

# Town of Sedgwick

## Meeting Agenda

### Monday, February 10, 2025, 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 and Pledge Allegiance**
- II. Approve the Agenda**
- III. Approval of Minutes from last Meeting(s)**
- IV. Approval of Bills**
- V. Comments from the public**
- VI. Monthly Reports**
  - Clerk's Office
    - i. WPCI for our CDL drivers is now in effect and pre-employments are done
    - ii. New Copier, Journal office charges per printed page .011 blk/wht and .085 color, over what our monthly payment of \$115.00 will be. Paid our last \$40.00 for the old copier.
    - iii. CIRSA Audit 1:30 2/18/25
    - iv. Are we going to do our Spring Clean-up this year
    - v. Loan Documents for New Sewer are signed
  - Maintenance
  - Mayor
  - Board of Trustees
- VII. New Business**
  - Dannah Koeniger GMS – updates on what is next to happen and how it works
  - Rhonda Graham – Monthly Updates from Sedgwick County Chamber
- VIII. Old Business – None**
- IX. Executive Session (If needed)**
- X. Call to Adjourn**



Posted on this 2/7/25 by Kim Quayle by 3:30PM

Individuals with disabilities needing auxiliary aid(s) may request assistance by contacting Heather Moore, Town Clerk, Phone (970) 463-8814, or FAX (970) 463-5537. At least a 48 hour advance notice prior to the scheduled meeting would be appreciated so that arrangements can be made to locate the requested auxiliary aid(s).

**Town of Sedgwick  
Record of Proceedings  
January 13<sup>th</sup>, 2025**

**Members Present:** Danny Smith, Dale Jones, Roger Munson, Traci Sanchez, Peggy Owens, Bailey Nail, Jaime Anchondo

**Employees Present:** Heather Moore, Kim Quayle, Cindy Rutkoski, 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	Bailey Nail	Here
Peggy Owens	Here	Roger Munson	Here
Dale Jones	Here	Jaime Anchondo	Here

**Approval of Agenda**

**Motion: Approval of Agenda**

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

**Approval of Minutes**

- With 2 name corrections Tracy to Traci and Jamie to Jaime

**Motion: Approve the minutes**

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

**Bills (Published in Julesburg Advocate)**

**Motion: Bills Roll Call Vote**

A request was made for VanZee to be added to the bills so as not to wait another 30 days. Traci Sanchez made a motion to pay the bills, Dale Jones seconded. (Roll Call: All Voted for, None Against) motion carried.

**Clerk's Office**

- Per the State anyone working with the sales tax & marijuana sales tax needs to be appointed to the MOU's. Requesting the Appointment of Kim on MOU's "Mutual of Understanding"
- Adding the last paragraph to Resolution 24-9 incorporated by the Financial Institution referencing the dollar amount the town would incur if we failed to comply with the utility increases.
- I inquired about getting a new copier/printer from Journal Office Supply that would include color copying as well, maybe add color to our newsletters and would be cheaper to print for Harvest Fest fliers etc.
- Cindy wanted to inquire into our Aflac program and since she doesn't qualify for the Accident portion of it, she chose the Hospital package, which is \$35.88, will the Town still pay the \$26.00 of it like the rest of us.
- Since Cindy is a Town employee and has volunteered for Museum opening, can her time at the Museum be considered paid working time?
- Chamber of Commerce Membership, we did it in 2023 but didn't 2024, don't know why, don't remember.
- Since the resignation of Darrin Tobin who was our appointed Zoning Administrator, we need to designate a New Zoning Administrator.

**Motion:**

Traci Sanchez made a motion to accept the Appointment of Kim to the MOU's, Peggy Owens seconded, all in favor; none opposed, motion carried.

**No Motion Necessary:**

Since Resolution 24-9 was instituted, signed and approved at our last meeting, it was information only about the added paragraph and no required signatures.

**Motion:**

Dale Jones made a motion to go forth with the purchase/payment plan of a new copier to include color. Tracy Sanchez seconded, all in favor; none opposed, motion carried.

