-20200	ACCOUNTS PAYABLE		31,745.05
	TOTAL LIABILITIES		31,745.05

FUND EQUITY

	UNAPPROPRIATED FUND BALANCE:		
	REVENUE OVER EXPENDITURES - YTD	(30,748.39)
	BALANCE - CURRENT DATE	(30,748.39)
	TOTAL FUND EQUITY		(30,748.39)
	TOTAL LIABILITIES AND EQUITY		996.66

TOWN OF WIGGINS
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 1 MONTHS ENDING JANUARY 31, 2023

SEWER ENTERPRISE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
30-34000 SEWER SALES	36,199.49	36,199.49	420,000.00	383,800.51	8.6
30-34001 CUSTOMER DEPOSITS	.00	.00	150.00	150.00	.0
30-36100 INTEREST EARNED	.72	.72	.00	(.72)	.0
	<u>36,200.21</u>	<u>36,200.21</u>	<u>420,150.00</u>	<u>383,949.79</u>	<u>8.6</u>
TOTAL FUND REVENUE					

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2023

SEWER ENTERPRISE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PROFESSIONAL SERVICES</u>					
30-410-13 FINANCIAL AUDIT	.00	.00	5,000.00	5,000.00	.0
30-410-30 LEGAL SERVICE	.00	.00	2,000.00	2,000.00	.0
30-410-32 PROFESSIONAL SERVICES	311.06	311.06	20,000.00	19,688.94	1.6
30-410-33 POSTAGE	.00	.00	1,000.00	1,000.00	.0
30-410-34 SEWER DEPOSIT REFUND	.00	.00	500.00	500.00	.0
30-410-35 COPIER LEASE	39.75	39.75	600.00	560.25	6.6
30-410-40 TRAINING	.00	.00	1,000.00	1,000.00	.0
30-410-44 POSTAGE MACHINE LEASE	.00	.00	105.00	105.00	.0
30-410-67 OFFICE SUPPLIES	.00	.00	200.00	200.00	.0
30-410-68 COPIER EXPENSE	.00	.00	600.00	600.00	.0
TOTAL PROFESSIONAL SERVICES	350.81	350.81	31,005.00	30,654.19	1.1
<u>SEWER ADMINISTRATION</u>					
30-411-14 EMPLOYEE SALARIES-ADMIN	.00	.00	67,195.00	67,195.00	.0
30-411-15 ADMINISTRATION DEPT EMPLOYEES	5,604.29	5,604.29	.00 (5,604.29)	.0
30-411-20 EMPLOYEE BENEFITS	327.66	327.66	10,011.00	9,683.34	3.3
30-411-22 FICA & MEDICARE	422.32	422.32	5,141.00	4,718.68	8.2
30-411-23 457 RETIREMENT	223.72	223.72	3,500.00	3,276.28	6.4
30-411-25 UNEMPLOYMENT INSURANCE	11.06	11.06	202.00	190.94	5.5
30-411-26 WORKERS' COMPENSATION	.00	.00	175.00	175.00	.0
30-411-70 IT SUPPORT	.00	.00	250.00	250.00	.0
30-411-72 UTILITY SOFTWARE EXPENSE	.00	.00	2,920.00	2,920.00	.0
TOTAL SEWER ADMINISTRATION	6,589.05	6,589.05	89,394.00	82,804.95	7.4
<u>PUBLIC WORKS ADMINISTRATION</u>					
30-430-11 SALARY-PW MAINTENANCE	1,083.82	1,083.82	.00 (1,083.82)	.0
30-430-12 SALARY-PW MAINTENANCE	615.40	615.40	24,017.00	23,401.60	2.6
30-430-13 EMPL SALARY-PW P/T SEASONAL	.00	.00	7,332.00	7,332.00	.0
30-430-20 EMPLOYEE BENEFITS	345.56	345.56	4,767.00	4,421.44	7.3
30-430-22 FICA & MEDICARE	115.92	115.92	2,398.00	2,282.08	4.8
30-430-23 457 RETIREMENT	50.96	50.96	720.00	669.04	7.1
30-430-25 UNEMPLOYMENT	2.99	2.99	72.00	69.01	4.2
30-430-26 WORKERS' COMPENSATION	215.50	215.50	750.00	534.50	28.7
TOTAL PUBLIC WORKS ADMINISTRATION	2,430.15	2,430.15	40,056.00	37,625.85	6.1

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2023

SEWER ENTERPRISE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>WWTP</u>					
30-431-22 EQUIPMENT MAINTENANCE/REPAIRS	.00	.00	1,500.00	1,500.00	.0
30-431-45 UTILITIES-GAS	.00	.00	400.00	400.00	.0
30-431-48 TRASH	.00	.00	876.00	876.00	.0
30-431-51 WWTP ENGINEERING & CONTINGENCY	.00	.00	7,500.00	7,500.00	.0
30-431-59 ENGINEERING DESIGN	.00	.00	15,000.00	15,000.00	.0
30-431-62 FUEL	307.61	307.61	800.00	492.39	38.5
30-431-74 CAPITAL OUTLAY WWTP	.00	.00	25,000.00	25,000.00	.0
30-431-75 VEHICLE REPAIRS	.00	.00	5,000.00	5,000.00	.0
TOTAL WWTP	307.61	307.61	56,076.00	55,768.39	.6
<u>OPERATIONS</u>					
30-432-00 LINE MAINTENANCE	.00	.00	5,000.00	5,000.00	.0
30-432-05 UTILITY LOCATE EXPENSE	.00	.00	300.00	300.00	.0
30-432-30 CONTRACT OPERATOR	.00	.00	6,000.00	6,000.00	.0
30-432-39 COMPUTER SOFTWARE-GIS	57.75	57.75	1,125.00	1,067.25	5.1
30-432-41 UTILITIES-ELECTRIC	50.63	50.63	28,000.00	27,949.37	.2
30-432-42 TELEPHONE/INTERNET	119.09	119.09	500.00	380.91	23.8
30-432-45 UTILITIES --GAS	.00	.00	1,200.00	1,200.00	.0
30-432-46 CELL PHONE	.00	.00	300.00	300.00	.0
30-432-48 TRASH	.00	.00	1,200.00	1,200.00	.0
30-432-50 PERMIT FEES	.00	.00	3,500.00	3,500.00	.0
30-432-51 ANALYTICAL/SAMPLING EXPENSE	1,138.20	1,138.20	3,000.00	1,861.80	37.9
30-432-52 INSURANCE AND BONDS	.00	.00	9,000.00	9,000.00	.0
30-432-53 SEWER CLEANING/VIDEO	.00	.00	5,000.00	5,000.00	.0
30-432-54 INSTALLATION OF LINE EXPENSE	.00	.00	500.00	500.00	.0
30-432-55 GENERAL MAINT CENT LIFT ST	.00	.00	500.00	500.00	.0
30-432-56 GENERAL MAINTENANCE OF PLANT	.00	.00	2,000.00	2,000.00	.0
30-432-57 GENERAL MAINT JOHNSON LT ST	.00	.00	500.00	500.00	.0
30-432-59 ENGINEERING DESIGN	.00	.00	5,000.00	5,000.00	.0
30-432-60 TREATMENT OPERATIONS	2,420.80	2,420.80	7,500.00	5,079.20	32.3
30-432-61 OFFICE SUPPLIES	.00	.00	800.00	800.00	.0
30-432-99 OTHER MISCELLANEOUS EXPENSE	.00	.00	1,000.00	1,000.00	.0
TOTAL OPERATIONS	3,786.47	3,786.47	81,925.00	78,138.53	4.6
<u>DEBT SERVICE</u>					
30-471-13 BOTW SINKING FUND PAYMENT	52,952.95	52,952.95	106,288.00	53,335.05	49.8
30-471-14 BOTW INTEREST PAYMENT	531.56	531.56	44,124.00	43,592.44	1.2
30-471-50 LOAN ISSUANCE COSTS	.00	.00	11,031.00	11,031.00	.0
TOTAL DEBT SERVICE	53,484.51	53,484.51	161,443.00	107,958.49	33.1
TOTAL FUND EXPENDITURES	66,948.60	66,948.60	459,899.00	392,950.40	14.6

TOWN OF WIGGINS
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 1 MONTHS ENDING JANUARY 31, 2023

SEWER ENTERPRISE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
NET REVENUE OVER EXPENDITURES	(30,748.39)	(30,748.39)	(39,749.00)	(9,000.61)	(77.4)

TOWN OF WIGGINS
 BALANCE SHEET
 JANUARY 31, 2023

SALES TAX CAPITAL IMPROVEMENT

<u>ASSETS</u>			
40-10250	COLOTRUST FUND		.36
40-10251	HIGH PLAINS 1% TAX FUND		5.08
			<hr/>
	TOTAL ASSETS		5.44
			<hr/> <hr/>
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
	UNAPPROPRIATED FUND BALANCE:		
	REVENUE OVER EXPENDITURES - YTD	25,599.97	
		<hr/>	
	BALANCE - CURRENT DATE		25,599.97
			<hr/>
	TOTAL FUND EQUITY		25,599.97
			<hr/>
	TOTAL LIABILITIES AND EQUITY		25,599.97
			<hr/> <hr/>

