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# Town of Sedgwick

## Meeting Agenda

# Monday, June 13, 2022, 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**
  - Mayor
  - Maintenance – Richard Kehm
  - Town Clerk – Heather Moore
    - Harvest Festival Band Hired
  - Board of Trustees
- VIII. New Business**
  - Re-Appoint Appointed Positions: Town Clerk/Town Treasurer & Legal Council
  - GMS Update
    - i. **Executive Session (If needed)**
  - Natures of Sedgwick - Marijuana License Renewals
- IX. Old Business**
  - Harvest Festival updates
  - Reintroduction of Ordinance 01-2021 – Adoption of Code Book First Reading Continued.
- X. Executive Session (If needed)**
- XI. Call to Adjourn**



**Town of Sedgwick  
Record of Proceedings  
May 9th, 2022**

**Members Present:** Peggy Owens, Danny Smith, Jeanie Tarver, Roger Munson, Dale Jones, Tracy Colbeck & (newly appointed Darrin Tobin)

**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 the Mayor Danny Smith

**Roll Call Mayor Danny Smith Here**

Jeanie Tarver	Here	Tracy Colbeck	Here
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, Tracy Colbeck seconded, all in favor; none opposed, motion carried.

**Approval of Minutes**

- Jeanie Tarver requested a few spelling and sentence structure corrections previously.

**Motion: Approve the minutes**

Jeanie Tarver made a motion to approve of the minutes of April 9 and April 18 with corrections, Dale Jones 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, Tracy Colbeck seconded. (Roll Call: All Voted for, None Against) motion carried.

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

- Dolly Leavitt asked if it's allowed to rake all your leaves and corn husks in the street and leave them there?
  - Board responded that is the property owner's responsibility to rake and bag their yards, Not put it in the roadways so it can glogg the drainage systems or disrespect your neighbors.
    - Town Clerk suggested that we may add this to the next newsletter.

**Mayors Report**

- Proud of our guys working around town.
- GMS is getting close to working out an agreement with Johnsons for the Sewer Ponds Land. And they are working on the grants going.
- Trash truck is back from Julesburg.
- Julesburg will no longer assist us with Mosquito spaying.

**Maintenance – Richard Kehm**

- Julesburg did maintenance the trash truck nicely, but we do need to have the breaks looked at. Would like to ask Maricks to do that.

- The old snowplow dump truck needs to go to bid. It is an old truck, gauges don't work, but it starts and runs.
- Would like to get flowers for the pots on Main Street.
- Need to get CDOT and then magnets with a Town logo on the pickup, trash truck and dump truck
- Sprinklers have been turned on and Mowing has started.
- Alan Coyne: CDOT 85% plans should be in our hand soon. We have the cost estimate ready for them. We are looking around \$21,000. They will be notified that this estimate and prices subject to changes due to time and inflation.

### Clerk's Office

- Have not heard back on the TMobile Grant yet.
- Ideal linens did come out to get a bid together, he is expected to email me those numbers.
- Spray system for mosquito spraying estimate did come in, that Dale will be discussing with you.
- Harvest Festival Band research needs to begin or we will loose out on a good band.
- Cirsa Renewals are do this month, so I will begin the paperwork for that.
- We need to designate a Mayor Pro-Tem and a Zoning Administrator.
  - Jeanie Tarver volunteered for the position since she has done it before.
  - Jeanie Tarver volunteered Darrin Tobin as Zoning Administrator since he expressed his knowledge of laws and rules.

#### Motion:

Traci Colbeck made a motion to appoint Jeanie Tarver as Mayor Pro-Tem, Roger Munson seconded. (All Voted for, None Against) motion carried.

#### Motion:

Jeanie Tarver made a motion to appoint Darrin Tobin as Zoning Administrator, Traci Colbeck seconded. (All Voted for, None Against) motion carried.