**Motion:**

Traci Sanchez made a motion to approve Cindy's choice of Aflac be partially paid by the Town. Dale Jones seconded, all in favor; none opposed, motion carried.

**Motion:**

Dale Jones made a motion to approve Cindy being paid by the Town when working at the Museum. Peggy Owens seconded, all in favor, none opposed, motion carried.

**Motion:**

Roger Munson made a motion to approve the Sedgwick County Chamber Membership of \$50.00. Dale Jones seconded, all in favor; none opposed, motion carried.

**Motion:**

Traci Sanchez made a motion to select Dale Jones as our Town Zoning Administrator, Roger Munson seconded, all in favor; Dale Jones abstained from vote, none opposed, motion carried.

**Maintenance (Danny spoke for Maintenance)**

- Burned the inert burn pile right after the snowstorm with no issues.
- Continue to cut trees.

**Mayors Report**

- Fan on the furnace at the community center went out, using space heaters. Van Zee came in to repair the fan and the cost was about ½ of what they thought.
- Cindy is doing a good job taking Kim's position.
- A letter was written to the board from an anonymous person and read by the board.
  - Board members deliberated and decided this was to be left tabled as is, no further action.

**Board of Trustees**

- Dale Jones
  - Got all the information for the band and stage for Harvest Festival, prices did go up, around \$2,700.00 for the Stage and lighting with the band Hillbilly Demons around \$2,100.00. Roger Munson stated that everybody that he talked to loved them.

**Motion:**

Roger Munson made a motion to approve the hiring of the band and the Stage for Harvest Fest 2025. Traci Sanchez seconded, all in favor, none opposed, motion carried.

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

- None

**2025 Budget Mill Levi change**

• **Dan Pederson**

- The Town of Sedgwick Budget 2025 was approved last month, however there was an error in the Mill Levi assessment, it has been corrected and has been recertified, and the change was about \$101.00 more. Resolution 24-12 will have to be revised.

**Motion:**

Dale Jones made a motion to revise the Resolution 24-12, to adopt 2025 budget and revised the Mill Levi Certification. Roger Munson seconded, all in favor; none opposed, motion carried.

**New Business**

- **Rhonda Graham** – Spoke about the land, old high school football field. Thank you for Road survey response. Will get ahold of Cindy about Museum information.

**Resolution 25-2**

- Making Kim a signatory on all financial and bank institutions and removing Heather and everyone not written on this resolution.

**Motion:**

Traci Sanchez made a motion to approve Resolution 25-2. Peggy Owens seconded, all in favor, none opposed, motion carried.

**Renewal of Peak North Retail Marijuana License**

- No issues or complaints have been reported other than an investigation done at the beginning of the year and gone through the court system and has been resolved.

**Motion:**

Traci Sanchez made a motion to approve Renewal of Peak North Retail Marijuana License. Dale Jones seconded, all in favor; none opposed, motion carried.

**Renewal of High Plainz Strains Retail Marijuana License**

- No issues or complaints have been reported.

**Motion:**

Dale Jones made a motion to approve Renewal of High Plainz Strains Retail Marijuana License. Roger Munson seconded, all in favor, none opposed, motion carried.

**Regular Meeting Adjourned:**

**Motion:**

At 6:32, Dale Jones made a motion to adjourn, Traci Sanchez seconded, all were in favor, none opposed, motion carried.

