

Town of Sedgwick

Meeting Agenda

Monday, April 10, 2023, 6:00PM

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.

- 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**
 - Mayor
 - Maintenance
 - Clerk's Office
 - Board of Trustees
- VIII. **New Business**
 - Jason Toyne – Water and Sewer Surcharges
 - \$10,000 Donation Request to Sedgwick County to pay Rhonda Grams Wages
 - Rhonda Graham – Updates
- IX. **Old Business**
 - Harvest Festival 2023
- X. **Executive Session (If needed)**
- XI. **Call to Adjourn**

Posted on this 7th day of April 2023 by Kim Quayle @ 3:30pm



**Town of Sedgwick
Record of Proceedings
March 13th, 2023**

Members Present: Peggy Owens, Roger Munson, Darrin Tobin, Dale Jones, Juan De La Hoya.

Employees Present: Heather Moore & Richard Kehm

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	Absent	Juan De La Hoya	Here
Peggy Owens	Here	Roger Munson	Here
Dale Jones	Here	Darrin Tobin	Here

Approval of Agenda

- One error, the section under comments of the public inviting for the trustee passion was from last month.

Motion: Approval of Agenda

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

Approval of Minutes

- Minutes of last meeting had name spelling corrections.

Motion: Approve the minutes

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

Bills (Published in Julesburg Advocate)

- A check for Dickenson Surveyors is lost in the mail (AGAIN), and we are sending a replacement check and send it priority.
- Napa auto had a billing error and items from Jan and Feb were missing on the last bill, to this high balance invoice is for two months was received today.
- Would also ask the board to cut a check tomorrow for the annual membership of \$50 for the Sedgwick County Chamber of Commerce. (all members were ok with that)

Motion: Bills Roll Call Vote

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

Public Comments – reminded they will have 3mins.

- No general comments.

Mayors Report

- We have a few large balance utility bills that are still out
 - Clerk did bring it to the boards attention we did receive to payoffs on two other accounts..
- John Deere Snow Bucket has been delivered, and it is big so we will have to be careful not to overload the tractor. But it does work nice.

Maintenance –

- Been working on grading the roads.
- Getting the lawn mower ready for spring.
- Picking up trash

Clerk's Office

- GMS needs a motion as a required step for the EIAF grant.

Motion:

Dale Jones made a motion that GMS on our behalf is completing the Energy/Mineral-Impact-Assistance-Fund-Grant (EIAF) application and is approved for submission to DOLA by the Board; Peggy Owens seconded, all in favor; none opposed, motion carried.

- Spoke with the Bond Attorney, she sent an explanation of why we must use the 2022 Audit that Scott should have done by end of April, for our Grants/Loans that require the Enterprise Status to be current. So, the 2021 financial will not work due to the \$230,000 Transfer we did from General Fund to the Water and Sewer Fund.
- Some how the Bank has the wrong Heather Moore on our Town Accounts, they have a Heather R Moore instead of me. So I need a motion to allow me to make the corrections at the bank

Motion:

Dale Jones made a motion to allow Heather M Moore (Town Clerk) to facilitate the corrections at Points West Bank to have the Heather R Moore corrected on all accounts; Peggy Owens seconded, all in favor; none opposed, motion carried.

Board of Trustees

- **Roger Munson**
 - Do we have an update on the Underground Fiber Lines
 - Danny replied letting everyone know we found out that our insurance company will cover us. Our Town Attorney did create a contract for them to review, and we are just waiting to hear back from them.
- **Dale Jones**
 - I would like to ask the board if during the summer I could put on a music in the park, maybe once a month. We would need permission to use the Electricity. We want to make it open to local talent to come out and provide entertainment at the Jail House Park.

Motion:

Peggy Owens made a motion to allow Dale Jones to use the Electricity to host Music in the Park; Juan De La Hoya seconded, all in favor; none opposed, motion carried.

- The County is asking if Towns can contribute towards the Sedgwick County Commerce. They need assistance with he wages of Rhonda, they covered her wages all last year. Now they want the support of the Towns. The number that comes to mind is \$10,000.
 - The Board asked if we can talk with Dan Pederson to see if this amount is in our budget. Because we did set aside \$5,000 but that was for the County Recreation Center.

Motion:

Peggy Owens made a motion to Donate the \$10,000 once the Accountants Office says we have the funds in the Budget; Dale Jones seconded, all in favor; none opposed, motion carried.

Public Hearing at 6:15pm - Ordinance 01-2023 - adopting and enact a new set of ordinances for the Code Book

- **No Comments were made.**
 - Verified with Town Attorney we can close the public hearing.

