
Town of Sedgwick

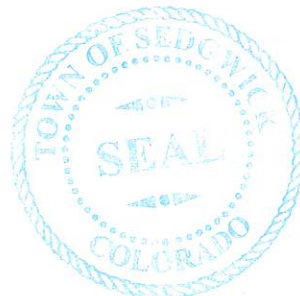
Meeting Agenda

Monday, March 13, 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**
 - o Residence interested in being a Town Trustee will have 3 Mins.
- VII. **Monthly Reports**
 - o Mayor
 - o Maintenance
 - o Clerk’s Office
 - o Board of Trustees
- VIII. **New Business**
 - o Rhonda Graham – Updates
 - o Harvest Festival 2024
- IX. **6:15 – Public Hearing – Ordinance 01-2023 – Adoption of new Town Ordinances for the Code Book**
- X. **Old Business**
 - o Ordinance 01-2023 – Adoption
 - o of the Code Book with changes.
- XI. **Executive Session (If needed)**
- XII. **Call to Adjourn**



**Town of Sedgwick
Record of Proceedings
January 9th, 2023**

Members Present: Peggy Owens, Roger Munson, Traci Sanchez, Darrin Tobin, Dale Jones.

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	Here	Newly Appointed Juan Delahoya	
Peggy Owens	Here	Roger Munson	Here
Dale Jones	Here	Darrin Tobin	Here/Late Arrival

Approval of Agenda

- At the request of legal counsel, moving the discussion on Ordinance 01-2023 to first discussion, she must attend another meeting.

Motion: Approval of Agenda

Dale Jones made a motion to approve the agenda with changes; Traci Sanchez seconded, all in favor; none opposed, motion carried.

Approval of Minutes

- Minutes of last meeting had name spelling corrections.

Motion: Approve the minutes

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

Bills (Published in Julesburg Advocate)

- A check for Dickenson Surveyors is lost in the mail, a stop payment was issued, and we are sending a replacement check.

Motion: Bills Roll Call Vote

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

Public Comments – reminded they will have 3mins.

- No general comments.

Public Comments – Regarding Town Trustee Vacancy Spot

- One resident expressed interested in being on the Town Board.
 - **Juan Dela hoya** addressed the Board stating that he wishes to fill the vacancy on the Town Board. Wishes to be a part of his community, gain experience that he believes will assist his desire to be in law enforcement, and broaden his public speaking abilities. His experience with being on the Ovid Volunteer Fire department, and Ducks Unlimited Committee

Motion:

Dale Jones made a motion to appoint Juan as Trustee; Traci Sanchez seconded, all in favor; none opposed, motion carried.

- Oath of office was performed by Mayor Danny Smith.

Mayors Report

- We received a thank you card from the chamber of commerce. For the chamber buck's support.
- Would like send letters to water customers that have very large bills and not meeting their payment agreements. This letter will inform them that we will enforce the shut offs – and the liens on the properties. They can come in and change their payment arrangement to an affordable amount. But they must honor it.
 - Board is in agreement that the staff should be enforcing the agreement that states if they default the water will be shut off and full amount will be due. And they can set up a new affordable agreement if they need to. The letter will be sent out to make sure they are aware that this will be enforced.
- John Deer has a Snow Bucket that would hook up to our tractor its around \$4500. This will allow us to move snow more efficiently. This will be used for snow and snow only!

Motion:

Dale Jones made a motion to purchase the snow bucket from John Deer; Traci Sanchez seconded, (Roll Call); all in favor; none opposed, motion carried.

- The shifter on the grader is going out. We have talked to Larry Frame and he has a guy that may be able to repair it. We will wait until we get past some of this weather to fix it.

Maintenance –

- Greased the road grader today, and we do have a small hydraulic leak. I have been keeping an eye on that.
- I received a complaint about the roads being muddy.
- Alan Coyne:
 - The water tank has been throwing some error codes, we may need to upgrade the sending unit system. We have a company that specializes in it, we will ask them to come take a look and let us know what we need to do.

Clerk's Office

- We close on the Land for the Lagoon tomorrow. The final closing cost is \$25216.46, This will need to be a cashiers check, so I will go and get that tomorrow before closing
- We had a large meeting with GMS, DOLA, Colorado Health Department and Several other entities. They are highly suggesting we hire a Bond attorney to check that our enterprise status is not in jeopardy from our cash transfers from general fund to Water and Sewer Fund.
 - GMS has suggested one that they used and have had good luck with. So I have reached out to her for assistance.

