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# Town of Sedgwick

## Meeting Agenda

### Monday, April 8, 2024, 6:00PM

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#### Public Comments Information

If you wish to address the Board of Trustees, there is a "Comment from the Public" scheduled time.

Comments on Agenda items will be allowed following the presentation or Board deliberation. Your comments will be **limited to three (3) minutes** and can only speak once on any motion or agenda item.

**Monthly staff reports to the board are not open for comments.**

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- I. Call to Order
- II. Pledge Allegiance
- III. Approve Agenda
- IV. Approve of Minutes from last Meeting(s)
- V. Approve of Bills
- VI. Comments from the public
- VII. Monthly Reports
  - o Clerk's Office
  - o Maintenance
  - o Mayor
  - o Board of Trustees
- VIII. New Business
  - o If a Tie Remains after the Recount, then a Lot Drawing will be done for Seat 4 the two-year term.
    - i. Then we will Swear in Newly Elected Board of Trustees
  - o Community Economic Development of Sedgwick County - Rhonda Graham
  - o Sedgwick County Economic Development Donation Request – Michelle Stang
- IX. Old Business
- X. Executive Session (If needed)
- XI. Call to Adjourn



Posted on this 5<sup>th</sup> day of April 2024 @ 10:00am by Kim Quayle

**Town of Sedgwick  
Record of Proceedings  
March 11th, 2024**

**Members Present:** Danny Smith, Roger Munson, Darrin Tobin, Traci Sanchez, Dale Jones, Peggy Owens

**Employees Present:** Heather Moore and Kim Quayle

**Call to Order:** The Town Board met in regular session. A quorum was verified, and the meeting was called to order at 6:00 pm by Mayor Danny Smith

**Roll Call Mayor Danny Smith Here**

Traci Sanchez	Here	Juan De La Hoya	Resigned
Peggy Owens	Here	Roger Munson	Here
Dale Jones	Here	Darrin Tobin	Here

**Approval of Agenda**

**Motion: Approval of Agenda**

Dale Jones made a motion to approve the agenda with corrections; Peggy Owens seconded, all in favor; none opposed, motion carried.

**Approval of Minutes**

- Two spelling errors corrected

**Motion: Approve the minutes**

Peggy Owens made a motion to approve the minutes as corrected; Darrin Tobin seconded, all in favor; none opposed, motion carried.

**Bills (Published in Julesburg Advocate)**

**Motion: Bills Roll Call Vote**

Dale Jones made a motion to pay the bills, Traci Sanchez seconded. (Roll Call: All Voted for, None Against) motion carried.

**Public Comments – reminded they will have 3mins.**

- None

**Clerk's Office**

- Focusing on Election this month
- Completed the Cirsa Audit for our Workers Comp Coverage
- In the budget we put replacing the flooring in Town Hall, I would like permission to get an estimate.
  - Board agreed to getting estimates.
- During Budget the other discussion, that was presented by the Fire Department, that we take the annual Donation of \$15,000. to the Fire Department and give SCORE \$10,000 and the remaining \$5,000 to the Fire Department. I would like a motion to issue checks if the board still feels this is what they would like to do?

**Motion:**

Dale Jones made a motion to issue the donation checks to SCORE and to the Fire Department, Peggy Owens seconded. (Dale Jones, Peggy Owens, and Darrin Tobin in favor; Traci Sanchez and Roger Munson Abstained, None opposed,); motion carried.

## Maintenance

- Richard not here tonight, no report to give.

## Mayors Report

- I think the streets gradings are looking good, I did go out and help a little.
- There was a letter sent in late by the Sedgwick County Economic Development, they are asking for \$400 to start a Summer “Thursday Night Out” Event involving six student groups showcasing their talents. And promoting community connections.
  - The Board wishes for a representative from the Sedgwick County Economic Development to discuss how this will assist the Town itself. (This is tabled till next month.)

## Board of Trustees

- **Traci Sanchez**
  - I have seen kids playing on top of the pump house at Centennial Park. I did stop and ask them to get off.
    - Darrin added this wasn’t the first time.
    - Danny added maybe we should get names of the kids next time and talk to their parents.
- **Roger Munson**
  - What did the lawyer say about making the Town a non-sanctioned town for vagrants/migrants.
    - Unfortunately, she said it was unconstitutional to tell someone where they can or cannot move to. Along with that she also said you can’t tell a property owner who they can or cannot sell to. The only leg we would have is making sure our language for any commercial property zoning doesn’t allow for long-term living.
    - We already have no loitering already in our Ordinances.
    - The County can say they are a Non-Sanctioned County: Meaning they will not provide Services to them, such as food stamps, assisted living funds, medical etc.
- **Darrin Tobin**
  - Asked if we received the estimate to run the electrical to this AC powered Stop Sign on 1<sup>st</sup> Street from Town Hall.
    - It came back at \$1700 to run the AC line from Town Hall to the Stop Sign.
    - Discussion continued if we need the Blinking lights, or do we want to try a regular Stop Sign and if they don’t work then upgrade them.
      - The majority of the board would rather purchase Blinking Stop Signs now.
  - I did also have to ask people to stop metal detecting in the Centennial Park.

