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# Town of Sedgwick

## Meeting Agenda

### Monday, May 13, 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**
  - Clerk’s Office
  - Maintenance
    - Jason Toyn – Annual Fire Hydrant exercising.
  - Mayor
  - Board of Trustees
- VIII. **New Business**
  - Community Economic Development of Sedgwick County - Rhonda Graham
  - Brandy Root – Aflac Representative
  - Michelle & Linda Stang – Forestry Tree Grant
  - Renewal of Natures of Sedgwick Retail Marijuana License & Retail Cultivation License
  - GMS Update and CDPHE Design Payment request
- IX. **Old Business**
- X. **Executive Session (If needed)**
- XI. **Call to Adjourn**



Posted on this 10<sup>th</sup> day of May 2024 @ 3:30pm

**Town of Sedgwick  
Record of Proceedings  
April 8th, 2024**

**Members Present:** Danny Smith, Roger Munson, Darrin Tobin, Traci Sanchez, Dale Jones, Peggy Owens  
**Employees Present:** Heather Moore, Richard Kehm 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	Bailey Nail by Lot is Appointed (absent)	
Peggy Owens	Here	Roger Munson	Here
Dale Jones	Here	Darrin Tobin	Here

**Lot Draw from Election Tie for a 2-year Trustee Seat.**

- The tie was confirmed by second count from new Election Judges. They came out with the same count as previous. So, C.R.S calls for us to do a Lot Drawing to pick the person to be Appointed. The Two names are Jamie Anchondo and Bailey Nail.
- Mayor Danny Smith had a resident from the audience pick the name, and Bailey Nail was drawn. She is not present tonight. A letter will be sent tomorrow with the next steps needed by her.

**Oath of Office Conducted.**

- The Trustees present that won the April 2nd, 2024, election was sworn in.
  - o Darrin Tobin to hold a 4-year Term.
  - o Traci Colbeck-Sanchez to hold a 4-year Term.
  - o Dale Jones to hold a 4-year Term.

**Approval of Agenda**

**Motion: Approval of Agenda**

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

**Approval of Minutes**

- One correction on the Spelling of a Name.

**Motion: Approve the minutes**

Dale Jones 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**

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

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

- Nelly White expressed frustration on how long it took the USPS to get her ballot to her at her family's house out of State. Wants the Town to have Absentees Ballots.
  - Town Clerk informed her for the third time that when we have a Mail Ballot there is no Absentee Ballots, because all ballots are mailed. And we mailed all ballots on the first day that the State allows us to do so. And that we have no control over the USPS services.

**Clerk's Office**

- Conducted the Election this month and did a recount to confirm the Tie for a 2-year Trustee seat.
- Waiting on GMS for the new designs that Alan requested. They are going to set up the Loan application for June.
- I was informed by the State Marijuana Enforcement Division that Bailey still holds a Badge, and she will need to surrender the Badge before she can be sworn in.
- We received the estimate from Flooring and the estimate is \$5555.29 for Materials and \$2699.00 for Labor.

**Motion:**

Traci Sanches made a motion to accept the Bid from Freedom Flooring to replace the carpeting to wood laminates, Roger Munson seconded. All in favor; None opposed; motion carried.

**Maintenance**

- Got the Mosquito Spray recalibrated.
- May 15<sup>th</sup> the dumpsters will be in town for the spring cleanup.
  - I wish we had a way to stop them from dumping things that are not allowed.
- Alan Coyne Spoke about the Sanitation Survey that was done. They listed a few items that need to be fixed on the Water Tower hatch seal. I will work on that at the same time as Ovid's since they had the same thing.

**Mayors Report**

- I went to the Student Job Fair, and we received 2 applications to consider.
- We had a resident trying to dump a large tree at our burn site. We cannot allow that. Only branches and nothing larger than 6". And They need to contact the office to set up a time to open the gates.

**Board of Trustees**

- **Dale Jones**
  - I think it's a waste to put tree branches in the dumpsters, it costs us money.

**New Business**

- **Michelle Stang** – Sedgwick County Economic Development Donation Request –
- **Donation Request**
  - Thursday night goodwill BBQ and the money raised will go to local Youth Programs, (4-H, FFA and County Sports Programs) And these programs will be out serving the meals and helping preparations. We are asking for \$400.