TOWN OF WIGGINS
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 1 MONTHS ENDING JANUARY 31, 2023

SALES TAX CAPITAL IMPROVEMENT

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
40-31300 1% TOWN SALES TAX	25,594.53	25,594.53	300,000.00	274,405.47	8.5
40-36100 INTEREST EARNED	5.44	5.44	5.00	(.44)	108.8
TOTAL FUND REVENUE	25,599.97	25,599.97	300,005.00	274,405.03	8.5

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2023

SALES TAX CAPITAL IMPROVEMENT

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CAPITAL PROJECTS</u>					
40-430-05 CIP-NORTH STORM DETENTION	.00	.00	75,000.00	75,000.00	.0
40-430-16 CIP-TOWN HALL DIGITAL SIGN	.00	.00	50,000.00	50,000.00	.0
40-430-17 CIP-TH/PW EXT IMP	.00	.00	10,000.00	10,000.00	.0
40-430-18 CIP-NON POT WATER MAIN	.00	.00	100,000.00	100,000.00	.0
40-430-19 CIP-CR P CROSSING SIGNAL	.00	.00	10,000.00	10,000.00	.0
TOTAL CAPITAL PROJECTS	.00	.00	245,000.00	245,000.00	.0
TOTAL FUND EXPENDITURES	.00	.00	245,000.00	245,000.00	.0
NET REVENUE OVER EXPENDITURES	25,599.97	25,599.97	55,005.00	29,405.03	46.5

TOWN OF WIGGINS
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 1 MONTHS ENDING JANUARY 31, 2023

FUND 45

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>						
45-31300	1% TOWN SALES TAX (2022)	.00	.00	300,000.00	300,000.00	.0
45-36100	INTEREST EARNED	.00	.00	5.00	5.00	.0
TOTAL FUND REVENUE		.00	.00	300,005.00	300,005.00	.0

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2023

FUND 45

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
45-430-10 CIP-MAIN STREET C&G 3RD TO 5TH	.00	.00	100,000.00	100,000.00	.0
TOTAL DEPARTMENT 430	.00	.00	100,000.00	100,000.00	.0
 <u>DEPARTMENT 431</u>					
45-431-22 REPAIRS & MAINTENANCE-STREETS	.00	.00	25,000.00	25,000.00	.0
TOTAL DEPARTMENT 431	.00	.00	25,000.00	25,000.00	.0
 TOTAL FUND EXPENDITURES	 .00	 .00	 125,000.00	 125,000.00	 .0
 NET REVENUE OVER EXPENDITURES	 .00	 .00	 175,005.00	 175,005.00	 .0

TOWN OF WIGGINS
 BALANCE SHEET
 JANUARY 31, 2023

CONSERVATION TRUST

<u>ASSETS</u>			
50-10250	COLOTRUST FUND		.72
		<hr/>	
	TOTAL ASSETS		<u>.72</u>
			<hr/> <hr/>
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
	UNAPPROPRIATED FUND BALANCE:		
	REVENUE OVER EXPENDITURES - YTD	.72	
		<hr/>	
	BALANCE - CURRENT DATE		.72
		<hr/>	
	TOTAL FUND EQUITY		<u>.72</u>
			<hr/>
	TOTAL LIABILITIES AND EQUITY		<u>.72</u>
			<hr/> <hr/>

TOWN OF WIGGINS
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 1 MONTHS ENDING JANUARY 31, 2023

CONSERVATION TRUST

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
50-33501 CT - ST PROCEEDS (LOTTERY)	.00	.00	13,000.00	13,000.00	.0
50-36100 INTEREST EARNED	.72	.72	10.00	9.28	7.2
TOTAL FUND REVENUE	.72	.72	13,010.00	13,009.28	.0

TOWN OF WIGGINS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2023

CONSERVATION TRUST

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DEPARTMENT 430</u>						
50-430-15	CAPITAL OUTLAY--K PARK ELEC	.00	.00	10,000.00	10,000.00	.0
	TOTAL DEPARTMENT 430	.00	.00	10,000.00	10,000.00	.0
<u>PARK OPERATIONS</u>						
50-452-60	REPAIRS AND MAINTENANCE	.00	.00	2,500.00	2,500.00	.0
	TOTAL PARK OPERATIONS	.00	.00	2,500.00	2,500.00	.0
	TOTAL FUND EXPENDITURES	.00	.00	12,500.00	12,500.00	.0
	NET REVENUE OVER EXPENDITURES	.72	.72	510.00	509.28	.1



STAFF SUMMARY

Board of Trustees Board Meeting

February 22, 2023

DATE: February 17, 2023

AGENDA ITEM NUMBER: 6

TOPIC: Consideration of Resolution 09-2023 – A Resolution Increasing the Emergency Telephone Charge Within the Town of Wiggins, Colorado and Authorizing Service Suppliers to Collect Emergency Telephone Charges

STAFF MEMBERS RESPONSIBLE: Tom Acre, Town Manager
Craig Miller, Chief of Police

BACKGROUND:

Morgan County provides emergency telephone service, or 911 service, through its Communication Center. The Public Utilities Commission (PUC) authorizes local governments to charge an emergency telephone charge to assist in funding the 911 service. The emergency telephone charge or 911 surcharge was increased in June 2021. Prior to 2021, the emergency telephone charge had not increased since 2005 and the costs of providing 911 services continued to increase. The cost to fund the Communication Center is only partially funded by the emergency telephone charge. Morgan County supplements funding each year through the county budget.

SUMMARY:

On September 23, 2022, the Public Utilities Commission (PUC) established the new annual threshold rate for the emergency telephone charge as \$1.97, an increase of \$0.25 from the previous amount of \$1.72. This charge is levied for each access connection to 911 to fund the costs incurred by the County for equipment, installation, and other directly related costs for the continued operation of an emergency telephone service.

The PUC authorizes an increase in the emergency telephone charge each year. The attached resolution delegates the authority to impose the surcharge to the Morgan County Board of County Commissioners. The delegation of authority, shall expire upon the increase of the surcharge as designated by the PUC, to an amount no more than \$4.00 or 10-years from the date of the Resolution, whichever occurs first.

FISCAL IMPACT:

Adoption of this Resolution has a neutral impact on the adopted budget. The costs are passed on to citizens through the telephone surcharge.

APPLICABILITY TO TOWN OBJECTIVES AND GOALS TO PROVIDE SERVICES:

This supports the Board's desire to provide a safe environment in the Town of Wiggins by providing emergency telephone service that enhances the response time of emergency responders such as law enforcement agencies, ambulance service, and fire protection.

OPTIONS AVAILABLE TO THE BOARD OF TRUSTEES:

The Board of Trustees could adopt this Resolution as presented, request a modification, or not adopt the Resolution.

MOTION FOR APPROVAL: I make a motion to adopt Resolution 09-2023 – A Resolution Increasing the Emergency Telephone Charge Within the Town of Wiggins, Colorado and Authorizing Service Suppliers to Collect Emergency Telephone Charges

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

**TOWN OF WIGGINS, COLORADO
RESOLUTION NO. 09-2023**

**A RESOLUTION INCREASING THE EMERGENCY TELEPHONE CHARGE WITHIN
THE TOWN OF WIGGINS, COLORADO AND AUTHORIZING SERVICE SUPPLIERS
TO COLLECT EMERGENCY TELEPHONE CHARGES**

WHEREAS, State law, including C.R.S. § 29-11-102, authorizes the Town to impose an emergency telephone charge on service users within Town limits in order to pay costs related to the continued operation of emergency telephone service; and

WHEREAS, C.R.S. § 29-11-102 requires the Board of Trustees of the Town of Wiggins, Colorado to establish a rate of charge for emergency telephone service within the Town of Wiggins, which charge shall not exceed the threshold amount set by the Public Utilities Commission annually; and

WHEREAS, on September 23, 2022, the PUC established the new annual threshold rate for the emergency telephone charge in Morgan County as \$1.97, which charge will become effective on June 1, 2023; and

WHEREAS, Morgan County provides emergency telephone service, or 911 service, through its Communication Center to the residents of the Town of Wiggins; and

WHEREAS, the County Commissioners of Morgan County recently increased the rate charged to the Town of Wiggins for the provision of emergency telephone service; and

WHEREAS, the costs of providing these services funded by the emergency telephone charge continue to increase; and

WHEREAS, the PUC allows the emergency telephone charge to increase by no greater than the rate of inflation each year; and

WHEREAS, providing emergency telephone service enhances the response time of emergency responders such as law enforcement agencies, ambulance service, and fire protection; and

WHEREAS, emergency telephone service is in the best interests of the residents of the Town of Wiggins, Colorado.

