
Town of Sedgwick

Meeting Agenda

Monday, March 11, 2024, 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**
 - Clerk's Office
 - Maintenance
 - Mayor
 - Board of Trustees
- VIII. New Business**
 - Rhonda Graham – Monthly Updates
 - Danna Wilson -- Information on upcoming SCHC Town Hall Meeting
 - Resolution 24-03 – Increase Water Base Rate and Overages.
 - Resolution 24-04 – Increase Sanitation Rates.
- IX. Old Business**
 - Stop Sign Cost to purchase and Run Electrical.
- X. Executive Session (If needed)**
- XI. Call to Adjourn**

**Town of Sedgwick
Record of Proceedings
February 12th, 2024**

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

Employees Present: Heather Moore, Kim Quayle and 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	Juan De La Hoya	Resigned
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 with corrections; Traci Sanchez seconded, all in favor; none opposed, motion carried.

Approval of Minutes

Motion: Approve the minutes

Darrin Tobin made a motion to approve the minutes; Dale Jones seconded, all in favor; none opposed, motion carried.

Bills (Published in Julesburg Advocate)

- The list in your packet has a Check for Dickinson Servers, that was voided.

Motion: Bills Roll Call Vote

Peggy Owens 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.

- Nellie (Tiny) White asked for an update on the Sewer Project. And suggested we use a speaker and microphone for the hard of hearing.
 - Danny responded that the design draft was reviewed, they are making the corrections that Alan Coyne asked for. We are waiting for the next round for the Forgiveness Loans, in order to get the best forgiveness amount possible to save our residence the cost increases to their bills.
 - Board said they will talk louder.

Clerk's Office

- NorthEast Colorado Junk Jaunt called and said that they are planning to do the event in September. And They still need a Board Member if anyone is interested.
- We have another Waver for the Community Center. I needed to bring it to the board since they are not a Non-Profit or Youth Group. They want to hold a Community Craft Fair.
 - Traci asked at what point to we stop waving the fees. This was discussed and since it was a community event then they felt is was ok.

Motion:

Dale Jones made a motion to accept the Waiver for the Community Center rental, Roger Munson seconded. (All in favor; None opposed); motion carried.

Maintenance

- Working on the Roads and gutters, especially in front of the Store on 1st.
- Stop Signs are down at McKinstry.
 - The Clerk let the Board know that we have already had a complain from a closed by resident. The Board thought putting up a Yield Children Sign up. To remind drivers to slow down.

Motion:

Dale Jones made a motion to accept the Waiver for the Community center rental, Roger Munson seconded. (All in favor; None opposed); motion carried.

Mayors Report

- I don't have much, the guys cleaned this convert and gutter on Main St. I did come down and look at it when it rained, and the flow was moving really good.

Board of Trustees

- **Traci Sanchez**
 - Checks should already start coming in for Harvest Festival.
 - Heather did book the Bank Hillbilly Demons, and the Stage will be provided by Mega Music
 - The Clerk asked if we could start picking Harvest Festival Theme. Maybe a kids Theme this year?
 - The Board agreed to post that request on Facebook.
- **Roger Munson**
 - Where are we with the RV sites at the Campgrounds?
 - The clerk asked if they wanted sewer hook ups at the site or a dump drive up spot. Board discussion ended with the thought of water and electricity at the sites, but a drive-up spot to dump for them to use.
 - Ronda is working to find a grant for this.
- **Darrin Tobin**
 - The one company in Denver was not helpful, The Traffic Safety company was helpful and due to the building shading the stop sign on 1st they suggest AC power to it.
 - Town Clerk will call Fetzer Electric to get an estimate on the power to the stop sign. The one on 2nd would work out good on the Solar.

New Business

- **Rhonda Graham – Monthly Updates**
 - Student Job Fair is coming soon. I know you participated last year. So I hope you will participate again.
 - I am working on the RV Spots Grant for you as well as Fort Sedgwick. They are thinking of doing the same as you, Electrical and water with a separate Dump Site for the Sewer.

- **Blue Skies Therapeutic Riding – Special Events License**

- They are doing the Reverse Raffle at the Sedgwick Community Center they way the “old Lions Club” Did it. This will be held April 13,2024.

Motion:

Dale Jones made a motion to grant the Special Events License, Traci Sanchez seconded. all in favor; none opposed, motion carried.