### Board of Trustees

- **Dale Jones**
  - We may need to do repairs to the crow's nest before harvest fest, and this may need to be done before we hear on the grant. It is bad and unsafe.
  - Julesburg can no longer man the Mosquito sprayer, so I investigated what we would need to be able to do this ourselves. And I found out that NO we don't need a special license to do it. So, I asked the Vender to send us the price of a machine.
    - Town Clerk did say that estimate can in for a price of \$11,000 and the solution is \$84 per gallons, so \$465 to fill that 5gallon tank. But we were paying Julesburg \$200 per week.
  - We don't have any dog poop dispenser at the Centennial Park.
    - Board decided to purchase three of them., the cost each is a little over \$300 each.
  - We need to purchase three more Stop Signs to finish the project.
    - Board directed Clerk to order them.
  - We need a committee for Harvest Festival.
    - Jeanie and Traci volunteered to head that. They are offering new ideas for this next year for the Kids, new prizes instead of money, and maybe a DJ for the daytime to entertain for a while. We will discus a theme and the honored citizens.

#### Motion:

Dale Jones made a motion to purchase the Mosquito Sprayer at \$11,000 and the solution, Tracie Colbeck seconded. (All Voted for, None Against) motion carried.

#### Motion:

Jeanie Tarver made a motion to purchase 3 Dog Waste Cleanup Stations for Centennial Park, Dale Jones seconded. (All Voted for, None Against) motion carried.

- **Traci Colbeck**
  - Thank you to Richard for cleaning the trash at the Community Center so quickly. Would like to suggest a second trash can over there so that they don't have to pile them up outside.

## **New Business**

- **Vacant Board of Trustee Seat Appointment**
  - Darrin Tobin spoke to the board about his life experiences. His background in Law and Criminal Justice was expressed how it can be of assistance to the Town.
  - After Motion, Darrin was sworn in by Mayor Danny Smith.

### **Motion:**

Dale Jones made a motion to Appoint Darrin Tobin as Trustee., Peggy Owens seconded. (All Voted for, None Against) motion carried

- **Megan Wagner – Special Events Permit for Blue Skies Therapeutic Riding.**
  - Would like to have our Annual Fundraiser Car show on Main Ave, we will have a beer garden with ID's being checked. And roped off area.
  - We also will have a live band on Main Ave. This event needs closing off Main Ave after the Dispensary all the way to the Post Office.
  - One additional request is would the Board be willing to wave the Application Fee since this is a fundraiser for us as a non-profit?

### **Motion:**

Dale Jones made a motion to accept the Application Request and Wave the Fee, Roger Munson seconded. (All Voted for, None Against) motion carried

- **Karla Young – Northeastern Colorado Health Department**
  - Community that Cares program and grant is out. We will be learning more at the next meeting, I am leaving pamphlets for you, and anyone interested.
    - Risk factors of Students is the current focus, delinquents, teen pregnancy, and families that need the help.
    - Trustee Munson wanted to know if this will also be for Bullying, her response was they can make programs for that specifically.
- **Resolution 22-03 – A Resolution repealing 02-2007 concerning donations.**
  - The Board discussed whether this in needed, especially since this has not been followed in the past, and was brought to our attention. This was something that was needed back when the Town was struggling to survive.

### **Motion:**

Jeanie Tarver made a motion to adopt Resolution 22-03 – Repealing 02-2007 concerning donation limits., Traci Colbeck seconded. (All Voted for, None Against) motion carried

**Old Business**

- **Ordinance 01-2021 – Code Book Continues.**
  - Lupe Cassias let the Board Know the processes that the committee is doing to update the code book. Tonight, we will not have anything to discuss, but next meeting you will get your packet that shows our suggestions and questions.

**Meeting Adjourned:**

**Motion:**

At 7:12pm, Dale Jones made a motion to adjourn, Jeanie Tarver seconded, all were in favor, motion carried.

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Mayor

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Attest: Town Clerk

SEAL

11:12 AM

06/10/22

Accrual Basis

**Town of Sedgwick**  
**Trial Balance**  
As of May 31, 2022

	May 31, 22	
	Debit	Credit
1021 · Cash on Hand	195.09	
1022 · Points West Bank Checking	337,924.96	
1022 · Points West Bank Checking:1022.1 · Harvest Festival	4,032.00	
1022 · Points West Bank Checking:1022.1 · Harvest Festival:1022.2 · Demolition Derby	6,792.86	
1029 · Savings:1030 · Points West:1031 · 9240	26,782.84	
1029 · Savings:1034 · Cash in Savings - Lottery	6,291.18	
1029 · Savings:1040 · Points West Bank:1043 · Water Surcharge Account	131,962.13	
1029 · Savings:1050 · Equitable Savings:1051 · 05-4505160	39,003.74	
1070 · COLOTRUST:1071 · Water Plus	987,381.48	
1070 · COLOTRUST:1072 · General Plus	238,034.72	
1070 · COLOTRUST:1073 · CIP Plus	1,273,389.92	
1081 · Cash - County Treasurer	238.20	
<b>TOTAL</b>	<b>3,052,029.12</b>	<b>0.00</b>