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

Section 1. The rate of charge for emergency service within the Town of Wiggins, Colorado is set at one dollar and seventy-two cents (\$1.97) per 911 access connection to fund the costs for equipment, installation, and other directly related costs for the continued operation of an emergency telephone service is hereby imposed in accordance with C.R.S. § 29-11-100.2, *et seq.* The terms used in this Resolution shall have the meanings ascribed to them in C.R.S. § 29-11-101.

Section 2. The new rate shall take effect on June 1, 2023.

Section 3. Hereafter, the Board of Trustees of the Town of Wiggins delegates to the Morgan County Board of County Commissioners (“BOCC”) the authority granted to Town of Wiggins pursuant to C.R.S. § 29-11-102(2)(a) to impose a surcharge for 911 access upon each service user whose address is within the Town’s jurisdiction. The BOCC is hereby authorized to impose the 911 surcharge annually within the boundaries of the Town of Wiggins, subject to the limitations herein.

Section 4. The BOCC may raise the 911 surcharge under this delegation annually to up the amount designated by the PUC.

Section 5. This delegation of authority shall expire upon the increase of the 911 surcharge, as designated by the PUC, to an amount more than \$4.00 or 10 years from the date of this Resolution, whichever occurs first.

Section 6. The amount of the charge imposed hereunder shall be uniform regardless of the technology used to provide the 911 access connection.

Section 7. The emergency telephone charge shall be imposed only upon service users whose addresses are within the Town of Wiggins; however, such emergency telephone charges shall not be imposed upon any state or local governmental entity.

Section 8. Notice shall be given to every service supplier of the emergency telephone charge imposed by this Resolution.

Section 9. Service suppliers are hereby authorized to collect the emergency telephone charge from all service users within the Town of Wiggins and to remit the charges so collected to the Morgan County Treasurer in accordance with the Intergovernmental Agreement between the County of Morgan and the Town of Wiggins, Colorado, to be budgeted, appropriated, and disbursed in accordance therewith.

INTRODUCED, READ, AND RESOLVED THIS 22th DAY OF FEBRUARY, 2023.

TOWN OF WIGGINS, COLORADO

Christopher Franzen, Mayor

ATTEST:

Tom Acre, Interim Town Clerk



STAFF SUMMARY

Board of Trustees Meeting February 22, 2023

DATE: February 17, 2023

AGENDA ITEM NUMBER.: 7

TOPIC: Consideration of Resolution No. 10-2023 – Authorizing Participation in the Rural Jump-Start Program

STAFF MEMBER RESPONSIBLE: Tom Acre, Town Manager

BACKGROUND:

The Rural Jump-Start Program is a collaborative effort by the state, local governments, Institutes of Higher Education (IHE), and economic development organizations (EDO) to incentivize new businesses to start in or move to rural, economically distressed counties in Colorado, which are referred to as Rural Jump-Start zones, and hire new employees.

Rural Jump-Start began in 2016 as a tax incentive program, and in 2021 a grant program was created, for businesses located in a Rural Jump-Start zone. To be eligible, businesses cannot be operating in the State of Colorado at the time of application and cannot compete with similar businesses in the county where they are locating or an adjacent economically distressed county. If you are a business interested in participating in this program, please review all program qualifications, discussed in greater detail under the Business Eligibility section below, before applying.

Tax benefits include relief from:

- State income tax for the new business;
- State sales and use tax for the new business;
- County personal property tax for the new business;
- Municipal personal property tax for the new business (in participating municipalities);
and
- State income tax for qualified New Hires.

Grant benefits are dependent on the business' location:

- If a business is located in a Rural Jump-Start zone, businesses can receive a matching grant of up to \$20,000 as a newly established business and up to \$2,500 per New Hire.
- If a business is located in a Rural Jump-Start zone that is also a Tier 1 Just Transition Community, businesses can receive a matching grant of up to \$40,000 as a newly established business and up to \$5,000 per New Hire.

The Rural Jump-Start Program will accept applications for the tax benefits through December 31, 2025 and for the grant benefits through June 30, 2024.

Additional information can be found on the Colorado Office of Economic Development and International Trade web site <https://oedit.colorado.gov/rural-jump-start-program>.

SUMMARY:

Staff and the Board briefly discussed the Rural Jump-Start program at the Work Session on February 8, 2023. Previously the Rural Jump-Start program was discussed in Fall 2021 as an incentive tool during discussions regarding the potential of a wool processing facility relocating from Kansas to Wiggins. The Rural Jump-Start Program works best when both the county and municipal government each participate. At that time, full participation was not available.

The Morgan County Board of County Commissioners recently passed a resolution authorizing Morgan County’s participation in the program. The Morgan County Economic Development Corporation has encouraged each of the municipalities in the county to participate. Participation in the Rural Jump-Start program provides the Town the ability to offer another economic development incentive tool to a new and unique business that may be looking to locate in Wiggins. The Rural Jump-Start program can only be offered to a new business offering that is currently not present in the town or county.

FISCAL IMPACT:

Adoption of this Resolution will have a positive impact the Town’s adopted budgets in the future due to an increase in business activity in the Town.

APPLICABILITY TO TOWN OBJECTIVES AND GOALS TO PROVIDE SERVICES:

This supports the Board’s desire to increase economic development in the Town of Wiggins.

OPTIONS AVAILABLE TO THE BOARD OF TRUSTEES:

The Board of Trustees could adopt this Resolution as presented, request a modification, or not adopt the Resolution.

MOTION FOR APPROVAL: I make a motion to adopt Resolution No. 10-2023 – A Resolution Authorizing Participation in the Rural Jump Start Program.

ACTION REQUESTED:

MOTION, SECOND, ROLL-CALL VOTE

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

**TOWN OF WIGGINS, COLORADO
RESOLUTION NO. 10-2023**

**A RESOLUTION AUTHORIZING PARTICIPATION IN THE RURAL JUMP START
PROGRAM**

WHEREAS, the Board of Trustees of the Town of Wiggins recognizes that it is a benefit to increase economic development in the Town of Wiggins; and

WHEREAS, the State of Colorado has enacted the Rural Jump Start Program (C.R.S. § 39-30.5-106) for the express purpose of encouraging economic development in the rural areas in Colorado; and

WHEREAS, the Town of Wiggins Board of Trustees has determined that it is in the best interest of the town to participate in the rural Jump Start program.

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

Section 1. The Board of Trustees of the Town of Wiggins authorizes the town to participate in the Rural Jump Start program.

Section 2. The Board of Trustees in the course of this participation, does hereby agree to provide incentive payments, exemptions, or refunds, as appropriate, for 100% of the town business personal property tax imposed on all new businesses that are approved by the Colorado Economic Development Commission to participate in the Rural Jump-Start program, for as long as the Colorado Economic Development Commission designates these new businesses as approved for the Rural Jump-Start program, understanding that such tax relief is limited by statute to eight years for each new business.

INTRODUCED, READ, AND RESOLVED THIS 22th DAY of FEBRUARY, 2023.

TOWN OF WIGGINS, COLORADO

Christopher Franzen, Mayor

ATTEST:

Tom Acre, Interim Town Clerk



STAFF SUMMARY

Board of Trustees Meeting February 22, 2023

DATE: February 17, 2023

AGENDA ITEM NUMBER.: 8

TOPIC: Consideration of Resolution No. 11-2023 – A Resolution Approving the Purchase of a Pedestrian Activated Flashing LED Crossing Sign for Installation on Morgan County Road P West of Main Street

STAFF MEMBER RESPONSIBLE: Tom Acre, Town Manager

BACKGROUND:

The Board of Trustees and Staff have been discussing the need to add a pedestrian activated LED flashing crosswalk signal on Morgan County Road P (MCR P) immediately west of Main Street for several months. With the pedestrian crossing at this location being used by students and parents walking from the residential area south of MCR P to get to and from the Wiggins School campus to the north, safety is a concern. A pedestrian activated flashing signal was thought of as a good method to warn drivers on MCR P of pedestrians crossing the road.

SUMMARY:

The estimated cost of the signal was included in the 2023 budget projections. Staff reached out to several vendors requesting quotes on a signal. Of the vendors contacted, TAPCO Parking & Traffic Control, Inc. was the most responsive. TAPCO provided a quote for both a crosswalk signal and an optional blinking advance warning signal. Staff and the Board discussed this at the Work Session on February 8, 2022 and decided on purchasing the crossing signal. The blinking advance warning component could be added later if needed. The cost of the pedestrian activated flashing LED crosswalk signal is approximately \$ 13,340. The cost of installation would depend on if we contract the work out or complete it in house.

FISCAL IMPACT:

Adoption of this Resolution has a minimal impact on the Town's budget as the majority of the cost was included in the adopted 2023 budget. The remainder of the cost will be covered by cost savings of other capital improvements.