### Motion:

Peggy Owens made a motion to go forward with the Flashing Stop signs for the \$1900 each and the \$1700 to run the electrical to the one on 1<sup>st</sup> Street., Dale Jones seconded. Dale Jones, Peggy Owens, Roger Munson and Darrin Tobin in favor; Traci Sanchez opposed; motion carried.

## New Business

- **Rhonda Graham – Monthly Updates**
  - Raise Grant for the Roads has been submitted. So now they also want to look at the water stuff as a region. They will send an email that will ask who is looking at new construction or restoration projects.

- **Daina Willson – Sedgwick County Health Center Town Hall Meeting**
  - We are required to hold the Town Hall to educate everyone on our services and assistance available. March 21<sup>st</sup> at 6pm. At the new Community Center in Julesburg.
    - Some new items will be discussed like the new Tell-a-Health for mental health program.
    - Substance abuse assistance and staff awareness.
- **Resolution 24-03 – Increases to the Water Base Rate and Overage Scale**
  - At the last meeting it was decided to increase the Base Rate by \$2 and the Rate Scale for Overages Increased each level by 3%.

**Motion:**

Peggy Owens made a motion to adopt Resolution 24-03 increasing the Water Rates, Traci Sanchez seconded. (All in favor; None opposed,); motion carried.

- **Resolution 24-04 – Increased the Sanitation Service Base Rate**
  - At the last meeting it was decided to increase the Base Rate by \$2

**Motion:**

Traci Sanchez made a motion to adopt Resolution 24-04 increasing the Sanitation Rates, Peggy Owens seconded. (All in favor; None opposed,); motion carried.

**Old Business**

- **None**

**Meeting Adjourned:**

**Motion:**

At 6:30pm, Dale Jones made a motion to adjourn, Roger Munson seconded, all were in favor, motion carried.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Attest: Town Clerk

SEAL

**Town of Sedgwick**  
**Profit & Loss**  
 March 12 through April 8, 2024

	Mar 12 - Apr 8, 24
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
4382 - Harvest Festival	125.00
4300 - Utilities Clearing	-3,001.28
4323 - Water Sales	5,020.18
4333 - Sewer Sales	3,680.85
4386 - Trash Collections	2,240.75
4392 - Other Income	
4392.1 - Occupation Tax	52,985.01
4392.2 - Excise Tax	432.09
4392.4 - Lodging Tax	36.00
4392 - Other Income - Other	450.00
<b>Total 4392 - Other Income</b>	<b>53,903.10</b>
4412 - Highway Use Tax	1,152.20
4422 - License Fees	40.00
4802 - Interest Income	4,731.77
4803 - Interest Income	16,449.63
<b>Total Income</b>	<b>84,342.20</b>
<b>Gross Profit</b>	<b>84,342.20</b>
<b>Expense</b>	
6032 - Office Expense - GG	920.76
6042 - Professional Services - GG	193.50
6052 - Insurance and Bonds - GG	1,021.60
6062 - Supplies and Maintenance - GG	295.92
6072 - Telephone - GG	230.95
6092 - Miscellaneous - GG	5,002.58
6102 - Utilities - TH - GG	398.37
6140 - Contributions	10,000.00
6142 - Street Lighting	242.08
6162 - Street Maintenance	4,948.00
6262 - Harvest Festival	0.00
6462 - Supplies and Maintenance Park	240.00
7063 - Supplies & Maintenance - Water	503.64
7073 - Utilities - Water	355.81
7093 - Miscellaneous - Water	1,088.99
7163 - Supplies and Maintenance - Sewer	0.00
7173 - Utilities - Sewer	63.27
7346 - Landfill - Trash	227.60
7366 - Supplies and Maintenance - Tras	0.00
7800 - Salaries Clearing	
7806 - Salary-Ed Smith Jr.	86.52
7809 - Salary-Richard M Kehm	4,097.03
7815 - Salary-Heather Moore	2,373.36
7820 - Salary - Kim E Quayle	1,800.09
7800 - Salaries Clearing - Other	2,633.15
<b>Total 7800 - Salaries Clearing</b>	<b>10,990.15</b>
7990 - Supplies and Maint. - Clearing	187.17
7994 - Utilities - Clearing	73.66
7995 - Payroll Taxes - Clearing	542.82
<b>Total Expense</b>	<b>37,526.87</b>
<b>Net Ordinary Income</b>	<b>46,815.33</b>