New Business

- **Rhonda Graham**
 - We are still working on the job fair for students.
 - We are looking for a 4H barn in or around each Town for the kids to raise there project animals. Julesburg has on and Ovid has a donated barn, but the Town of Sedgwick kids don't have a place. So just asking if everyone can think about that.
- **Harvest Festival 2023 start Planning.**
 - We will do a posting on Facebook and make a poster asking for Theme ideas.
 - Will start searching for a band.

Old Business

- **Ordinance 01-2023 – adopt on Second Reading, adopting and enact a new set of ordinances for the Code Book.**
 - No additional discussions were made. The Ordinance will be published by Title Only and will become effective in 30days from tonight.

Motion:

Peggy Owens made a motion to adopt on second reading, Ordinance 01-2023 a new set of ordinances for Code Book Adoption; Dale Jones seconded, all in favor; none opposed, motion carried.

Meeting Adjourned:

Motion:

At 6:34pm, Dale Jones made a motion to adjourn, Darrin Tobin seconded, all were in favor, motion carried.

Mayor

Attest: Town Clerk

SEAL

11:40 AM
04/07/23
Accrual Basis

Town of Sedgwick
Trial Balance
As of March 31, 2023

	Mar 31, 23	
	Debit	Credit
1021 · Cash on Hand	195.09	
1022 · Points West Bank Checking	273,647.17	
1022 · Points West Bank Checking:1022.1 · Harvest Festival	549.29	
1029 · Savings:1030 · Points West:1031 · 9240	26,782.84	
1029 · Savings:1034 · Cash in Savings - Lottery	8,589.51	
1029 · Savings:1040 · Points West Bank:1043 · Water Surcharge Account	118,029.82	
1029 · Savings:1050 · Equitable Savings:1051 · 05-4505160	39,003.74	
1070 · COLOTRUST:1074 · Sewer CIP	817,670.75	
1070 · COLOTRUST:1071 · Water Plus	1,026,226.93	
1070 · COLOTRUST:1072 · General Plus	748,307.68	
1070 · COLOTRUST:1073 · CIP Plus	1,037,458.91	
1081 · Cash - County Treasurer	238.20	
TOTAL	4,096,699.93	0.00

Town of Sedgwick
Profit & Loss
 March 2023

	Mar 23
Ordinary Income/Expense	
Income	
4122 · Current Property Taxes	3,713.88
4142 · Specific Ownership Taxes	140.18
4152 · Interest on Taxes	0.00
4172 · Sales Tax	16,999.87
4212 · Cigarette Tax	15.18
4222 · Road and Bridge	619.22
4232 · Motor Vehicle	79.12
4242 · Mineral Leasing	0.79
4300 · Utilities Clearing	2,599.61
4323 · Water Sales	5,088.25
4333 · Sewer Sales	2,875.10
4386 · Trash Collections	2,401.25
4392 · Other Income	
4392.1 · Occupation Tax	60,094.69
4392.3 · State of Colorado	12,897.63
4392 · Other Income - Other	100.00
Total 4392 · Other Income	73,092.32
4412 · Highway Use Tax	704.56
4422 · License Fees	150.00
4514 · Lottery Proceeds	689.50
4802 · Interest Income	2,953.92
4803 · Interest Income	11,494.65
Total Income	123,617.40
Expense	
6002 · County Treasurer's Fees	86.69
6032 · Office Expense - GG	979.71
6042 · Professional Services - GG	1,824.50
6052 · Insurance and Bonds - GG	2,003.20
6062 · Supplies and Maintenance - GG	281.02
6072 · Telephone - GG	226.59
6092 · Miscellaneous - GG	278.10
6102 · Utilities - TH - GG	336.91
6120 · Bank Service Charges	24.00
6142 · Street Lighting	257.57
6160 · Dues and Subscriptions	261.20
6262 · Harvest Festival	0.00
6462 · Supplies and Maintenance Park	94.10
7063 · Supplies & Maintenance - Water	580.21
7073 · Utilities - Water	428.49
7093 · Miscellaneous - Water	1,144.12
7163 · Supplies and Maintenance - Sewer	0.00
7173 · Utilities - Sewer	54.62
7703 · Capital Outlay	753.03
7800 · Salaries Clearing	
7809 · Salary-Richard M Kehm	3,977.72
7815 · Salary-Heather Moore	2,115.48
7820 · Salary - Kim E Quayle	1,675.20
7822 · - William Townsend	217.28
Total 7800 · Salaries Clearing	7,985.68
7990 · Supplies and Maint. - Clearing	599.10
7994 · Utilities - Clearing	154.07
7995 · Payroll Taxes - Clearing	274.08
Total Expense	18,626.99
Net Ordinary Income	104,990.41