Board of Trustees

- **Roger Munson**
 - On the Hydraulic leak, is this something we need to repair now. Hydraulic Oil is not cheap.
 - Richard responded its just a small drip, can go weeks before needs filled.
- **Dale Jones**
 - I did received a lot of compliments from other towns how well our roads are and the snow is piled up off the roads.

New Business

- **Ordinance 01-2023 – adopt on first reading, adopting and enact a new set of ordinances for the Code Book, and Set a public hearing at the next meeting on March 13th, 2023.**
 - No additional discussions were made at this time, no public comments.

Motion:

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

- **Jamie Smith with PCTelcom**
 - We would like to bury fiber lines in town. For the most part we will stay in the alley ways. There are a couple areas that we would need to use road ways, like down 2nd. We would like to start this year. This line will only be 30” deep.
 - One question was who is responsible for damages to the fiber when digging.
 - Jamie said who ever is doing the digging. But if it was located and all clear was given then it would be the locator or responder. And yes its very expensive. About \$4000. per splice
 - Next question is why can't we use overhead?
 - Jamie said we can but because the town isn't square that isn't the best way.
 - Another Question, if we already have a contract or franchise with PCTelcom is this included?
 - Town Clerk will talk with our Legal Counsel to make a contract. Additionally the town insurance company will be asked if the current coverage will cover any hits by the town.
 - Resident Susan Wolfe asked if the new fiber to the home would be at the cost of the homeowner.
 - Jamie responded if they have service now, we will do it during the project at no cost to the resident, if they refused and later we need come in, then it will cost the homeowner.

Motion:

Dale Jones made a motion to respond to PCTelcom after we receive the information from the Town Attorney and Insurance whether we should allow PCTelcom to buy fiber lines in the Town; Traci Sanchez seconded, all in favor; none opposed, motion carried.

- **Rhonda Graham**
 - We are setting up a student job fair. We are inviting both schools. This will be to allow the kids to get experience with filling out Job Applications, do a proper interview and gain some work experience. We would like to ask the town if there are any jobs that the kids could do to please come and be a part of the job fair. By March 10th we would like to receive the job list from any employer willing to participate.
 - The second part is to allow students to come in and see what different opportunities there are. We want to allow students to come and see what a Town Clerk does for instance.
 - The next three Tuesdays, we will hold a meeting at Luna's to discuss the needs of our community. Things we could improve on that is regular practice in larger communities. We have several speakers to be at the meetings. This will open the door to state funding.

Old Business

Meeting Adjourned:

Motion:

At 6:56pm, Dale Jones made a motion to adjourn, Traci Sanchez seconded, all were in favor, motion carried.

Mayor

Attest: Town Clerk

SEAL

11:24 AM
03/10/23
Accrual Basis

Town of Sedgwick
Trial Balance
As of February 28, 2023

	Feb 28, 23	
	Debit	Credit
1021 · Cash on Hand	195.09	
1022 · Points West Bank Checking	340,464.36	
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	7,900.01	
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	714,674.38	
1070 · COLOTRUST:1071 · Water Plus	1,022,000.92	
1070 · COLOTRUST:1072 · General Plus	695,411.54	
1070 · COLOTRUST:1073 · CIP Plus	1,033,186.64	
1081 · Cash - County Treasurer	238.20	
TOTAL	3,998,436.83	0.00