APPLICABILITY TO TOWN OBJECTIVES AND GOALS TO PROVIDE SERVICES:

This supports the Board's desire to provide safe environment to the citizens.

OPTIONS AVAILABLE TO THE BOARD OF TRUSTEES:

The Board of Trustees could adopt this Resolution as presented, request a modification, or not adopt the Resolution.

MOTION FOR APPROVAL: I make a motion to adopt Resolution No. 10-2023 – A Resolution Approving the Purchase of a Pedestrian Activated Flashing LED Crossing Sign for Installation on Morgan County Road P West of Main Street.

ACTION REQUESTED:

MOTION, SECOND, ROLL-CALL VOTE

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

**TOWN OF WIGGINS, COLORADO
RESOLUTION 11-2023**

**A RESOLUTION APPROVING THE PURCHASE OF A PEDESTRIAN
ACTIVATED FLASHING LED CROSSING SIGN FOR INSTALLATION ON
MORGAN COUNTY ROAD P WEST OF MAIN STREET**

WHEREAS, the crosswalk on Morgan County Road P (MCR P) provides the connection from the area of town south of MCR P and the area of town located north of MCR P is utilized regularly by pedestrians; and

WHEREAS, the crosswalk provides access for students and parents walking to and from the Wiggins School campus; and

WHEREAS, the Town of Wiggins Board of Trustees and Staff desire to provide a safe pedestrian crossing route and has identified that the pedestrian crossing of MCR P requires drawing additional attention to the crossing to motorists traveling on MCR P in addition to a painted crosswalk; and

WHEREAS, the Town of Wiggins desires to purchase a pedestrian activated flashing LED crossing identification sign for placement at the crosswalk on MCR P west of Main Street; and

WHEREAS, the Board of Trustees has the funds available for the purchase of a pedestrian activated flashing LED crossing sign in the 2023 Town Budget.

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

Section 1. The Board of Trustees hereby authorizes the Town Manager or his designee to purchase a pedestrian activated flashing LED crossing TAPCO Traffic & Parking Control, Inc. for installation on MCR P west of Main Street.

Section 2. The Town Manager and Town Clerk are hereby authorized to execute and deliver all documents and monies in accordance with this resolution.

INTRODUCED, ADOPTED AND RESOLVED THIS 22ND DAY OF FEBRUARY, 2023.

TOWN OF WIGGINS, COLORADO

Christopher Franzen, Mayor

ATTEST:

Tom Acre, Interim Town Clerk



RRFB Pedestrian Crosswalk System Installation Guide

For systems employing:

- Solar-Power
- Side-of-Pole control cabinet

Wireless Push Button Bollard

Installation Guide UG-14064243 Rev C

Note: This page provides basic installation steps for a Wireless Push Button Bollard, in the optimal order of assembly. The Table of Contents on the next page outlines detailed assembly instructions.

Other Guides and info are available on the TAPCO Partner Portal at: <https://www.tapconet.com/account/register>

QUICK-START ASSEMBLY INSTRUCTIONS

1. Prepare Site
2. Thread Bollard onto Base (typically shipped assembled)
3. Mount Components Onto Bollard
4. Mount Assembly Onto J-Bolts
5. Synchronize Traffic Device System Radios
6. Synchronize Push Button Bollard Radios
7. Test Bollard Batteries*
8. Replace Bollard Battery*

*Optional testing and maintenance procedures

Note: Standard BlinkerBeam® radios will not function with Push Button Bollards' low-power BlinkerBeam® radios.

If incorporating bollards into existing systems, Standard radios must be replaced with low-power radios.

Radio type can be determined only by its label:

Push Button Bollard's Low-power radio label has a yellow inset that reads 'Low Power Sensor Radio' (Figure 1).

A Traffic Device's Low-power radio label has a yellow inset that reads 'Low Power Sign Radio' (Figure 2).

So if there is no 'Low Power...' label, radio must be replaced.



Figure 1: Bollard's Low Power Radio Label



Figure 2: Traffic Device's Low Power Radio Label



Figure 3: Standard BlinkerBeam® Radio* Example (varies)



Safe travels.

Traffic and Parking Control Co., Inc.
 5100 West Brown Deer Road
 Brown Deer, Wisconsin 53223
 Phone (800) 236-0112 • TAPCOnet.com • Fax (800) 444-0331

SALES QUOTE

Customer Copy

Number	Q22020824
Date	1/11/2023
Page	1

Sell To Cust. C98719	Town of Wiggins Tom Acre 304 E. Central Ave. WIGGINS, CO 80654 USA	Ship To Cust.	Town of Wiggins Tom Acre 304 E. Central Ave. WIGGINS, CO 80654 USA
-------------------------	--	---------------	--

Customer PO #	Expires	Slsp	Terms	Freight	Ship Via
	2/17/2023	Dave Donovan	Net 30 DAYS	PREPAID	BEST RATE

Item	Description	Quantity	UM	Price	Extension
	Crosswalk - 65W Solar, DS RRFB, 36" W11-2 & 24" Arrows, Bulldog PB, 4' Bollards, 4.5" Poles and 2x 30W Solar, 30" FYG W11-2 Blinkersigns, Advance Warnings on 2-7/8" Poles:				
500029	Crosswalk with Bollards- Controller, 12V, 108045, Hollow, Radio	2	EA	1,800.00	\$3,600.00
142048	Universal Cabinet Mounting Bracket, SOP Cabinets 108766, 108045, 120652, Includes U-Bolt Hardware	2	EA	150.00	\$300.00
SLR-55-B	65W/12V Solar Panel Package, Top Of Pole Mount 4.5 Dia.	2	EA	500.00	\$1,000.00
101494	Battery, Universal battery, Solar 12V 50Ah AGM UB12500 - Internal Thread	2	EA	275.00	\$550.00
138089	RRFB, Dimmable, Assembly with Universal Mounting Kit	4	EA	475.00	\$1,900.00
101620	Push Button Bulldog Add-On Option Kit Yellow, With LED	4	KT	200.00	\$800.00
129066	Bollard Pole Package, 4', 4.5" OD, 18" J-Bolts Includes: Pole, Base, J-Bolts & Cap	2	EA	700.00	\$1,400.00
373-4	Standard Aluminum 4 feet, Schedule 80, 4.5" OD	2	Each		
203-00014	Base, Aluminum Square Pedestal, No Paint	2	Each		
203-00010	Cap, 4.5" OD Pole, Raw, 4C Signal	2	Each		
111644	J-Bolt, 3/4"W x 17"L, with 1 Nut and 1 Washer	8	Each		
144081-50	Cable, Bulk, 2C 18AWG Red/Blk, UL Rated, 50 foot pre-cut length	1	EA	50.00	\$50.00

Shipment within _____
 Acceptance By _____
 Date _____
 By _____

Merchandise	Freight	Tax	Total
\$20,820.00	\$0.00	\$0.00	\$20,820.00

\$13,340.00

All prices are listed in **US Dollars (USD)**
 For terms and conditions, please visit: <https://www.tapconet.com/terms-conditions>



Safe travels.

Traffic and Parking Control Co., Inc.
5100 West Brown Deer Road
Brown Deer, Wisconsin 53223
Phone (800) 236-0112 • TAPCOnet.com • Fax (800) 444-0331

SALES QUOTE

Customer Copy

Table with 2 columns: Field (Number, Date, Page) and Value (Q22020824, 1/11/2023, 2)

Table with 4 columns: Sell To Cust., Ship To Cust., and their respective addresses in Wiggins, CO.

Table with 6 columns: Customer PO #, Expires, Slsp, Terms, Freight, Ship Via. Values include 2/17/2023, Dave Donovan, Net 30 DAYS, PREPAID, BEST RATE.

Main item list table with columns: Item, Description, Quantity, UM, Price, Extension. Includes items like W11-2,36"x36"x.080 DG3 FY Pedestrian Crossing, W16-7PR,24"x12"x.080 DG3 FY, Down Diagonal Right Arrow, etc.

DELETE ADVANCE WARNING

DELETE ADVANCE WARNING

Furnish only quote. Installation is not included.

Shipment within
Acceptance By
Date
By

Summary table with 4 columns: Merchandise, Freight, Tax, Total. Values: Merchandise \$20,820.00, Freight \$0.00, Tax \$0.00, Total \$20,820.00.

All prices are listed in US Dollars (USD)
For terms and conditions, please visit: https://www.tapconet.com/terms-conditions

\$13,340.00



Safe travels.

Traffic and Parking Control Co., Inc.
5100 West Brown Deer Road
Brown Deer, Wisconsin 53223
Phone (800) 236-0112 • TAPCOnet.com • Fax (800) 444-0331

SALES QUOTE

Customer Copy

Table with 2 columns: Field (Number, Date, Page) and Value (Q22020824, 1/11/2023, 3)

Table with 4 columns: Sell To Cust., Ship To Cust., and two address blocks for Town of Wiggins.