\_\_\_\_\_  
Mayor

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

SEAL

1:30 PM  
02/06/25  
Accrual Basis

**Town of Sedgwick**  
**Trial Balance**  
As of January 31, 2025

	Jan 31, 25	
	Debit	Credit
1021 · Cash on Hand	87.09	
1022 · Points West Bank Checking	238,697.46	
1029 · Savings:1030 · Points West:1031 · 9240	26,793.54	
1029 · Savings:1034 · Cash in Savings - Lottery	12,454.96	
1029 · Savings:1040 · Points West Bank:1043 · Water Surcharge Account	91,821.03	
1029 · Savings:1050 · Equitable Savings:1051 · 05-4505160	40,037.01	
1070 · COLOTRUST:1071 · General Fund #2 - Water Plus	1,283,570.61	
1070 · COLOTRUST:1072 · General Fund #4 - General Plus	1,247,238.78	
1070 · COLOTRUST:1073 · General Fund #3 - CIP Plus	1,349,120.71	
1070 · COLOTRUST:1074 · General Fund #1 - Sewer CIP	1,637,015.50	
1081 · Cash - County Treasurer	238.98	
<b>TOTAL</b>	<b>5,927,075.67</b>	<b>0.00</b>

**Town of Sedgwick**  
**Profit & Loss**  
 January 2025

	Jan 25
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
4122 · Current Property Taxes	0.00
4142 · Specific Ownership Taxes	141.67
4152 · Interest on Taxes	0.00
4222 · Road and Bridge	0.00
4232 · Motor Vehicle	89.51
4300 · Utilities Clearing	-10,356.51
4323 · Water Sales	12,368.75
4333 · Sewer Sales	6,535.95
4386 · Trash Collections	4,812.25
4392 · Other Income	
4392.1 · Occupation Tax	47,790.13
4392.2 · Excise Tax	731.63
4392.4 · Lodging Tax	24.00
4392 · Other Income - Other	50.00
<b>Total 4392 · Other Income</b>	<b>48,595.76</b>
4393 · Other Income	2,593.59
4412 · Highway Use Tax	1,242.33
4422 · License Fees	320.00
4802 · Interest Income	20,438.21
4999 · Uncatagorized Income	340.86
<b>Total Income</b>	<b>87,122.37</b>
<b>Gross Profit</b>	<b>87,122.37</b>
<b>Expense</b>	
6002 · County Treasurer's Fees	0.00
6032 · Office Expense - GG	1,351.16
6042 · Professional Services - GG	429.50
6052 · Insurance and Bonds - GG	2,603.00
6062 · Supplies and Maintenance - GG	1,873.79
6072 · Telephone - GG	255.86
6092 · Miscellaneous - GG	73.97
6102 · Utilities - TH - GG	430.50
6142 · Street Lighting	285.65
6162 · Street Maintenance	8.79
6462 · Supplies and Maintenance Park	617.73
7063 · Supplies & Maintenance - Water	480.20
7073 · Utilities - Water	379.94
7163 · Supplies and Maintenance - Sewe	0.00
7173 · Utilities - Sewer	65.49
7346 · Landfill - Trash	263.61
7800 · Salaries Clearing	
7806 · Salary-Ed Smith Jr.	43.26
7809 · Salary-Richard M Kehm	4,097.03
7815 · Salary-Heather Moore	2,643.45
7820 · Salary - Kim E Quayle	2,067.52
7825 · Salary-Eduardo Sanchez	4,155.72
7800 · Salaries Clearing - Other	325.18
<b>Total 7800 · Salaries Clearing</b>	<b>13,332.16</b>
7990 · Supplies and Maint. - Clearing	247.14
7994 · Utilities - Clearing	85.55
7995 · Payroll Taxes - Clearing	3,352.61
<b>Total Expense</b>	<b>26,136.65</b>
<b>Net Ordinary Income</b>	<b>60,985.72</b>

1:32 PM  
02/06/25  
Accrual Basis

**Town of Sedgwick**  
**Profit & Loss**  
January 2025

	<u>Jan 25</u>
Other Income/Expense	
Other Expense	
7896 · Insurance Clearing	5,104.25
8343 · Grant Expense - Local	0.00
Total Other Expense	<u>5,104.25</u>
Net Other Income	<u>-5,104.25</u>
Net Income	<u><u>55,881.47</u></u>