11:38 AM
04/07/23
Accrual Basis

Town of Sedgwick
Profit & Loss
March 2023

	<u>Mar 23</u>
Other Income/Expense	
Other Expense	
8343 - Grant Expense - Local	0.00
Total Other Expense	<u>0.00</u>
Net Other Income	<u>0.00</u>
Net Income	<u><u>104,990.41</u></u>

CLOSE PAYROLL PERIOD

This PRELIMINARY Payroll Report has not been saved yet! Save the report to append or close the payroll period.

Unpaid time records exist before your selected payroll period start date for one or more employees. details

Wednesday Mar, 01 2023 - Friday Mar, 31 2023

Employees Processed:	4	Total Fixed Pay:	\$8,086.73
Standard Hours:	252.91	Total Variable Pay:	\$0.00
Overtime 1.5x Hours:	0.00	Total Payroll:	\$8,086.73
Overtime 2.0x Hours:	0.00		
PTO Hours:	0.00	Total of All Hours:	428.31
Vacation Hours:	0.00	Total Hours Deducted:	0.00
Sick Hours:	0.00	Total Payable Hours:	428.31
Holiday Hours:	0.00		
Other1 Hours:	0.00	Rounding Interval Applied:	-
Other2 Hours:	0.00	Total Records Processed:	61
Unpayable/Salaried Hours:	175.40	Records Crossing Dateline:	-
		Records Qualified for Shift Differential:	-
		Records Exceeding Hours Threshold:	-

Employee	Total Hours	Deduct	1.0x	1.5x	2.0x	SIC	VAC	HOL	UnP/SAL	Signed	Aprvd	Fixed Pay
Kehm, Richard	175.40								175.40	N/A	NO	\$3,977.72
Moore, Heather	145.10		145.10							N/A	NO	\$2,514.58
Quayle, Kim	91.81		91.81							NO	NO	\$1,377.15
Townsend, William	16.00		16.00							NO	NO	\$217.28

11:42 AM
04/07/23

Town of Sedgwick
Check Detail
March 14 through April 10, 2023

Num	Name	Memo	Account	Paid Amount
		Service Charge	1022 - Points West Bank Ch...	
		Service Charge	6120 - Bank Service Charges	-24.00
TOTAL				-24.00
12825	Sedgwick County Chamb...		1022 - Points West Bank Ch...	
		Annual Membership	6160 - Dues and Subscriptions	-50.00
TOTAL				-50.00
12826	Richard M. Kehm	Payroll	1022 - Points West Bank Ch...	
		Payroll	7809 - Salary-Richard M Kehm	-3,977.72
		Social Security	7995 - Payroll Taxes - Clearing	
		Medicare	7995 - Payroll Taxes - Clearing	
		Federal	7995 - Payroll Taxes - Clearing	
		Colorado W/H	7995 - Payroll Taxes - Clearing	
TOTAL				-3,202.42
12827	Heather M. Moore	Payroll	1022 - Points West Bank Ch...	
		Payroll	7815 - Salary-Heather Moore	-2,514.58
		Social Security	7995 - Payroll Taxes - Clearing	
		Medicare	7995 - Payroll Taxes - Clearing	
		Federal	7995 - Payroll Taxes - Clearing	
		Colorado	7995 - Payroll Taxes - Clearing	
TOTAL				-2,152.22
12828	Kim E. Quayle	Paryroll	1022 - Points West Bank Ch...	
		Payroll	7820 - Salary - Kim E Quayle	-1,377.15
		Social Security	7995 - Payroll Taxes - Clearing	
		Medicare	7995 - Payroll Taxes - Clearing	
		Federal	7995 - Payroll Taxes - Clearing	
		Colorado	7995 - Payroll Taxes - Clearing	
TOTAL				-1,140.80
12829	William Townsend	Payroll	1022 - Points West Bank Ch...	
		Gross Paryroll	7822 - - William Townsend	-217.28
		Social Security	7995 - Payroll Taxes - Clearing	
		Medicaid	7995 - Payroll Taxes - Clearing	
TOTAL				-200.66
12830	Points West Cardmember...		1022 - Points West Bank Ch...	
		Postage for Bills, Stamps and Priority Mail for Check	6032 - Office Expense - GG	-484.33
		Payroll Software annual fee	6160 - Dues and Subscriptions	-211.20
TOTAL				-695.53
12831	Carson Ebke	Deposit Refund	1022 - Points West Bank Ch...	
		Deposit Refund.	2303 - Meter Deposits	-50.00
TOTAL				-50.00
12832	AC-DC Water Works LLC	ORC Services	1022 - Points West Bank Ch...	
		ORC Monthly Contract Services	7063 - Supplies & Maintenanc...	-400.00
		Water system Check	7093 - Miscellaneous - Water	-59.12
TOTAL				-459.12
12833	Bluffs Facility Solutions		1022 - Points West Bank Ch...	
		Community Center Supplies	7990 - Supplies and Maint - ...	-245.66
TOTAL				-245.66