**Town of Sedgwick**  
**Profit & Loss**  
 May 2022

	May 22
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
4122 · Current Property Taxes	5,766.12
4142 · Specific Ownership Taxes	119.76
4152 · Interest on Taxes	0.00
4172 · Sales Tax	21,892.99
4222 · Road and Bridge	1,278.22
4232 · Motor Vehicle	122.50
4300 · Utilities Clearing	396.72
4323 · Water Sales	5,167.70
4333 · Sewer Sales	2,900.45
4386 · Trash Collections	2,408.00
4392 · Other Income	
4392.1 · Occupation Tax	72,464.07
4392.2 · Excise Tax	551.23
4392.3 · State of Colorado	16,402.18
4392 · Other Income - Other	250.00
<b>Total 4392 · Other Income</b>	<b>89,667.48</b>
4412 · Highway Use Tax	955.21
4422 · License Fees	1,070.00
4802 · Interest Income	164.94
4803 · Interest Income	1,518.50
<b>Total Income</b>	<b>133,428.59</b>
<b>Expense</b>	
6002 · County Treasurer's Fees	158.40
6032 · Office Expense - GG	360.30
6042 · Professional Services - GG	325.00
6052 · Insurance and Bonds - GG	956.60
6062 · Supplies and Maintenance - GG	510.82
6072 · Telephone - GG	216.86
6092 · Miscellaneous - GG	1,091.16
6110 · Automobile Expense	194.55
6262 · Harvest Festival	2,600.00
6462 · Supplies and Maintenance Park	1,480.00
6492 · Miscellaneous - Park	11,913.25
7063 · Supplies & Maintenance - Water	905.00
7093 · Miscellaneous - Water	149.40
7346 · Landfill - Trash	360.72
7406 · Miscellaneous-Trash	200.00
7703 · Capital Outlay	700.00
7995 · Payroll Taxes - Clearing	1,617.19
<b>Total Expense</b>	<b>23,739.25</b>
<b>Net Ordinary Income</b>	<b>109,689.34</b>
<b>Other Income/Expense</b>	
<b>Other Expense</b>	
7896 · Insurance Clearing	-37.09
<b>Total Other Expense</b>	<b>-37.09</b>
<b>Net Other Income</b>	<b>37.09</b>
<b>Net Income</b>	<b>109,726.43</b>



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Town of Sedgwick  
 PO Box 27  
 Sedgwick, CO 80749

Summary Statement

May 31, 2022  
 Page 1 of 5

Investor ID: C

COLOTRUST

PLUS+

Average Monthly Yield: 0.7911%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
Water PLUS	986,718.28	0.00	0.00	663.20	1,360.39	987,043.77	987,381.48
General Use PLUS	237,874.85	0.00	0.00	159.87	292.07	237,953.31	238,034.72
CIP PLUS	1,272,534.62	0.00	0.00	855.30	1,741.14	1,272,954.37	1,273,389.92
<b>TOTAL</b>	<b>2,497,127.75</b>	<b>0.00</b>	<b>0.00</b>	<b>1,678.37</b>	<b>3,383.60</b>	<b>2,497,951.45</b>	<b>2,498,806.12</b>

Tel: (877) 311-0219

<https://www.colotrust.com/>



# CLOSE PAYROLL PERIOD

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

Sunday May, 01 2022 - Tuesday May, 31 2022

Employees Processed:	4	Total Fixed Pay:	\$8,024.19
Standard Hours:	296.13	Total Variable Pay:	\$0.00
Overtime 1.5x Hours:	0.00	Total Payroll:	\$8,024.19
Overtime 2.0x Hours:	0.00		
PTO Hours:	0.00	Total of All Hours:	477.64
Vacation Hours:	0.00	Total Hours Deducted:	0.00
Sick Hours:	4.00	Total Payable Hours:	477.64
Holiday Hours:	7.00		
Other1 Hours:	0.00	Rounding Interval Applied:	-
Other2 Hours:	0.00	Total Records Processed:	70
Unpayable/Salaried Hours:	170.51	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	170.51								170.51	N/A	YES	\$3,601.63
Moore, Heather	134.27		123.27			4.00		7.00		N/A	YES	\$2,112.08
Quayle, Kim	89.86		89.86							NO	YES	\$1,258.04
Townsend, William	83.00		83.00							NO	YES	\$1,052.44