3:19 PM  
02/07/25

**Town of Sedgwick**  
**Check Detail**  
January 14 through February 10, 2025

Num	Name	Memo	Account	Paid Amount
	IRS	<b>Auto Withdraw</b>	<b>1022 · Points West Bank Ch...</b>	
		Quarterly payroll Taxes	7995 · Payroll Taxes - Clearing	-4,375.84
<b>TOTAL</b>				<b>-4,375.84</b>
	<b>Deluxe Buisness Check</b>	<b>Checks and Deposit Slips</b>	<b>1022 · Points West Bank Ch...</b>	
		Checks and Deposit Slips	6032 · Office Expense - GG	-647.11
<b>TOTAL</b>				<b>-647.11</b>
<b>13500</b>	<b>Colorado Dep of Revenue</b>	<b>W2 wage withholdings</b>	<b>1022 · Points West Bank Ch...</b>	
		4th Quarter - balance	7995 · Payroll Taxes - Clearing	-1,385.00
<b>TOTAL</b>				<b>-1,385.00</b>
<b>13501</b>	<b>Colorado State Treasurer</b>	<b>Employer Account Number 1322778</b>	<b>1022 · Points West Bank Ch...</b>	
		4th Qtr payroll	7995 · Payroll Taxes - Clearing	-84.41
<b>TOTAL</b>				<b>-84.41</b>
<b>13502</b>	<b>Sedgwick County Chamb...</b>	<b>Membership Dues 2025</b>	<b>1022 · Points West Bank Ch...</b>	
		Membership Dues for 2025 "Non-Profit Org."	6092 · Miscellaneous - GG	-50.00
<b>TOTAL</b>				<b>-50.00</b>
<b>13503</b>	<b>Richard M. Kehm</b>	<b>Payroll</b>	<b>1022 · Points West Bank Ch...</b>	
		Gross Payroll	7809 · Salary-Richard M Kehm	-4,219.94
		Social Security	7995 · Payroll Taxes - Clearing	261.06
		Medicare	7995 · Payroll Taxes - Clearing	61.05
		Federal	7995 · Payroll Taxes - Clearing	335.00
		Colorado W/H	7995 · Payroll Taxes - Clearing	152.00
		AFLAC	7995 · Payroll Taxes - Clearing	9.36
<b>TOTAL</b>				<b>-3,401.47</b>
<b>13504</b>	<b>Heather M. Moore</b>	<b>Payroll</b>	<b>1022 · Points West Bank Ch...</b>	
		Gross Payroll	7815 · Salary-Heather Moore	-2,689.91
		Social Security	7995 · Payroll Taxes - Clearing	161.35
		Mediciad	7995 · Payroll Taxes - Clearing	37.73
		Federal	7995 · Payroll Taxes - Clearing	86.00
		Colorado	7995 · Payroll Taxes - Clearing	83.00
		AFLAC	7995 · Payroll Taxes - Clearing	43.77
<b>TOTAL</b>				<b>-2,278.06</b>
<b>13505</b>	<b>Kim E. Quayle</b>	<b>Payroll</b>	<b>1022 · Points West Bank Ch...</b>	
		Payroll	7820 · Salary - Kim E Quayle	-3,160.26
		Social Security	7995 · Payroll Taxes - Clearing	186.38
		Medicare	7995 · Payroll Taxes - Clearing	43.59
		Federal	7995 · Payroll Taxes - Clearing	312.00
		Colorado	7995 · Payroll Taxes - Clearing	116.00
		AFLAC	7995 · Payroll Taxes - Clearing	154.14
<b>TOTAL</b>				<b>-2,348.15</b>
<b>13506</b>	<b>Eduardo Sanchez</b>	<b>Payroll</b>	<b>1022 · Points West Bank Ch...</b>	
		Gross Payroll	7825 · Salary-Eduardo Sanch...	-3,331.33
		Social Security	7995 · Payroll Taxes - Clearing	205.68
		Medicare	7995 · Payroll Taxes - Clearing	48.10
		Federal	7995 · Payroll Taxes - Clearing	328.00
		Colorado	7995 · Payroll Taxes - Clearing	113.00
		AFLAC	7995 · Payroll Taxes - Clearing	13.91
<b>TOTAL</b>				<b>-2,622.64</b>