9:52 AM  
04/05/24  
Accrual Basis

**Town of Sedgwick**  
**Profit & Loss**  
March 12 through April 8, 2024

	<u>Mar 12 - Apr 8, 24</u>
Other Income/Expense	
Other Expense	
7896 · Insurance Clearing	4,017.05
8343 · Grant Expense - Local	0.00
Total Other Expense	<u>4,017.05</u>
Net Other Income	<u>-4,017.05</u>
Net Income	<u><u>42,798.28</u></u>

9:52 AM  
04/05/24  
Accrual Basis

**Town of Sedgwick**  
**Trial Balance**  
As of March 31, 2024

	Mar 31, 24	
	Debit	Credit
1021 - Cash on Hand	117.09	
1022 - Points West Bank Checking	315,742.61	
1022 - Points West Bank Checking:1022.1 - Harvest Festival	674.29	
1029 - Savings:1030 - Points West:1031 - 9240	26,793.54	
1029 - Savings:1034 - Cash in Savings - Lottery	10,892.27	
1029 - Savings:1040 - Points West Bank:1043 - Water Surcharge Account	104,830.39	
1029 - Savings:1050 - Equitable Savings:1051 - 05-4505160	39,259.05	
1070 - COLOTRUST:1074 - Sewer CIP	1,324,334.85	
1070 - COLOTRUST:1071 - Water Plus	1,133,751.00	
1070 - COLOTRUST:1072 - General Plus	1,047,644.67	
1070 - COLOTRUST:1073 - CIP Plus	1,145,238.12	
1081 - Cash - County Treasurer	260.63	
<b>TOTAL</b>	<b>5,149,538.51</b>	<b>0.00</b>

**Town of Sedgwick**  
**Check Detail**  
 March 12 through April 8, 2024

Num	Name	Memo	Account	Paid Amount
	<b>Deluxe Business Check</b>	<b>Checks and Deposit Slips</b>	<b>1022 · Points West Bank Ch...</b>	
		Checks and Deposit Slips	6032 · Office Expense - GG	-398.61
<b>TOTAL</b>				<b>-398.61</b>
	<b>IRS</b>	<b>Auto Withdraw</b>	<b>1022 · Points West Bank Ch...</b>	
		Auto Withdraw	7995 · Payroll Taxes - Clearing	-2,423.57
<b>TOTAL</b>				<b>-2,423.57</b>
<b>13162</b>	<b>Sedgwick Volunteer Fire</b>		<b>1022 · Points West Bank Ch...</b>	
		Annual Donation Approved at the 3/11/24 Meeting	6092 · Miscellaneous - GG	-5,000.00
<b>TOTAL</b>				<b>-5,000.00</b>
<b>13163</b>	<b>Sedgwick County Orginiz...</b>	<b>Donation</b>	<b>1022 · Points West Bank Ch...</b>	
		Donation approved at 3/11/24 Meeting	6140 · Contributions	-10,000.00
<b>TOTAL</b>				<b>-10,000.00</b>
<b>13164</b>	<b>Heather M. Moore</b>	<b>Payroll</b>	<b>1022 · Points West Bank Ch...</b>	
		Payroll	7815 · Salary-Heather Moore	-2,373.36
		Social Security	7995 · Payroll Taxes - Clearing	
		Medicaid	7995 · Payroll Taxes - Clearing	
		Federal	7995 · Payroll Taxes - Clearing	
		Colorado	7995 · Payroll Taxes - Clearing	
<b>TOTAL</b>				<b>-2,054.80</b>
<b>13165</b>	<b>Kim E. Quayle</b>	<b>Payroll</b>	<b>1022 · Points West Bank Ch...</b>	
		Payroll	7820 · Salary - Kim E Quayle	-1,800.09
		Social Security	7995 · Payroll Taxes - Clearing	
		Medicare	7995 · Payroll Taxes - Clearing	
		Federal	7995 · Payroll Taxes - Clearing	
		Colorado	7995 · Payroll Taxes - Clearing	
<b>TOTAL</b>				<b>-1,466.38</b>
<b>13166</b>	<b>Richard M. Kehm</b>	<b>Payroll</b>	<b>1022 · Points West Bank Ch...</b>	
		Payroll	7809 · Salary-Richard M Kehm	-4,097.03
		Social Security	7995 · Payroll Taxes - Clearing	
		Medicare	7995 · Payroll Taxes - Clearing	
		Federal	7995 · Payroll Taxes - Clearing	
		Colorado W/H	7995 · Payroll Taxes - Clearing	
<b>TOTAL</b>				<b>-3,310.60</b>
<b>13167</b>	<b>Edward D. Smith Jr.</b>	<b>Christmas Bonus</b>	<b>1022 · Points West Bank Ch...</b>	
		Salary	7806 · Salary-Ed Smith Jr.	-86.52
		Social Security	7995 · Payroll Taxes - Clearing	
		Medicaid	7995 · Payroll Taxes - Clearing	
<b>TOTAL</b>				<b>-79.91</b>
<b>13168</b>	<b>Eduardo Sanchez</b>	<b>Payroll</b>	<b>1022 · Points West Bank Ch...</b>	
		Payroll	7800 · Salaries Clearing	-2,633.15
		Social Security	7995 · Payroll Taxes - Clearing	
		Medicare	7995 · Payroll Taxes - Clearing	
		Federal	7995 · Payroll Taxes - Clearing	
		Colorado	7995 · Payroll Taxes - Clearing	
<b>TOTAL</b>				<b>-2,197.71</b>