11:13 AM  
06/10/22

**Town of Sedgwick**  
**Check Detail**  
May 10 through June 13, 2022

Num	Name	Memo	Account	Paid Amount
	IRS	Auto Withdraw	1022 · Points West Bank Ch...	
		Auto Withdraw	7995 · Payroll Taxes - Clearing	-1,617.19
TOTAL				-1,617.19
	GigSalad	2022 Band for Street Dance (Twenty Hands High)	1022 · Points West Bank Ch...	
		2022 Band for Street Dance (Twenty Hands High)	6262 · Harvest Festival	-2,600.00
TOTAL				-2,600.00
12548	Richard M. Kehm	Payroll	1022 · Points West Bank Ch...	
		Payroll	7809 · Salary-Richard M Kehm	-3,601.63
		Social Security	7995 · Payroll Taxes - Clearing	
		Medicare	7995 · Payroll Taxes - Clearing	
		Federal	7995 · Payroll Taxes - Clearing	
		Colorado W/H	7995 · Payroll Taxes - Clearing	
TOTAL				-2,936.11
12549	Heather M. Moore	Payroll	1022 · Points West Bank Ch...	
		Payroll	7815 · Salary-Heather Moore	-2,112.08
		Social Security	7995 · Payroll Taxes - Clearing	
		Medicare	7995 · Payroll Taxes - Clearing	
		Federal	7995 · Payroll Taxes - Clearing	
		Colorado	7995 · Payroll Taxes - Clearing	
TOTAL				-1,849.50
12550	Kim E. Quayle	Payroll	1022 · Points West Bank Ch...	
		Payroll	7820 · Salary - Kim E Quayle	-1,258.04
		Social Security	7995 · Payroll Taxes - Clearing	
		Medicare	7995 · Payroll Taxes - Clearing	
		Federal	7995 · Payroll Taxes - Clearing	
		Colorado	7995 · Payroll Taxes - Clearing	
TOTAL				-1,027.80
12551	William Townsend	Payroll	1022 · Points West Bank Ch...	
		Gross Payroll	7822 · - William Townsend	-1,052.44
		Social Security	7995 · Payroll Taxes - Clearing	
		Medicaid	7995 · Payroll Taxes - Clearing	
		Colorado Withholdings	7995 · Payroll Taxes - Clearing	
TOTAL				-952.93
12552	AC-DC Water Works LLC	ORC Services	1022 · Points West Bank Ch...	
		ORC Monthly Contract Services	7063 · Supplies & Maintenanc...	-400.00
		Attend Board Meeting, Water Tank Inspections	7093 · Miscellaneous - Water	-149.40
TOTAL				-549.40
12553	CenturyLink	Phone and Fax line	1022 · Points West Bank Ch...	
		Phone lines and Fax line	6072 · Telephone - GG	-216.86
TOTAL				-216.86
12554	Concrete Specialties		1022 · Points West Bank Ch...	
		New water pit dig and install	7063 · Supplies & Maintenanc...	-485.00
TOTAL				-485.00
12555	Freedom Repair & Mainte...	BackFlow Preventors Testing	1022 · Points West Bank Ch...	
		BackFlow Preventors Testing	7063 · Supplies & Maintenanc...	-532.00
TOTAL				-532.00