3:19 PM  
02/07/25

**Town of Sedgwick**  
**Check Detail**  
January 14 through February 10, 2025

Num	Name	Memo	Account	Paid Amount
13507	Cylinda J Rutkoski	Payroll	1022 · Points West Bank Ch...	
		Gross Payroll	7825 · Salary-Eduardo Sanch...	-2,039.18
		Social Security	7995 · Payroll Taxes - Clearing	125.82
		Medicare	7995 · Payroll Taxes - Clearing	29.42
		Federal	7995 · Payroll Taxes - Clearing	78.00
		Colorado	7995 · Payroll Taxes - Clearing	73.00
		AFLAC	7995 · Payroll Taxes - Clearing	9.88
TOTAL				-1,723.06
13508	21st Century		1022 · Points West Bank Ch...	
		Alternator / parts	6462 · Supplies and Mainten...	-571.48
TOTAL				-571.48
13509	AC-DC Water Works LLC	ORC Services	1022 · Points West Bank Ch...	
		ORC Monthly Contract Services	7063 · Supplies & Maintenan...	-400.00
		Testing Samples, Water Tower repairs, Generator repairs.	7063 · Supplies & Maintenan...	-80.20
TOTAL				-480.20
13510	CEBT	Insurance	1022 · Points West Bank Ch...	
		Employee Health Insurance	6052 · Insurance and Bonds -...	-1,409.80
TOTAL				-1,409.80
13511	CenturyLink	334021765	1022 · Points West Bank Ch...	
		Phone lines and Fax line	6072 · Telephone - GG	-255.86
TOTAL				-255.86
13512	Consolidated Plumbing		1022 · Points West Bank Ch...	
		self draining hose conn.	6462 · Supplies and Mainten...	-16.75
		hose connect vacuum breaker	6462 · Supplies and Mainten...	-29.50
TOTAL				-46.25
13513	Cranmore Fire Protection	Fire Extinguisher Inspections	1022 · Points West Bank Ch...	
		Fire Extinguisher Inspections	6062 · Supplies and Mainten...	-322.00
TOTAL				-322.00
13514	Highline Electric Ass'n		1022 · Points West Bank Ch...	
		Water Pump -66552	7073 · Utilities - Water	-216.00
		New Shop - 8280879	7994 · Utilities - Clearing	-85.55
		New Town - 822186	6102 · Utilities - TH - GG	-109.22
		Museum - 8426371	6102 · Utilities - TH - GG	-203.69
		Pump #2 - 40915	7073 · Utilities - Water	-163.94
		Street Lights -41680	6142 · Street Lighting	-285.65
		Sewer - 62657	7173 · Utilities - Sewer	-65.49
		Rodeo Grounds	6102 · Utilities - TH - GG	-40.00
		Community Center	6102 · Utilities - TH - GG	-77.59
TOTAL				-1,247.13
13515	IDEAL Linens & Uniform		1022 · Points West Bank Ch...	
		Community center Linens and rugs for Town Hall	7990 · Supplies and Maint. - ...	-123.57
TOTAL				-123.57
13516	Journal Office		1022 · Points West Bank Ch...	
		Copy machine fees	6032 · Office Expense - GG	-40.00
TOTAL				-40.00