Table with 6 columns: Customer PO #, Expires, Slsp, Terms, Freight, Ship Via.

Table with 6 columns: Item, Description, Quantity, UM, Price, Extension.

Solar powered equipment requires no shading or obstructions

TAPCO will make every effort to ship all systems in normal process; however, as a result of global supply chain constraints some components might be impacted by extended lead times.

Shipment within
Acceptance By
Date
By

Summary table with 4 columns: Merchandise, Freight, Tax, Total.

\$13,340.00

All prices are listed in US Dollars (USD)
For terms and conditions, please visit: https://www.tapconet.com/terms-conditions



STAFF SUMMARY

Board of Trustees Meeting February 22, 2023

DATE: February 17, 2023

AGENDA ITEM NUMBER.: 9

TOPIC: Consideration of Resolution No. 12-2023 - A Resolution Approving a First Amended Employment Agreement with the Town Manager

STAFF MEMBERS RESPONSIBLE: Tom Acre, Town Manager
Melinda Culley, Town Attorney

BACKGROUND:

The Town Manager is appointed by the Board of Trustees and serves the Town under an Employment Agreement. Periodically, the Town of Wiggins Board of Trustees reviews the Town Manager's contract and compensation, and proposes amendments when appropriate.

SUMMARY:

The Town Manager was hired on October 1, 2020 and the Board of Trustees and the Town Manager desire to continue that relationship. The Board of Trustees and the Town Manager have agreed to a First Amendment to the Town Manager's Employment Agreement reflecting a modest increase salary equivalent to the cost-of-living increases provided to staff.

FISCAL IMPACT:

Adoption of this Resolution will not significantly impact the Town's adopted budget as staff salary increases, including the Town Manager's are included in the budget projection approved by the Board.

APPLICABILITY TO TOWN OBJECTIVES AND GOALS TO PROVIDE SERVICES:

This supports the Board's desire to recognize and compensate employees.

OPTIONS AVAILABLE TO THE BOARD OF TRUSTEES:

The Board of Trustees could adopt this Resolution as presented, request a modification, or not adopt the Resolution.

MOTION FOR APPROVAL: I make a motion to adopt Resolution No. 12-2023 – A Resolution Approving a First Amended Employment Agreement with the Town Manager

ACTION REQUESTED:

MOTION, SECOND, ROLL-CALL VOTE

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

**TOWN OF WIGGINS, COLORADO
RESOLUTION NO. 12-2023**

**A RESOLUTION APPROVING A FIRST AMENDED EMPLOYMENT AGREEMENT
WITH THE TOWN MANAGER**

WHEREAS, the Board of Trustees previously approved an Employment Agreement with the Town Manager; and

WHEREAS, the Board of Trustees desires to approve a First Amended Employment Agreement with the Town Manager.

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

Section 1. The proposed First Amended Employment Agreement with the Town Manager (“Agreement”) is hereby approved in essentially the same form as accompanies this resolution.

Section 2. The Mayor is authorized to execute the Agreement, and is further authorized to negotiate and approve on behalf of the Town such revisions to the Agreement as the Mayor determines are necessary or desirable for the protection of the Town, so long as the essential terms and conditions of the Agreement are not altered.

INTRODUCED, ADOPTED AND RESOLVED THIS 22ND DAY OF FEBRUARY 2023.

TOWN OF WIGGINS, COLORADO

Christopher Franzen, Mayor

ATTEST:

Tom Acre, Interim Town Clerk

FIRST AMENDED EMPLOYMENT AGREEMENT

THIS FIRST AMENDED EMPLOYMENT AGREEMENT (“Agreement”) is made and entered into effective this ____ day of _____ 2023 (the “Effective Date”), by and between the Town of Wiggins, a Colorado municipal corporation, hereinafter known as “Town” and John T. “Tom” Acre hereinafter known as “Town Manager.”

WHEREAS, the Town desires to continue to employ the services of John T. “Tom” Acre for the office of Town Manager of the Town; and

WHEREAS, the Town and Town Manager desire to set forth certain specifics concerning the employment of the Town Manager by the Town, and to establish conditions of employment and working conditions of said Manager; and

WHEREAS, the Town Manager desires to accept such continued employment as the Town Manager of the Town under the terms and conditions set forth herein.

NOW THEREFORE, in consideration of the following mutual covenants, promises and conditions, the parties agree as follows:

1. Duties. The Town agrees to employ John T. “Tom” Acre as Town Manager to perform the functions and duties specified by Colorado Revised Statutes, the Town ordinances, and any other applicable laws, ordinances, or regulations of the Town. In addition, the Town Manager agrees to perform any other legally permissible and proper duties and functions as the Town Board of Trustees shall from time-to-time assign to the Town Manager.

2. Term. The Town Manager’s first day of employment with the Town was October 1, 2020. The Town Manager is an employee at will. The Town Manager shall serve at the pleasure of the Board of Trustees and for an indefinite term.

3. Compensation. For all services provided to the Town, the Town Manager shall receive a salary to be set from time to time by the Board of Trustees. Commencing on the Effective Date, the Town Manager’s gross annual salary shall be \$99,750.00. The Town Manager’s salary shall be prorated and paid, subject to applicable deductions, at the same times and in the same manner as established by the Town for other Town employees. In addition, the Town may, at the sole discretion of the Board of Trustees, increase said salary and/or other benefits of the Town Manager in such amounts and to such extent as the Board of Trustees may determine that it is desirable to do so on the basis of an annual review of the performance of the Town Manager.

4. Exempt Status. The position of Town Manager is an exempt position under the provisions of the Fair Labor Standards Act. As such, the Town Manager shall not be bound or subject to the record keeping, overtime or other provisions of the Act applicable to nonexempt employees.

5. Termination of Employment.

(a) The employment of the Town Manager may be terminated by the Board of Trustees at any time, with or without cause, by a majority vote of the entire Board of Trustees. The Town Manager acknowledges and agrees that any such termination of employment is not subject to the provisions of C.R.S. Section 31-4-307 and hereby waives any rights thereunder.

(b) If the Town terminates the Town Manager's employment without cause or otherwise forces or requests the Town Manager's resignation, the Town Manager shall receive six (6) months of severance pay. The amount of severance pay will be based on the Town Manager's salary at the time of termination, less applicable deductions. It shall be the choice of the Town Manager to accept a lump sum payment or to continue to be paid at the intervals established pursuant to Section 3 of this Agreement for the applicable period.

(c) If the termination is for cause, the Town Manager shall not receive severance pay. For the purpose of this Agreement, "cause" shall mean conviction of any crime constituting a felony; conviction of the crime of embezzlement of public moneys, bribery, perjury, solicitation of bribery, or subornation of perjury; violation of the Town's policies regarding discrimination, harassment, retaliation, workplace violence, workplace safety, equal employment opportunity, ethics or conflicts of interest as determined by a third party investigator; or failure to cooperate fully in any investigation of a complaint filed pursuant to the Town's policies regarding discrimination, harassment, retaliation, workplace violence, workplace safety, equal employment opportunity, ethics or conflicts of interest as determined by a third party investigator.

(d) The Town Manager may terminate his employment at any time by giving the Board of Trustees written notice of his intent to resign, at forty-five days prior to the date of resignation, unless a lesser number of days is agreed to by the Board of Trustees. If the Town Manager so terminates his employment, he shall not receive severance pay.

6. Performance Evaluation. The Town Manager's performance shall be reviewed and evaluated no less frequently than on an annual basis, but at such times as the Board of Trustees in its discretion may determine.

7. Sick Leave and Vacation Leave.

(a) The Town Manager shall accrue paid sick leave at the rate established in the Wiggins Personnel Policy Handbook as adopted and amended from time to time (the "Personnel Handbook"). Such sick leave may be used for the purposes set forth in the Personnel Handbook. Upon termination of his employment with the Town, the Town Manager shall not be paid for any accrued, unused sick leave time.

(b) The Town Manager shall earn 10.00 hours of paid vacation leave per month and is allowed to carry over no more than forty (40) hours of accrued vacation leave from year to year, unless otherwise agreed upon by the Board of Trustees. Upon termination of his employment with the Town, the Town Manager shall be paid for any accrued, unused vacation leave time.

8. Insurance. The Town Manager shall be entitled to receive the same health and dental and other insurance coverage as set forth under the terms of the group insurance coverages provided by the Town to all employees. The Town Manager must meet all of the terms and conditions required by the individual carriers in order to receive said coverages.