9:50 AM

04/05/24

**Town of Sedgwick**  
**Check Detail**  
 March 12 through April 8, 2024

Num	Name	Memo	Account	Paid Amount
13169	AC-DC Water Works LLC	ORC Services	1022 · Points West Bank Ch...	
		ORC Monthly Contract Services	7063 · Supplies & Mainten...	-400.00
		Sanitation Survey	7093 · Miscellaneous - Water	-68.99
TOTAL				-488.99
13170	Better Electric		1022 · Points West Bank Ch...	
		Buss 200a 250V Fuse	7063 · Supplies & Mainten...	-27.88
		Buss 200a 250V Fuse	7063 · Supplies & Mainten...	-55.76
TOTAL				-83.64
13171	CEBT		1022 · Points West Bank Ch...	
		Employee Health Insurance May	6052 · Insurance and Bonds - ...	-1,021.60
TOTAL				-1,021.60
13172	CenturyLink	334021765	1022 · Points West Bank Ch...	
		Phone lines and Fax line	6072 · Telephone - GG	-230.95
TOTAL				-230.95
13173	CIRSA		1022 · Points West Bank Ch...	
		Property/Casualty Quarterly payments for 2024	7896 · Insurance Clearing	-3,134.95
		Workman-Comp Quarterly payments for 2024	7896 · Insurance Clearing	-882.10
TOTAL				-4,017.05
13174	Highline Electric Ass'n		1022 · Points West Bank Ch...	
		Water Pump -66552	7073 · Utilities - Water	-206.30
		New Shop - 8280879	7994 · Utilities - Clearing	-73.66
		New Town - 822186	6102 · Utilities - TH - GG	-100.17
		Museum - 8426371	6102 · Utilities - TH - GG	-183.73
		Pump #2 - 40915	7073 · Utilities - Water	-149.51
		Street Lights -41680	6142 · Street Lighting	-242.08
		Sewer - 62657	7173 · Utilities - Sewer	-63.27
		Rodeo Grounds	6102 · Utilities - TH - GG	-40.00
		Community Center	6102 · Utilities - TH - GG	-74.47
TOTAL				-1,133.19
13175	IDEAL Linens & Uniform		1022 · Points West Bank Ch...	
		Community Center Rugs, Mop and push broom	7990 · Supplies and Maint. - ...	-94.35
TOTAL				-94.35
13176	Journal Office		1022 · Points West Bank Ch...	
		Copy machine fees 2.29.24	6032 · Office Expense - GG	-68.02
TOTAL				-68.02
13177	Julesburg Family Market	Account# 8814	1022 · Points West Bank Ch...	
		Hardware	6062 · Supplies and Mainten...	-36.25
TOTAL				-36.25
13178	Kelly, P.C.		1022 · Points West Bank Ch...	
		Legal Fees - Regular	6042 · Professional Services ...	-193.50
TOTAL				-193.50
13179	Marick's Waste Disposal		1022 · Points West Bank Ch...	
		Potty Cleaning	6462 · Supplies and Mainten...	-240.00
TOTAL				-240.00