3:19 PM  
02/07/25

**Town of Sedgwick**  
**Check Detail**  
January 14 through February 10, 2025

Num	Name	Memo	Account	Paid Amount
13517	Julesburg Family Market	Account# 8814	1022 · Points West Bank Ch...	
		Hardware for Museum	6062 · Supplies and Mainten...	-56.98
TOTAL				-56.98
13518	Kelly, P.C.		1022 · Points West Bank Ch...	
		Legal Fees for Sewer Project Loan Agreement & Correspondence	7163 · Supplies and Mainten...	-516.00
TOTAL				-516.00
13519	Northeast colorado health...	Bacteria Test	1022 · Points West Bank Ch...	
		Water Bacteria Test	7063 · Supplies & Maintenan...	-20.00
		Nitrates Testing	7063 · Supplies & Maintenan...	-30.50
TOTAL				-50.50
13520	Points West Cardmember...		1022 · Points West Bank Ch...	
		Office Expenses Postage	6032 · Office Expense - GG	-664.05
		Maintenance	6062 · Supplies and Mainten...	-347.32
		Accidental Use	6092 · Miscellaneous - GG	-23.97
TOTAL				-1,035.34
13521	S & W Auto Supply		1022 · Points West Bank Ch...	
		Diesel Additive	7990 · Supplies and Maint. - ...	-107.88
		Oil, filters for oil change and tune up. Batter	7990 · Supplies and Maint. - ...	-147.93
TOTAL				-255.81
13522	Sedgwick County Lumber		1022 · Points West Bank Ch...	
		R19 Insulation	6062 · Supplies and Mainten...	-29.78
		Adhesive and Sealants	6162 · Street Maintenance	-8.79
TOTAL				-38.57
13523	Sedgwick County Sales	Landfill Fees	1022 · Points West Bank Ch...	
		Landfill Fees	7346 ; Landfill - Trash	-263.61
TOTAL				-263.61
13524	Steve's Towing & Recover...		1022 · Points West Bank Ch...	
		Alignment on Town Truck	6062 · Supplies and Mainten...	-121.07
TOTAL				-121.07
13525	Van Zee Heating & Air LLC		1022 · Points West Bank Ch...	
		Diagnostic for heater at Town Museum	6062 · Supplies and Mainten...	-149.00
TOTAL				-149.00
13526	WPCI		1022 · Points West Bank Ch...	
		CDL Testing consortium Co.	6042 · Professional Services ...	-150.00
TOTAL				-150.00
13527	Fetzer Electric		1022 · Points West Bank Ch...	
		Wingnuts, labor and mileage	7063 · Supplies & Maintenan...	-200.64
TOTAL				-200.64
13528	Liittjohann Kauffman & P...	4th qtr tax prep & calculations 2024	1022 · Points West Bank Ch...	
		4th qtr payroll taxes, W2s and 1099s	6042 · Professional Services ...	-800.00
TOTAL				-800.00

3:19 PM  
02/07/25

**Town of Sedgwick**  
**Check Detail**  
January 14 through February 10, 2025

<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
13529	WPCI		1022 - Points West Bank Ch...	
		CDL Testing consortium Co. Pre-Employent tests	6042 - Professional Services ...	-375.00
TOTAL				-375.00

Town of Sedgwick

Wed, Jan 01, 2025 - Fri, Jan 31, 2025

Users Processed: 5 Total Fixed Pay: \$15,440.62  
 Standard: 472.77 Total Variable Pay: \$0.00  
 Overtime: 0.81 Total Report Payroll: \$15,440.62  
 Double Time: 0.00 Total of All Hours: 832.41  
 Sick Hours: 95.50 Total Hours Added: 0.00  
 Vacation Hours: 15.00 Total Hours Deducted: 10.50  
 TO Hours: 0.00 Total Paid Hours: 821.91  
 .holiday Hours: 61.00  
 Other1 Hours: 0.00  
 Other2 Hours: 0.00  
 Unpayable/Salaried Hours: 176.83

User	Total Hours	Deduct	1.0x	1.5x	2.0x	SIC	VAC	HOL	UnP/ Sail	Fixed Pay
Kehm, Richard	179.83					3.00		15.00	176.83	\$4,219.94
Moore, Heather	150.69		28.19			92.50	15.00	15.00		\$2,689.91
Quayle, Kim	175.57		160.57					15.00		\$3,160.26
Rutkusi, Cylinda	131.56		116.56					15.00		\$2,039.18
Sanchez, Eduardo	194.76	(10.50)	167.45	0.81				16.00		\$3,331.33