9. Retirement. The Town agrees to contribute to a pension plan at the percentage of the Town Manager's salary as is determined by the Board of Trustees on an annual basis. The Town Manager shall contribute at a rate to at least match the Board of Trustees' rate set annually (minimum amount mandatory) and no greater than what is in accordance with the Personnel Handbook. Each payment shall be made on a biweekly basis according to the Town's payroll schedule. Twenty percent (20%) of the Town's contribution shall vest to the Town Manager for each full year of employment. No contribution shall be made by the Town in the event no contribution is made by the Town Manager.

10. Other Terms and Conditions of Employment.

(a) The Board of Trustees shall fix such other terms and conditions of employment, as it may determine from time to time, relating to the employment and performance of the Town Manager, provided such terms and conditions are not inconsistent with the provisions of this Agreement.

(b) The provisions in the Personnel Handbook pertaining to observation periods, disciplinary actions, appeals, and grievances, shall not apply and are not binding with respect to the employment of the Town Manager.

(c) The Town Manager shall comply with the Town's policies concerning workplace conduct, including without limitation the Town's policies regarding discrimination, harassment, retaliation, workplace violence, workplace safety, equal employment opportunity, ethics and conflicts of interest.

11. Dues and Subscriptions. The Town agrees to budget and pay for reasonable professional dues and subscriptions of the Town Manager which are mutually determined to be necessary for his participation in national, regional, state, and local associations and organizations necessary and desirable for his continued professional participation, growth, and advancement, and which are for the good of the Town. The Town also agrees to budget and pay for travel and related expenses for the Town Manager which are mutually determined necessary for the Town Manager to adequately pursue official and other functions for the Town. By way of example such functions include but are not limited to meetings and conference of the International City Management Association, Colorado City County Management Association and Colorado Municipal League.

12. Hours of work. It is recognized that the Town Manager must devote time outside the normal office hours of business of the Town Manager and may be engaged in work during certain evening and weekend hours, and to that end, Town Manager shall be entitled to arrange and organize his work schedule to best complete his duties and responsibilities, which may include the taking of a reasonable amount of administrative or compensatory leave during normal business hours.

13. Reimbursement of General Expenses. The Town recognizes that certain expenses of a non-personal and job-related nature will be incurred by the Town Manager, and hereby agrees to reimburse reasonable general expenses in accordance with Town policies.

14. Use of Personal Vehicle. The Town Manager shall provide his own transportation as necessary in the performance of his duties. The Town Manager shall be reimbursed mileage for all Town-related business trips at the IRS rate and in accordance with the Town's Personnel Policies. The Town Manager shall not be reimbursed for his commute between Wiggins and his residence. The Town Manager shall maintain all liability insurance as required by the State of Colorado.

15. Cell Phone. The Town shall provide the Town Manager with a cell phone for use in the performance of his duties. The cell phone may be used for personal use. The Town Manager shall be responsible for any income taxes that may be due as a result of receiving the cell phone as provided for herein.

16. Indemnification. In addition to that required under state and local law, the Town shall defend, save harmless, and indemnify Mr. Acre against any tort, professional liability claim or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring within the legal scope of authority in the performance of Mr. Acre's duties as Town Manager, pursuant to all insurance coverages maintained by the Town and pursuant to the terms of the Colorado Government Immunity Act. The Town will determine when and whether to compromise and settle any such claim or suit and will pay the amount of any settlement or judgment rendered thereon.

17. Funding. Notwithstanding any other provisions contained herein, this Agreement is subject to an annual appropriation by the Board of Trustees of sufficient funds to pay the full amount due or which may be due hereunder for the following year. A failure to appropriate such funds shall constitute a termination pursuant to Section 5 of this Agreement.

18. Constitutionality. The parties hereto do not intend this Agreement to be a multiple fiscal year financial obligation within the meaning of Article X, Section 20 of the Colorado Constitution, and this Agreement shall be interpreted so to avoid any such meaning. The parties therefore agree that all obligations of the Town to make payment under this Agreement are subject to annual appropriation by the Board of Trustees. If any provision or portion of this Agreement is held to be unconstitutional, invalid, or unenforceable, the remainder of this Agreement shall be deemed severable and shall remain in full force and effect.

19. Entire Agreement and Amendments. This Agreement is held to be the entire Agreement of the parties hereto with respect to the subject matter hereof. This Agreement may be amended from time to time, but only by written instrument executed by both parties and approved by the Board of Trustees.

20. Agreement Personal. This Agreement is personal to the parties and may not be assigned.

21. Limitations on Professional Activities. This Agreement is for full-time employment, and the Town Manager shall not engage in any non-Town employment activities for compensation without the express written consent of the Board of Trustees. Participation in professional organizations and voluntary programs are encouraged provided they are consistent with the responsibilities of the Town Manager and not detrimental to the Town.

IN WITNESS WHEREOF, the parties have caused this Agreement to be signed and executed on the day and year first written above.

TOWN OF WIGGINS, COLORADO

TOWN MANAGER

By: _____
Chris Franzen, Mayor

John T. "Tom" Acre

ATTEST:



STAFF SUMMARY

Board of Trustees Meeting February 22, 2023

DATE: February 18, 2023

AGENDA ITEM NUMBER.: 10

TOPIC: Consideration of Resolution No. 13-2023 - A Resolution Adopting the Town of Wiggins Snow Removal Policy

STAFF MEMBERS RESPONSIBLE: Tom Acre, Town Manager
Beau Warden, Public Works Supervisor

BACKGROUND:

The Town of Wiggins removes snow from Town roads and streets during and after snow storms. With the number of snow storms and the extremely low temperatures that have occurred in the recent months, staff desired to communicate to the public the particulars surrounding snow removal for the Town. Additional staff resources and funding above what was anticipated has been required for snow removal so far this year. Staff developed a policy and guidelines for when and how snow removal is accomplished in the Town of Wiggins to communicate with the public and have better control on future snow removal costs.

SUMMARY:

Staff prepared the attached Town of Wiggins Snow Removal Policy and presented a draft to the Board of Trustees at their Work Session held on February 8, 2023. The Board of Trustees supported staff's direction and requested the snow policy be considered for formal action at an upcoming Board meeting.

The snow removal policy is intended to provide guidance for staff and to communicate to the public when and how the Town of Wiggins does snow removal on Town roads and streets. The snow removal policy is intended to be a living document and will be adjusted and updated as needed.

FISCAL IMPACT:

Adoption of this Resolution will not significantly impact the Town's adopted budget as snow removal is a budgeted expense each year. By adopting a snow removal policy, future snow removal related expenses can be controlled.

APPLICABILITY TO TOWN OBJECTIVES AND GOALS TO PROVIDE SERVICES:

This supports the Board's desire to provide quality service to its residents and businesses.

OPTIONS AVAILABLE TO THE BOARD OF TRUSTEES:

The Board of Trustees could adopt this Resolution as presented, request a modification, or not adopt the Resolution.

MOTION FOR APPROVAL: I make a motion to adopt Resolution No. 13-2023 – A Resolution Adopting the Town of Wiggins Snow Removal Policy.

ACTION REQUESTED:

MOTION, SECOND, ROLL-CALL VOTE

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

**TOWN OF WIGGINS, COLORADO
RESOLUTION NO. 13-2023**

A RESOLUTION ADOPTING THE TOWN OF WIGGINS SNOW REMOVAL POLICY

WHEREAS, the Board of Trustees desires to establish policy for snow removal operations in Town; and

WHEREAS, the Board of Trustees also desires to communicate and publish a guide for how and when Town Staff removes snow accumulation from Town roads and streets; and

WHEREAS, the Board of Trustees finds that the creation of a snow removal policy is in the furtherance of the public health, safety and welfare;

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

Section 1. The Town of Wiggins Snow Removal Policy is hereby adopted.

INTRODUCED, ADOPTED AND RESOLVED THIS 22ND DAY OF FEBRUARY 2023.

TOWN OF WIGGINS, COLORADO

Christopher Franzen, Mayor

ATTEST:

Tom Acre, Interim Town Clerk



SNOW REMOVAL POLICY

Adopted February 22, 2023

Our Mission

To perform snow removal operations on the town street and road network in a manner that keeps our roads as safe as possible consistent with prevailing weather conditions and available resources.

Our Goal

To open Town maintained streets and roads on the first day of a storm in accordance with the procedures explained below, and to maintain the streets and roads as safe as reasonably possible throughout the storm.

General Information

Our crews will prepare for snow removal operations the day before when a storm is predicted, checking equipment and loading sand.

Snow removal operations will begin in force when snow depths are 4 inches or greater. Regardless of snow depth we will have snow patrols out checking trouble spots and applying abrasive (sand) material as necessary.

Should a midday or afternoon storm occur, our crews will be on the roads conducting snow removal operations as soon as is practical and will typically work until 8pm. If necessary, they will be back on the road on the normal 4am to 5am snow plowing schedule the following day.

Unfortunately, our resources do not allow for split shifts and we must allow for the crew to rest in the interest of crew safety as well as public safety.