**Motion:**

Peggy Owens made a motion to donate \$400 to support the summer BBQ night., Roger Munson seconded. Traci, Roger, Darrin and Peggy in favor; Dale opposed; motion carried.

- **Rhonda Graham – Monthly Updates**
  - Still working with the new funding program for Water and Sewer Projects.
  - Wonding if the Museum has operating hours. (currently we do not)

**Old Business**

- None

**Meeting Adjourned:**

**Motion:**

At 6:41pm, Dale Jones made a motion to adjourn, Traci Sanchez seconded, all were in favor, motion carried.

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Mayor

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Attest: Town Clerk

SEAL

10:54 AM  
05/10/24  
Accrual Basis

**Town of Sedgwick**  
**Trial Balance**  
As of April 30, 2024

	Apr 30, 24	
	Debit	Credit
1021 · Cash on Hand	117.09	
1022 · Points West Bank Checking	230,596.26	
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	1,380,335.68	
1070 · COLOTRUST:1071 · Water Plus	1,138,805.85	
1070 · COLOTRUST:1072 · General Plus	1,102,411.89	
1070 · COLOTRUST:1073 · CIP Plus	1,200,440.45	
1081 · Cash - County Treasurer	260.63	
<b>TOTAL</b>	<b>5,235,417.39</b>	<b>0.00</b>

**Town of Sedgwick**  
**Profit & Loss**  
 April 2024

	Apr 24
<b>Ordinary Income/Expense</b>	
Income	
4122 · Current Property Taxes	287.33
4142 · Specific Ownership Taxes	124.29
4152 · Interest on Taxes	0.00
4222 · Road and Bridge	376.74
4232 · Motor Vehicle	91.80
4300 · Utilities Clearing	-380.75
4323 · Water Sales	5,218.82
4333 · Sewer Sales	3,680.85
4386 · Trash Collections	2,443.50
4392 · Other Income	
4392.1 · Occupation Tax	55,477.96
4392.2 · Excise Tax	1,018.13
4392.4 · Lodging Tax	64.00
4392 · Other Income - Other	260.50
<b>Total 4392 · Other Income</b>	<b>56,820.59</b>
4393 · Other Income	200.00
4412 · Highway Use Tax	1,107.62
4422 · License Fees	1,315.50
4802 · Interest Income	4,767.22
4803 · Interest Income	16,258.01
<b>Total Income</b>	<b>92,311.52</b>
<b>Gross Profit</b>	<b>92,311.52</b>
Expense	
6002 · County Treasurer's Fees	20.15
6032 · Office Expense - GG	547.44
6042 · Professional Services - GG	328.45
6052 · Insurance and Bonds - GG	1,021.60
6062 · Supplies and Maintenance - GG	7,300.78
6072 · Telephone - GG	227.45
6092 · Miscellaneous - GG	418.29
6102 · Utilities - TH - GG	377.88
6142 · Street Lighting	241.14
6162 · Street Maintenance	4,948.00
6232 · Pest and Weed Control	0.00
6262 · Harvest Festival	0.00
6462 · Supplies and Maintenance Park	240.00
6492 · Miscellaneous - Park	780.00
7063 · Supplies & Maintenance - Water	156.51
7073 · Utilities - Water	368.60
7163 · Supplies and Maintenance - Sewer	0.00
7173 · Utilities - Sewer	63.22
7346 · Landfill - Trash	356.40
7366 · Supplies and Maintenance - Trash	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	1,949.27
7994 · Utilities - Clearing	75.67
7995 · Payroll Taxes - Clearing	1,412.25
<b>Total Expense</b>	<b>31,823.25</b>
<b>Net Ordinary Income</b>	<b>60,488.27</b>
<b>Net Income</b>	<b>60,488.27</b>