**Town of Sedgwick**  
**Check Detail**  
May 10 through June 13, 2022

Num	Name	Memo	Account	Paid Amount
12556	Highline Electric Ass'n		1022 - Points West Bank Ch...	
		Water Pump -66552	7073 - Utilities - Water	-249.90
		New Shop - 8280879	7994 - Utilities - Clearing	-67.75
		New Town - 822186	6102 - Utilities - TH - GG	-76.00
		Museum - 8426371	6102 - Utilities - TH - GG	-62.25
		Pump #2 - 40915	7073 - Utilities - Water	-112.52
		Street Lights -41680	6142 - Street Lighting	-221.20
		Sewer - 62657	7173 - Utilities - Sewer	-60.37
		Rodeo Grounds	6102 - Utilities - TH - GG	-34.86
		Community Center	6102 - Utilities - TH - GG	-54.79
TOTAL				-939.64
12557	Journal Office		1022 - Points West Bank Ch...	
		Copy machine fees	6032 - Office Expense - GG	-40.30
TOTAL				-40.30
12558	Julesburg Family Market	Account# 8814	1022 - Points West Bank Ch...	
		Fastners, Gloves and safety Glasses	6062 - Supplies and Mainten...	-50.40
TOTAL				-50.40
12559	Korf		1022 - Points West Bank Ch...	
		Starter replacement	6110 - Automobile Expense	-194.55
TOTAL				-194.55
12560	Liittjohann Kauffman & P...		1022 - Points West Bank Ch...	
		HUTF Report	6042 - Professional Services ...	-500.00
TOTAL				-500.00
12561	Marick's Waste Disposal		1022 - Points West Bank Ch...	
		Breaks in Trash Truck	7406 - Miscellaneous-Trash	-200.00
		Last pick up, Haul away	6462 - Supplies and Mainten...	-450.00
		Potty Cleaning	6462 - Supplies and Mainten...	-80.00
TOTAL				-730.00
12562	Northeast colorado health...	Bacteria Test	1022 - Points West Bank Ch...	
		Water Bacteria Test	7063 - Supplies & Maintenanc...	-20.00
TOTAL				-20.00
12563	Points West Cardmember...		1022 - Points West Bank Ch...	
		Postage	6032 - Office Expense - GG	-230.84
TOTAL				-230.84
12564	Prairie Mountain Media		1022 - Points West Bank Ch...	
		Explorer Magaine	6032 - Office Expense - GG	-280.00
TOTAL				-280.00
12565	S & W Auto Supply		1022 - Points West Bank Ch...	
		Battery	7990 - Supplies and Maint. - ...	-147.99
TOTAL				-147.99
12566	Sedgwick County Sales	Landfill Fees	1022 - Points West Bank Ch...	
		Landfill Fees	7346 - Landfill - Trash	-360.72
TOTAL				-360.72

11:13 AM

06/10/22

**Town of Sedgwick**  
**Check Detail**  
May 10 through June 13, 2022

<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
12567	Uline		1022 - Points West Bank Ch...	
		Dog Waste Dispensors W/Trash Can x 3	6092 - Miscellaneous - GG	-1,091.16
TOTAL				-1,091.16
12568	Valley Repair		1022 - Points West Bank Ch...	
		Weld Bar and Hooks on Tractor Bucket	6062 - Supplies and Mainten...	-408.08
TOTAL				-408.08
12569	Van Diest Supply Company		1022 - Points West Bank Ch...	
		Masquito Sprayer, and BioMist additive	6492 - Miscellaneous - Park	-11,821.25
		Flushing Solution	6492 - Miscellaneous - Park	-92.00
TOTAL				-11,913.25

**Town of Sedgwick**



970-463-8814

**US DOT 3892725**

Complimentary Quote Provided for:

**Sedgwick County Community Building**



QTY	Linen Rental Items	Delivery	Cost Per	Total
	SAM PROGRAM		25%	

QTY	Garment Rental Items	Delivery	Cost Per	Total
	SAM PROGRAM		32.0%	

QTY	Dust Rental Items	Delivery	\$/each	Total
3	4x6 MAT	E4W	\$9.60	\$28.80
2	60" DUST MOP	E4W	\$3.75	\$7.50
	SAM PROGRAM		7%	\$2.36

QTY	Restroom/Accessories	Delivery	\$/each	Total
3	TOILET-BOWL CLIP CUCUM MEL/EA	E4W	\$6.00	\$18.00
2	DISPENSER - F-MATIC MINI	E4W	\$10.00	\$20.00
2	A/F F-MATIC CUCUMBER / MELON/EA	E4W	\$0.00	\$0.00

ENERGY FEE  
\$ 11.50

PLEASE CALL  
**Add Name**  
Add email  
Add phone

\*Taxes Not Included\*

Weekly	\$0.00
Every Other Week	N/A
Every 4 Weeks	\$76.66

**Minninum Invoice Charge:**  
**\$66.12**

**TOTAL: \$88.16**

Price Acceptance: \_\_\_\_\_