Procedures

- Plowing and sanding operations occur in four phases during a storm. The following priorities determine the order in which roads are plowed in each phase:
 - **Priority 1** - Main arterial streets and roads that provide for high traffic volume, connecting neighborhoods to major transportation corridors or streets around the school.
 - **Priority 2** – Collector streets usually within a subdivision that connect to arterial roads and school zones.
 - **Priority 3** – Residential or other local streets that carry moderate to low traffic volume.
 - **Priority 4** – Cul-de-sacs or other dead-end streets carrying very low traffic volume.

PRIORITIES

PRIORITY	STREET or ROAD
Priority 1	Main Street (I-76 to 11th Avenue) County Road P (Main Street to Johnson Street) Curry and Chapman Streets 3rd Ave (Main Street to Johnson Street) Corona Avenue (Johnson St to East Town Limit) Jasper Street (in front of Post Office) 4th Ave (Sally Street to Main Street)
Priority 2	5th Avenue (Sally Street to Main Street) 11th Avenue (Main Street to Johnson Street) Johnson Street (11th Avenue to County Road P) 3rd Avenue (Sally Street to Main Street) 2nd Avenue (Ridge Street to Main Street)
Priority 3	All other Residential Areas Old Corona Subdivision North Ridge Subdivision Hillside Subdivision Woods First Subdivision Wiggins Original Town Subdivision The Farm Subdivision Kiowa Park Subdivision Parkview Apt
Priority 4	Cul-de-sacs and other low volume streets

PHASING

Phase I

Initial opening of all Priority 1 through 3 roads, in that order. Storm severity, including snow depth and high winds, may delay response time for Priority 3 streets because initial opening of major arterial streets and roads may require additional effort.

Phase II

Plowing and sanding of problem streets and road intersections. Widening of any Priority 1 through 3 roads deemed necessary. Repeat plowing of all roads initially open as snow continues to accumulate.

Phase III

Removal of packed snow and ice on all Priority 1 through 3 streets and roads where possible and deemed necessary as snowfall accumulation slows. Plowing and sanding operations on Priority 4 streets will occur as resource availability allows. Intermittent sanding as necessary by road priority.

Phase IV

Plow cul-de-sacs and dead-end roads with low traffic volume, when storm event is over. Continuation of widening operations to improve safe travel and prepare for additional accumulation during subsequent storms.

Application of Traction Materials (Sanding)

Sanding of most streets and roads is limited during heavy snowfall because the sand is quickly covered and may be removed as additional plowing occurs. When applying sand, special attention is given to street and road sections posing specific safety concerns. These include, but are not limited to: school zones, and approaches to intersections that are stop-sign or yield controlled, heavy traffic areas, areas of ice accumulation, and areas with other known problems.

Snow Removal Clarifications

Driveways

Driveway approaches affected during Phases I, II and III are the property owner or resident's responsibility to clear. When snow removal or widening in Phase IV is being carried out, our operators will make every reasonable effort not to plow back into driveways; however, on narrow roads it is difficult and it will happen on occasion.

Mailboxes and Fences

Mailboxes, newspaper delivery boxes or fences placed alongside the traveled roadway or within Town Right of Way are installed at the owner's risk. If an operator strikes a properly installed mailbox or fence with a plow, the operator will report the incident. Mailboxes and fences damaged by snow load during normal plowing operations are not the town's responsibility. If a plow strikes a properly installed mailbox, it will be replaced with a standard, rural mailbox, (no custom mailboxes). Typically cluster mailboxes are required and will sustain heavy snow loads without damage. Postal regulations require residents to clear snow in front of mailboxes to allow for mail delivery.

Snow Pushed onto Town Streets, Roads or Right-of-Way

The practice of pushing or throwing snow onto or across Town of Wiggins streets and roads endangers the traveling public and snowplow operators. While clearing private driveways, snow is required by Town Ordinance and State Laws to remain on the property which the driveway serves. Residents and private contractors may receive a warning or summons for snow pushed onto Town streets and roads and Right of Way from sidewalks, driveways, parking lots, etc. under the provisions of Colorado Revised Statute 43-5-301 and Town of Wiggins Health and Safety Ordinance sections 8-4-2. A. and 8-4-2. B

Vehicles Parked or Abandoned

Streets and roads on which vehicles or other obstructions have been abandoned or otherwise parked, restricting the safe and continuous operation of snow removal equipment may not be plowed until the vehicles or obstructions are removed. Vehicles obstructing the Right of Way may be tagged and towed at the owner's expense.

Request for Emergency Snow Removal

All requests for emergency snow removal shall be routed through the Morgan County dispatch by calling non-emergency dispatch at (970) 483-7747. If the request is determined to be a life or limb threatening emergency by the on-scene incident commander, Public Works will be notified and equipment will be dispatched. Unless snow removal equipment is out and conducting operations in the area, the necessary response time may be multiple hours and may not be the best solution for a validated emergency. Public Works will respond to each validated emergency and will terminate response only when the emergency is resolved or when called off by the Wiggins Police Department.

What Can You Do TO Help Us Serve You

- Stay back 200 feet or more behind a snow plow, our operators on occasion must make abrupt movements or turns and at times must back up with limited vision. Keep in mind; if you cannot see the snow plows rearview mirror, they cannot see you.
- Please be courteous and patient, if you must pass a snow plow make sure you can do so safely, honk your horn and flash your lights.
- Never attempt to stop a snow plow or to obstruct its path. Plows must maintain a certain speed to be effective.
- Please warn children of the danger of standing or playing near the roadway while walking to school.
- Please do not allow children to build snowmen or snow caves on or near the roadway or on the shoulders. Do not let children play in the street or roadway.
- Joggers, walker and bicyclists should wear reflective clothing and get off of the roadway (step into a driveway) to allow plows to pass without being forced into the oncoming traffic's lane; doing so with a 10- to 12-foot-wide snowplow blade is difficult and dangerous.
- Do not park vehicles, trailers or place obstacles (e.g., trash cans) in the Right of Way.

Blizzard Conditions

On occasion extreme weather conditions force the town to temporarily cease operations and close a street or a section of a street usually due to snow density or blowing snow. We cannot morally ask our operators to continue under such conditions. Be assured that as soon as the condition subsides or the next operational period opening a closed street will be one of our highest priorities.

General

To our citizens, please know the Town of Wiggins Public Works staff is dedicated to the safety of our citizens and the traveling public. It is our pleasure to serve you. Thank you for your cooperation in the snow removal effort.

Who Do I Call or Email for Additional Information

- If you have a dangerous life or limb threatening emergency situation, call **911 immediately!**
- If you need information, would like to file a complaint, have a special request or a suggestion, please visit the Town's website at townofwiggins.colorado.gov or call at (970) 483-6161.
- If you would like to email us, please send emails to info@wigginsco.com.
- All phone calls or emails will be responded to within 24 business hours. Even though it may take a bit longer to answer specific questions or concerns.

Disclaimer: The snow removal policy is a living document; additional information will be included as it is developed



STAFF SUMMARY

Board of Trustees Meeting February 22, 2023

DATE: February 19, 2023

AGENDA ITEM NUMBER.: 11

TOPIC: Consideration of Resolution No. 14-2023 - A Resolution Approving an Easement Agreement with Morgan County Rural Electric Association for Electrical Service at the Wiggins North Project

STAFF MEMBER RESPONSIBLE: Tom Acre, Town Manager

BACKGROUND:

The Town of Wiggins entered into an agreement with the Central Water Conservancy District (Central Water) for the Walker Recharge project. This includes Central Water constructing and using recharge ponds on the Wiggins North (Knievel) property. The agreement includes the Town cooperating with Central Water when utilities need to be installed. Central Water needs to install meters to monitor flows into the recharge ponds. This requires obtaining electrical service from Morgan County Rural Electric Association (MC REA). MC REA has requested an easement from the Town of Wiggins to install a pole and electrical service for Central Water.

SUMMARY:

MC REA is requesting a Right of Way Easement from the Town of Wiggins to install a meter pole on the East side of Morgan County Road 3 North of Morgan County Road U on the Wiggins North (Knievel) property. Central Water will use this to get electrical service to power flow meters for their recharge project. In the future, the Town of Wiggins will be able to use this same electrical distribution line to power flow meters for the Wiggins North recharge project.

FISCAL IMPACT:

Adoption of this Resolution will not significantly impact the Town's adopted budget as Central Water is paying for the pole and electrical service installation.

APPLICABILITY TO TOWN OBJECTIVES AND GOALS TO PROVIDE SERVICES:

This supports the Board's desire to continue to coordinate with Central Water on the Walker and Wiggins North Recharge projects.

OPTIONS AVAILABLE TO THE BOARD OF TRUSTEES:

The Board of Trustees could adopt this Resolution as presented, request a modification, or not adopt the Resolution.

MOTION FOR APPROVAL: I make a motion to adopt Resolution No. 14-2023 – A Resolution Approving an Easement Agreement with Morgan County Rural Electric Association for Electrical Service at the Wiggins North Project.