Town of Sedgwick
Profit & Loss
 February 2023

	Feb 23
Ordinary Income/Expense	
Income	
4122 · Current Property Taxes	23.10
4142 · Specific Ownership Taxes	114.59
4152 · Interest on Taxes	0.00
4172 · Sales Tax	18,155.20
4212 · Cigarette Tax	12.58
4222 · Road and Bridge	87.41
4232 · Motor Vehicle	91.50
4242 · Mineral leasing	0.00
4300 · Utilities Clearing	2,297.26
4323 · Water Sales	4,337.61
4333 · Sewer Sales	2,816.90
4386 · Trash Collections	2,355.75
4392 · Other Income	
4392.1 · Occupation Tax	56,666.12
4392.2 · Excise Tax	1,159.34
4392.3 · State of Colorado	12,919.76
4392.4 · Lodging Tax	24.00
4392 · Other Income - Other	80.00
Total 4392 · Other Income	70,849.22
4412 · Highway Use Tax	949.47
4422 · License Fees	105.00
4802 · Interest Income	2,573.36
4803 · Interest Income	10,047.63
4999 · Uncatagorized Income	0.01
Total Income	114,816.59
Expense	
6002 · County Treasurer's Fees	2.22
6032 · Office Expense - GG	58.33
6042 · Professional Services - GG	1,529.00
6052 · Insurance and Bonds - GG	986.60
6062 · Supplies and Maintenance - GG	33.43
6072 · Telephone - GG	226.96
6102 · Utilities - TH - GG	347.91
6120 · Bank Service Charges	32.00
6142 · Street Lighting	266.56
6232 · Pest and Weed Control	4,598.00
6262 · Harvest Festival	0.00
6462 · Supplies and Maintenance Park	80.00
7063 · Supplies & Maintenance - Water	541.70
7073 · Utilities - Water	425.39
7093 · Miscellaneous - Water	117.12
7163 · Supplies and Maintenance - Sewe	594.50
7173 · Utilities - Sewer	57.82
7346 · Landfill - Trash	393.96
7702 · Capital Outlay - GF	25,220.05
7703 · Capital Outlay	4,413.88
7800 · Salaries Clearing	
7809 · Salary-Richard M Kehm	3,977.72
7815 · Salary-Heather Moore	2,328.99
7820 · Salary - Kim E Quayle	1,241.85
7822 · - William Townsend	183.33
Total 7800 · Salaries Clearing	7,731.89
7990 · Supplies and Maint. - Clearing	176.32
7994 · Utilities - Clearing	122.55
7995 · Payroll Taxes - Clearing	421.54
Total Expense	48,377.73
Net Ordinary Income	66,438.86
Other Income/Expense	
Other Expense	
8343 · Grant Expense - Local	0.00
Total Other Expense	0.00
Net Other Income	0.00
Net Income	66,438.86

11:27 AM
03/10/23

**Town of Sedgwick
Check Detail
February 14 through March 13, 2023**

Num	Name	Memo	Account	Paid Amount
	Sedgwick County Title	Purchase of Lions Club Building	1022 · Points West Bank Ch...	
		Purchase of Land for Sewer Lagoon	7702 · Capital Outlay - GF	-25,220.05
TOTAL				-25,220.05
		Service Charge	1022 · Points West Bank Ch...	
		Service Charge	6120 · Bank Service Charges	-32.00
TOTAL				-32.00
12801	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
12802	Heather M. Moore	Payroll	1022 · Points West Bank Ch...	
		Payroll	7815 · Salary-Heather Moore	-2,115.48
		Social Security	7995 · Payroll Taxes - Clearing	
		Medicare	7995 · Payroll Taxes - Clearing	
		Federal	7995 · Payroll Taxes - Clearing	
		Colorado	7995 · Payroll Taxes - Clearing	
TOTAL				-1,841.65
12803	Kim E. Quayle	Paryroll	1022 · Points West Bank Ch...	
		Payroll	7820 · Salary - Kim E Quayle	-1,675.20
		Social Security	7995 · Payroll Taxes - Clearing	
		Medicare	7995 · Payroll Taxes - Clearing	
		Federal	7995 · Payroll Taxes - Clearing	
		Colorado	7995 · Payroll Taxes - Clearing	
TOTAL				-1,367.05
12804	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
12805	21st Century		1022 · Points West Bank Ch...	
		John deere Loader Bucket (Snow)	7703 · Capital Outlay	-4,413.88
TOTAL				-4,413.88
12806	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 system Check	7093 · Miscellaneous - Water	-117.12
TOTAL				-517.12
12807	CEBT		1022 · Points West Bank Ch...	
		Employee Health Insurance	6052 · Insurance and Bonds -...	-986.60
TOTAL				-986.60
12808	CenturyLink	Phone and Fax line	1022 · Points West Bank Ch...	
		Phone lines and Fax line	6072 · Telephone - GG	-226.96
TOTAL				-226.96

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**Town of Sedgwick
Check Detail
February 14 through March 13, 2023**