9:50 AM

04/05/24

**Town of Sedgwick**  
**Check Detail**  
 March 12 through April 8, 2024

Num	Name	Memo	Account	Paid Amount
13180	Northeast colorado health...	Bacteria Test	1022 · Points West Bank Ch...	
		Water Bacteria Test	7063 · Supplies & Mainten...	-20.00
TOTAL				-20.00
13181	Points West Cardmember...		1022 · Points West Bank Ch...	
		Postage for regular mail and Election, time sheet annual subscription Blacktop Patch	6032 · Office Expense - GG 6062 · Supplies and Mainten...	-454.13 -259.67
TOTAL				-713.80
13182	S & W Auto Supply	No bills since February!????	1022 · Points West Bank Ch...	
		Hydro Oil	7990 · Supplies and Maint. - ...	-72.29
TOTAL				-72.29
13183	Sedgwick County Sales	Landfill Fees	1022 · Points West Bank Ch...	
		Landfill Fees	7346 · Landfill - Trash	-227.60
TOTAL				-227.60
13184	Sedgwick County Well Us...		1022 · Points West Bank Ch...	
		Water Depletion replacement fee	7093 · Miscellaneous - Water	-1,020.00
TOTAL				-1,020.00
13185	Traffic Safety Corp.		1022 · Points West Bank Ch...	
		2 flashing stop signs with poles and base sets.	6162 · Street Maintenance	-4,948.00
TOTAL				-4,948.00
13186	UNCC (CO811)	Tickets Issued Fees	1022 · Points West Bank Ch...	
		UNCC Tickets Issued Fees.	6092 · Miscellaneous - GG	-2.58
TOTAL				-2.58

**Friday Mar, 01 2024 - Sunday Mar, 31 2024**

Users Processed: **4**  
 Standard Hours: **298.35**  
 Overtime 1.5x Hours: **0.00**  
 Overtime 2.0x Hours: **0.00**  
 PTO Hours: **0.00**  
 Vacation Hours: **70.00**  
 Sick Hours: **31.50**  
 Holiday Hours: **0.00**  
 Other1 Hours: **0.00**  
 Other2 Hours: **0.00**  
 Unpayable/Salaried Hours: **156.29**

Total Fixed Pay: **\$10,903.63**  
 Total Variable Pay: **\$0.00**  
 Total Payroll: **\$10,903.63**  
 Total of All Hours: **560.64**  
 Total Deducted Hours: **4.50**  
 Total Payable Hours: **556.14**  
 Rounding Interval Applied: **—**  
 Total Records Processed: **80**  
 Records Crossing Dateline: **—**  
 Records Qualifying for Shift Differential: **—**  
 Records Exceeding Hours Threshold: **—**

Kehn, Richard	156.29			156.29				
Moore, Heather	132.96	87.46	7.50	38.00				\$4,097.03
Quayle, Kim	116.51	116.51					X	\$2,373.36
Sanchez, Eduardo	154.88	94.38	24.00	32.00			X	\$1,800.09
		(4.50)					X	\$2,633.15

Ed "Dwane" Smith - 6 hours x \$14.42 = \$ 86.52

**SEDGWICK COUNTY  
ECONOMIC DEVELOPMENT**



Dear Town Trustees,

I trust this message finds you well. We are reaching out to you with a unique opportunity to contribute to the success of our upcoming community events, the "Thursday Night Out" series, taking place in June and July at the Stretesky Pavilion in Julesburg. As a respected organization in our community, your support can make a substantial impact on the lives of our local youth and the vibrancy of our community.

This year, we have expanded our efforts to involve six dedicated student groups in preparing delightful meals for the community. The "Thursday Night Out" events not only showcase the talents of these students but also serve as a catalyst for fostering community connections and engagement.

To ensure the success of these events and support all six student groups, we are seeking sponsorship from businesses committed to community development. Your generous contribution of \$400 will directly assist these student groups by providing them with the necessary materials to create memorable meals for our community.

By becoming a sponsor, your business will receive prominent recognition in all promotional materials associated with the "Thursday Night Out" events. With your support, we aim to feed 160 people each week and envision the events growing throughout the summer, creating a positive and lasting impact on our community.

We would be delighted to discuss this opportunity further and provide any additional information you may need. Thank you for considering our invitation. Your support is instrumental in making a difference in the lives of our local youth and fostering a stronger sense of community.

Best regards,

A handwritten signature in black ink that reads "Michelle Stang".

Sedgwick County Economic Development

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Julesburg, CO 80737  
**PHONE** (970) 474-3504  
<https://nsced.com>

**Michelle Stang**  
Executive Director  
(970) 520-3065 **CELL**  
[sced@pctelcom.coop](mailto:sced@pctelcom.coop) **EMAIL**