ACTION REQUESTED:

MOTION, SECOND, ROLL-CALL VOTE

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

**TOWN OF WIGGINS, COLORADO
RESOLUTION NO. 14-2023**

**A RESOLUTION APPROVING AN EASEMENT AGREEMENT WITH MORGAN
COUNTY RURAL ELECTRIC ASSOCIATION FOR ELECTRICAL SERVICE AT
THE WIGGINS NORTH PROJECT**

WHEREAS, the Board of Trustees previously approved an Intergovernmental Agreement ("IGA") between the Town, Central Colorado Water Conservancy District and its subdistricts("Central") concerning the construction and use of portions of the Walker Recharge project; and

WHEREAS, the IGA requires the Town to grant easements to Central for construction and installation of water delivery pipelines; pumps; flumes; ditches; utilities; augmentation, recharge, and storage structures; measuring devices; and associated structures on certain Town-owned properties including the Wiggins North (Knievel) property and the water treatment plant property; and

WHEREAS, an easement agreement allowing the Morgan County Rural Electric Association to install a power pole and electric distribution line for the Central Water Conservancy District recharge facility has been prepared for this purpose and the Board of Trustees desires to approve said agreement.

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

Section 1. The proposed Right of Way Easement Agreement between the Town of Wiggins and Morgan County Rural Electric Association granting an easement to place, construct, use, operate, repair, rebuilds, enlarge, maintain, and repair overhead and underground distribution lines on the Town's Wiggins North (Knievel) property is hereby approved in essentially the same form as the copy of such Easement and Right of Way Agreement accompanying this Resolution.

Section 2. The Mayor is hereby authorized to execute the Right of Way Easement Agreement the "Easement"), except that the Mayor and Town Manager are hereby further granted the authority to negotiate and approve such revisions to said Easements as the Mayor and Town Manager determine are necessary or desirable for the protection of the Town, so long as the essential terms and conditions of the Easements are not altered.

INTRODUCED, ADOPTED, AND RESOLVED THIS 22ND DAY OF FEBRUARY 2023.

TOWN OF WIGGINS, COLORADO

Christopher Franzen, Mayor

ATTEST:

Tom Acre, Interim Town Clerk

Morgan County Rural Electric Association

Fort Morgan, Colorado 80701

Right of Way Easement
WO # 2023-044

KNOW ALL MEN BY THESE PRESENTS, that the undersigned GRANTOR does hereby grant and convey unto MORGAN COUNTY RURAL ELECTRIC ASSOCIATION, a corporation, 734 Barlow Road, Fort Morgan, Colorado, 80701, and its successors or assigns, the right to enter upon the following described lands situated in the County of MORGAN State of Colorado and more particularly described as follows:

THE S/W 1/4 of Section 22, Township 04N, Range 60 W, County of MORGAN
INSTALL NEW METER POLE ON THE EAST SIDE OF ROAD 3 FOR NEW ELECTRIC SERVICE TO CENTRAL WATER'S & TOWN OF WIGGINS WATER METER'S

and to place, construct, use, operate, repair, rebuild, enlarge, maintain, and replace therein and thereon its electric overhead and/or underground distribution lines and to cut and trim, and control by chemical means, trees and shrubbery to the extent necessary to keep them clear of said electric and communications lines or systems and to cut down from time to time all dead, weak, leaning or dangerous trees that are tall enough to strike the wires in falling.

The undersigned agrees that all poles, wires and other facilities, including any main service entrance equipment, installed on the above described lands shall remain the property of the Cooperative, removable at the option of the Cooperative.

This easement shall be a covenant running with the above described land and shall be binding on the heirs, legal representatives and assigns of the respective parties. Should the above property be transferred, it shall be binding upon the new owner, or owners, shall assume the burden and responsibility of this easement.

The undersigned covenants that the above described lands are owned by the Grantor and that said lands are free and clear of encumbrances and liens of whatsoever character except those held by the following persons, firms or corporations:

and the undersigned Grantor has the lawful authority to grant this easement, and agrees to defend against, indemnify and hold harmless Morgan County Rural Electric Association in any claim for foreclosure, damages or injunction or otherwise by anyone claiming by through or under Grantor and resulting from an entry by Morgan County Rural Electric Association upon and use of the above described lands in connection with and pursuant to the authority granted by this Easement.

IN WITNESS WHEREOF the undersigned Grantor has executed this Easement as of the ___ day of ___, 20__.

Signature

PRINT NAME

(Imprint corporate seal here)

STATE OF _____)
COUNTY OF _____) ss.

The foregoing instrument was acknowledged before me this ___ day of ___, 20__.

By: _____

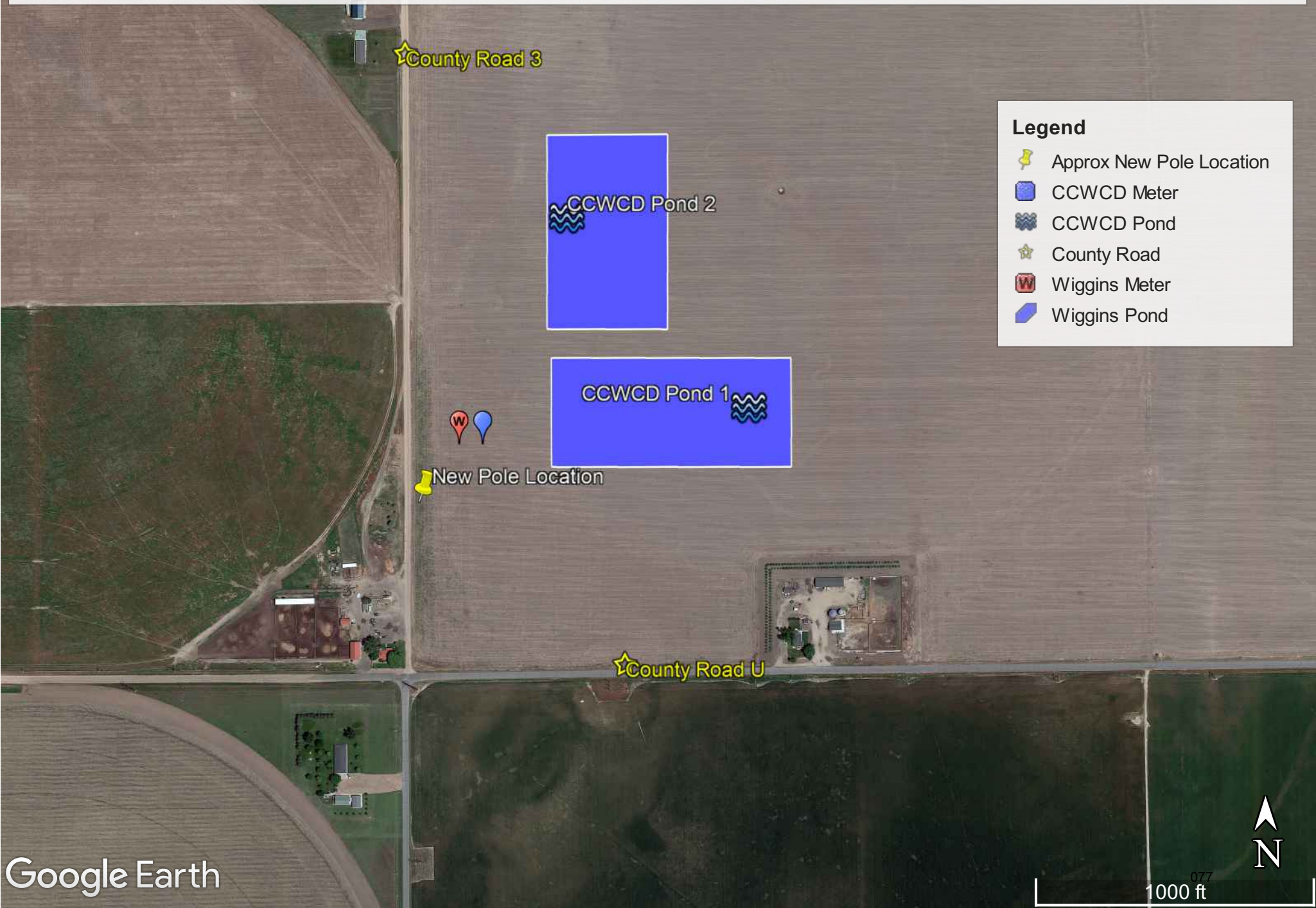
Witness my hand and official seal.

My Commission expires:

Notary Public

General Location of CCWCD Ponds and Meter Pits for Morgan Co REA Pole Easement

Wiggins Town Board



Legend

- Approx New Pole Location
- CCWCD Meter
- CCWCD Pond
- County Road
- Wiggins Meter
- Wiggins Pond

Google Earth

1000 ft