10:53 AM  
05/10/24

**Town of Sedgwick**  
**Check Detail**  
April 9 through May 13, 2024

Num	Name	Memo	Account	Paid Amount
	IRS	Auto Withdraw	1022 - Points West Bank Ch...	
		Auto Withdraw	7995 - Payroll Taxes - Clearing	-2,222.10
TOTAL				-2,222.10
		Service Charge	1022 - Points West Bank Ch...	
		Service Charge	6092 - Miscellaneous - GG	-17.00
TOTAL				-17.00
13189	Colorado Dep of Revenue	W2 wage withholdings	1022 - Points West Bank Ch...	
		1st Quarter	7995 - Payroll Taxes - Clearing	-1,006.00
TOTAL				-1,006.00
13190	Colorado State Treasurer	Employer Account Number 1322778	1022 - Points West Bank Ch...	
		1st Qtr payroll	7995 - Payroll Taxes - Clearing	-64.90
TOTAL				-64.90
13191	Eduardo Sanchez	Payroll	1022 - Points West Bank Ch...	
		Payroll	7800 - Salaries Clearing	-2,949.85
		Social Security	7995 - Payroll Taxes - Clearing	
		Medicare	7995 - Payroll Taxes - Clearing	
		Federal	7995 - Payroll Taxes - Clearing	
		Colorado	7995 - Payroll Taxes - Clearing	
TOTAL				-2,438.00
13192	Kim E. Quayle	Payroll	1022 - Points West Bank Ch...	
		Payroll	7820 - Salary - Kim E Quayle	-1,293.65
		Social Security	7995 - Payroll Taxes - Clearing	
		Medicare	7995 - Payroll Taxes - Clearing	
		Federal	7995 - Payroll Taxes - Clearing	
		Colorado	7995 - Payroll Taxes - Clearing	
TOTAL				-1,081.68
13193	Heather M. Moore	Payroll	1022 - Points West Bank Ch...	
		Payroll	7815 - Salary-Heather Moore	-2,728.74
		Social Security	7995 - Payroll Taxes - Clearing	
		Mediciad	7995 - Payroll Taxes - Clearing	
		Federal	7995 - Payroll Taxes - Clearing	
		Colorado	7995 - Payroll Taxes - Clearing	
TOTAL				-2,331.99
13194	Richard M. Kehm	Payroll	1022 - Points West Bank Ch...	
		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	
TOTAL				-3,310.60
13195	Edward D. Smith Jr.	Payroll	1022 - Points West Bank Ch...	
		Salary	7806 - Salary-Ed Smith Jr.	-50.47
		Social Security	7995 - Payroll Taxes - Clearing	
		Mediciad	7995 - Payroll Taxes - Clearing	
TOTAL				-46.61

10:53 AM  
05/10/24

**Town of Sedgwick**  
**Check Detail**  
April 9 through May 13, 2024

Num	Name	Memo	Account	Paid Amount
13196	James Sutter		1022 - Points West Bank Ch...	
		New Flooring In Town Hall	6062 - Supplies and Mainten...	-2,757.16
TOTAL				-2,757.16
13197	Better Electric		1022 - Points West Bank Ch...	
		Relay 120VAC	7063 - Supplies & Maintenan...	-60.08
TOTAL				-60.08
13198	CEBT		1022 - Points West Bank Ch...	
		Employee Health Insurance June	6052 - Insurance and Bonds -...	-1,021.60
TOTAL				-1,021.60
13199	Helena		1022 - Points West Bank Ch...	
		Showdown 2 - 2.5gals	6062 - Supplies and Mainten...	-150.00
TOTAL				-150.00
13200	Highline Electric Ass'n		1022 - Points West Bank Ch...	
		Water Pump -66552	7073 - Utilities - Water	-209.54
		New Shop - 8280879	7994 - Utilities - Clearing	-75.67
		New Town - 822186	6102 - Utilities - TH - GG	-95.34
		Museum - 8426371	6102 - Utilities - TH - GG	-163.78
		Pump #2 - 40915	7073 - Utilities - Water	-159.06
		Street Lights -41680	6142 - Street Lighting	-241.14
		Sewer - 62657	7173 - Utilities - Sewer	-63.22
		Rodeo Grounds	6102 - Utilities - TH - GG	-40.00
		Community Center	6102 - Utilities - TH - GG	-78.76
TOTAL				-1,126.51
13201	IDEAL Linens & Uniform		1022 - Points West Bank Ch...	
		Community Center Rugs, Mop and push broom	7990 - Supplies and Maint. - ...	-94.35
TOTAL				-94.35
13202	Journal Office		1022 - Points West Bank Ch...	
		Copy machine fees	6032 - Office Expense - GG	-40.00
TOTAL				-40.00
13203	Julesburg Family Market	Account# 8814	1022 - Points West Bank Ch...	
		Hardware	6062 - Supplies and Mainten...	-91.71
TOTAL				-91.71
13204	Kelly, P.C.		1022 - Points West Bank Ch...	
		Legal Fees - Regular	6042 - Professional Services ...	-215.00
TOTAL				-215.00
13205	Liittjohann Kauffman & P...		1022 - Points West Bank Ch...	
		qtr payroll taxes, W2s and 1099s	6042 - Professional Services ...	-375.00
TOTAL				-375.00
13206	Marick's Waste Disposal		1022 - Points West Bank Ch...	
		Potty Cleaning	6462 - Supplies and Mainten...	-240.00
		Spring Clean up	6062 - Supplies and Mainten...	-1,425.00
TOTAL				-1,665.00