11:42 AM
04/07/23

Town of Sedgwick
Check Detail
March 14 through April 10, 2023

Num	Name	Memo	Account	Paid Amount
12834	CEBT		1022 - Points West Bank Ch...	
		Employee Health Insurance	6052 - Insurance and Bonds -...	-986.60
		Balance Forward from January new amount not captured	6052 - Insurance and Bonds -...	-30.00
TOTAL				-1,016.60
12835	CenturyLink	Phone and Fax line	1022 - Points West Bank Ch...	
		Phone lines and Fax line	6072 - Telephone - GG	-226.59
TOTAL				-226.59
12836	CIRSA	Invoice 200852	1022 - Points West Bank Ch...	
		Property/Casualty Quarterly payments for 2023	7896 - Insurance Clearing	-2,953.02
		Workman-Comp Quarterly payments for 2023	7896 - Insurance Clearing	-963.75
TOTAL				-3,916.77
12837	Highline Electric Ass'n		1022 - Points West Bank Ch...	
		Water Pump -66552	7073 - Utilities - Water	-233.14
		New Shop - 8280879	7994 - Utilities - Clearing	-143.27
		New Town - 822186	6102 - Utilities - TH - GG	-115.68
		Museum - 8426371	6102 - Utilities - TH - GG	-115.18
		Pump #2 - 40915	7073 - Utilities - Water	-167.90
		Street Lights -41680	6142 - Street Lighting	-234.29
		Sewer - 62657	7173 - Utilities - Sewer	-56.94
		Bulb, Photo Electric - New 73w Light (Invoice #7799)	6142 - Street Lighting	-6.31
		Rodeo Grounds	6102 - Utilities - TH - GG	-32.50
		Community Center	6102 - Utilities - TH - GG	-49.35
TOTAL				-1,154.56
12838	IDEAL Linens & Uniform		1022 - Points West Bank Ch...	
		Community Center Rugs, Mop and push broom	7990 - Supplies and Maint. - ...	-88.16
TOTAL				-88.16
12839	Journal Office		1022 - Points West Bank Ch...	
		Copy machine fees	6032 - Office Expense - GG	-40.00
TOTAL				-40.00
12840	Julesburg Family Market	Account# 8814	1022 - Points West Bank Ch...	
		Batteries	6062 - Supplies and Mainten...	-22.99
TOTAL				-22.99
12841	Kelly, P.C.		1022 - Points West Bank Ch...	
		Legal Fees - Regular	6042 - Professional Services ...	-307.50
TOTAL				-307.50
12842	Marick's Waste Disposal		1022 - Points West Bank Ch...	
		Potty Cleaning	6462 - Supplies and Mainten...	-80.00
TOTAL				-80.00
12843	Northeast colorado health...	Bacteria Test	1022 - Points West Bank Ch...	
		Water Bacteria Test	7063 - Supplies & Maintenan...	-20.00
TOTAL				-20.00
12844	Planet Bounce	Bounce house for Harvest Festival	1022 - Points West Bank Ch...	
		Bounce house for Harvest Festival - (Tropical Waterslide \$700, Bounc...	6092 - Miscellaneous - GG	-1,450.00
TOTAL				-1,450.00

11:42 AM

04/07/23

Town of Sedgwick
Check Detail
March 14 through April 10, 2023

<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
12845	Sapp Bros. Petroleum		1022 · Points West Bank Ch...	
		Propane Tank Inspection	7990 · Supplies and Maint. - ...	-265.28
		Community Center Expense	6092 · Miscellaneous - GG	-278.10
TOTAL				-543.38
12846	Sedgwick County Well Us...		1022 · Points West Bank Ch...	
		Water Depletion replacement fee	7093 · Miscellaneous - Water	-1,085.00
TOTAL				-1,085.00