Num	Name	Memo	Account	Paid Amount
12809	Consolidated Plumbing		1022 · Points West Bank Ch...	
		Toilet repair at community center	6462 · Supplies and Mainten...	-14.10
TOTAL				-14.10
12810	DPC Industries		1022 · Points West Bank Ch...	
		Sodium Hypo 10%, 15 Gal DR (60gal), Drum Cleaning fee & \$80 Drum ...	7703 · Capital Outlay	-753.03
TOTAL				-753.03
12811	Freedom Repair & Mainte...	BackFlow Preventors Testing	1022 · Points West Bank Ch...	
		BackFlow Preventors Testing	7063 · Supplies & Maintenan...	-92.20
TOTAL				-92.20
12812	Highline Electric Ass'n		1022 · Points West Bank Ch...	
		Water Pump -66552	7073 · Utilities - Water	-246.55
		New Shop - 8280879	7994 · Utilities - Clearing	-154.07
		New Town - 822186	6102 · Utilities - TH - GG	-124.32
		Museum - 8426371	6102 · Utilities - TH - GG	-129.23
		Pump #2 - 40915	7073 · Utilities - Water	-181.94
		Street Lights -41680	6142 · Street Lighting	-257.57
		Sewer - 62657	7173 · Utilities - Sewer	-54.62
		Rodeo Grounds	6102 · Utilities - TH - GG	-32.50
		Community Center	6102 · Utilities - TH - GG	-60.86
TOTAL				-1,231.66
12813	IDEAL Linens & Uniform		1022 · Points West Bank Ch...	
		Community Center Rugs, Mop and push broom	7990 · Supplies and Maint. - ...	-88.16
TOTAL				-88.16
12814	Journal Office		1022 · Points West Bank Ch...	
		Copy machine fees	6032 · Office Expense - GG	-40.00
TOTAL				-40.00
12815	Kelly, P.C.		1022 · Points West Bank Ch...	
		Legal Fees - Regular	6042 · Professional Services ...	-1,824.50
TOTAL				-1,824.50
12816	Marick's Waste Disposal		1022 · Points West Bank Ch...	
		Potty Cleaning	6462 · Supplies and Mainten...	-80.00
TOTAL				-80.00
12817	Northeast colorado health...	Bacteria Test	1022 · Points West Bank Ch...	
		Water Bacteria Test	7063 · Supplies & Maintenan...	-20.00
TOTAL				-20.00
12818	Points West Cardmember...		1022 · Points West Bank Ch...	
		Flags, postage office supplies	6032 · Office Expense - GG	-439.87
TOTAL				-439.87
12819	Prairie Mountain Media		1022 · Points West Bank Ch...	
		Advertisement/Postings	6032 · Office Expense - GG	-15.51
TOTAL				-15.51

11:27 AM
03/10/23

Town of Sedgwick
Check Detail
February 14 through March 13, 2023

Num	Name	Memo	Account	Paid Amount
12820	R Lawn		1022 · Points West Bank Ch...	
		Centennial Park	6232 · Pest and Weed Control	-3,898.80
		Jailhouse Park	6232 · Pest and Weed Control	-699.20
TOTAL				<u>-4,598.00</u>
12821	Sapp Bros. Petroleum		1022 · Points West Bank Ch...	
		Propane Shop	6062 · Supplies and Mainten...	-281.02
		Propane Well House	7063 · Supplies & Maintenan...	-160.21
TOTAL				<u>-441.23</u>
12822	Sedgwick County Sales	Landfill Fees	1022 · Points West Bank Ch...	
		Landfill Fees	7346 · Landfill - Trash	-393.96
TOTAL				<u>-393.96</u>

PAYROLL REPORTS

Wednesday Feb, 01 2023 - Tuesday Feb, 28 2023

Employees Processed:	4	Total Fixed Pay:	\$7,985.68
Standard Hours:	204.25	Total Variable Pay:	\$0.00
Overtime 1.5x Hours:	0.00	Total Report Payroll:	\$7,985.68
Overtime 2.0x Hours:	0.00		
Sick Hours:	0.00	Total of All Hours:	394.68
Vacation Hours:	30.50	Total Hours Added:	0.00
PTO Hours:	0.00	Total Hours Deducted:	0.00
Holiday Hours:	15.00	Total Paid Hours:	394.68
Other1 Hours:	0.00		
Other2 Hours:	0.00		
Unpayable/Salaried Hours:	144.93		

Employee	Total Hours	Deduct	1.0x	1.5x	2.0x	SIC	VAC	HOL	UnP/SAL	Signed	Aprvd	Fixed Pay
Kehm, Richard	144.93								144.93	N/A	NO	\$3,977.72
Moore, Heather	122.07		84.07				30.50	7.50		N/A	NO	\$2,115.48
Quayle, Kim	111.68		104.18					7.50		NO	NO	\$1,675.20
Townsend, William	16.00		16.00							NO	NO	\$217.28