10:53 AM  
05/10/24

**Town of Sedgwick**  
**Check Detail**  
April 9 through May 13, 2024

Num	Name	Memo	Account	Paid Amount
13207	N E Colorado Health	Bacteria testing	1022 · Points West Bank Ch...	
		Bacteria testing	7063 · Supplies & Mainten...	-20.00
TOTAL				-20.00
13208	Points West Cardmember...		1022 · Points West Bank Ch...	
		Election, Postage, Office Supplies, new Flags Home Depos	6032 · Office Expense - GG 6062 · Supplies and Mainten...	-483.47 -134.24
TOTAL				-617.71
13209	Prairie Mountain Media		1022 · Points West Bank Ch...	
		Advertisement/Postings	6032 · Office Expense - GG	-23.97
TOTAL				-23.97
13210	S & W Auto Supply	No bills since February!????	1022 · Points West Bank Ch...	
		Oil, filters for oil change and tune up. Batter	7990 · Supplies and Maint. - ...	-230.27
TOTAL				-230.27
13211	Sapp Bros. Petroleum		1022 · Points West Bank Ch...	
		Unleaded Fuel Delsel Fuel	7990 · Supplies and Maint. - ... 7990 · Supplies and Maint. - ...	-555.94 -1,068.71
TOTAL				-1,624.65
13212	Sedgwick County Sales	Landfill Fees	1022 · Points West Bank Ch...	
		Landfill Fees	7346 · Landfill - Trash	-356.40
TOTAL				-356.40
13213	Town of Julesburg		1022 · Points West Bank Ch...	
		UPS Shipping of additional water sample	7063 · Supplies & Mainten...	-56.43
TOTAL				-56.43
13214	UNCC (CO811)	Tickets Issued Fees	1022 · Points West Bank Ch...	
		UNCC Tickets Issued Fees.	6092 · Miscellaneous - GG	-1.29
TOTAL				-1.29
13215	Van Diest Supply Company		1022 · Points West Bank Ch...	
		BioMist additive	6492 · Miscellaneous - Park	-780.00
TOTAL				-780.00
13216	CenturyLink	334021765	1022 · Points West Bank Ch...	
		Phone lines and Fax line	6072 · Telephone - GG	-227.45
TOTAL				-227.45

**Monday Apr, 01 2024 - Tuesday Apr, 30 2024**

4

Users Processed:

Standard Hours:

Overtime 1.5x Hours:

Overtime 2.0x Hours:

PTO Hours:

Vacation Hours:

Sick Hours:

Holiday Hours:

Other1 Hours:

Other2 Hours:

Unpayable/Salaried Hours:

Total Fixed Pay: \$11,069.07

Total Variable Pay: \$0.00

Total Payroll: \$11,069.07

567.28

8.00

559.28

Total of All Hours: —

Total Deducted Hours: 86

Total Payable Hours: —

Rounding Interval Applied: —

Total Records Processed: 86

Records Crossing Dateline: —

Records Qualifying for Shift Differential: —

Records Exceeding 5.00 Hours Threshold: 43

	Total Hours	Deduct	1.0x	1.5x	2.0x	SIC	VAC	HOLUnP/Sal	Fixed Pay
<b>Kelmi, Richard</b>	158.32							158.32	\$4,097.03
<b>Moore, Heather</b>	152.62		1.0x	1.5x	2.0x	7.50			\$2,728.74
<b>Quayle, Kim</b>	83.73		1.0x	1.5x	2.0x				\$1,293.65
<b>Sanchez, Eduardo</b>	172.61	(8.00)	140.92	7.69				16.00	\$2,949.65

Ed "Duane" Smith = 3.5 hours - @ \$14.42 = \$50.47