- **Baby Bear Hugs – Donation Request**

- Asking for our support again this year. Last year we donated \$100.
- Traci Asked if she needs to abstain since they help her with Harvest Festival. The Clerk asked if Traci is on their Board or responsible for any financial decisions.
 - *Traci Said no, so its ok to vote.*

Motion:

Roger Munson made a motion to Donate \$100 to Baby Bear Hugs, Peggy Owens seconded. all in favor; none opposed, motion carried.

- **Revere School District Donation Request**

- They are looking for funding for their Shamrocks and Shenanigans Carnival. It’s a fundraiser for school supplies, resources and the robotics program.

Motion:

Dale Jones made a motion to donate \$100 to the Revere School District, Roger Munson seconded. all in favor; none opposed, motion carried.

- **Trash, Water or Sewer Annual Increase**

- With the cost of materials and supplies to maintain our system this in needed. With Sewer already receiving an increase and the possibility of an increase this next year we should leave this alone
- The Clerk let the Board know that there are options of how to write the Resolution, it can be done annually, or we can do for the next 5 years a couple dollars each time. Another thing is we can do an increase to the base rate itself then to the overages calculations.

Motion:

Peggy Owens made a motion to make the Resolution to increase the Water Base Rate by \$2 and a 3% increase to each overages levels and a \$2 increase to Trash Base Rate. Roger Munson, Darrin Tobin, Peggy Owens in favor; Traci Sanchez opposed, motion carried.

- **Resolution 24-02** – To allow for a mail-in ballot for the April 2nd, 2024 Election and appointing The Clerk the conduct the election and oversee the process.

Motion:

Peggy Owens made a motion to adopt Resolution 24-02 to have a mail in election and appoint Heather Moore to conduct said Election, Roger Munson seconded. all in favor; none opposed, motion carried.

- **Ordinance 01-2024** – Authorizing The form and execution of the loan agreement for the sewer project design.
 - This loan is 100% forgiveness (Grant) for \$300,000 for the design process.

Motion:

Dale Jones made a motion to adopt Ordinance 01-2024 to allow the Town to enter the 100% Forgiveness Loan, Traci Sanchez seconded, all in favor; none opposed, motion carried.

Old Business

- **None**

Meeting Adjourned:

Motion:

At 6:36pm, Dale Jones made a motion to adjourn, Traci Sanchez seconded, all were in favor, motion carried.

Mayor

Attest: Town Clerk

SEAL

3:12 PM
03/11/24
Accrual Basis

Town of Sedgwick
Trial Balance
As of February 29, 2024

	Feb 29, 24	
	Debit	Credit
1021 · Cash on Hand	117.09	
1022 · Points West Bank Checking	363,451.38	
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	10,314.30	
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	1,318,234.39	
1070 · COLOTRUST:1071 · Water Plus	1,128,528.44	
1070 · COLOTRUST:1072 · General Plus	992,967.62	
1070 · COLOTRUST:1073 · CIP Plus	1,090,111.51	
1081 · Cash - County Treasurer	260.63	
TOTAL	5,075,542.63	0.00

Town of Sedgwick
Profit & Loss
February 2024

	Feb 24
Ordinary Income/Expense	
Income	
4382 - Harvest Festival	75.00
4122 - Current Property Taxes	158.55
4142 - Specific Ownership Taxes	101.85
4152 - Interest on Taxes	21.25
4172 - Sales Tax	15,830.60
4212 - Cigarette Tax	16.54
4222 - Road and Bridge	44.60
4232 - Motor Vehicle	67.73
4300 - Utilities Clearing	-1,163.60
4323 - Water Sales	7,537.26
4333 - Sewer Sales	3,653.00
4386 - Trash Collections	2,240.75
4392 - Other Income	
4392.1 - Occupation Tax	46,116.56
4392.2 - Excise Tax	1,102.24
4392.3 - State of Colorado	12,620.52
4392.4 - Lodging Tax	24.00
Total 4392 - Other Income	59,863.32
4393 - Other Income	0.00
4412 - Highway Use Tax	1,010.65
4422 - License Fees	175.00
4802 - Interest Income	4,396.63
4803 - Interest Income	15,422.53
Total Income	109,451.66
Gross Profit	109,451.66
Expense	
6002 - County Treasurer's Fees	5.34
6032 - Office Expense - GG	40.00
6042 - Professional Services - GG	3,286.00
6062 - Supplies and Maintenance - GG	671.61
6072 - Telephone - GG	233.43
6092 - Miscellaneous - GG	6.29
6102 - Utilities - TH - GG	437.72
6140 - Contributions	200.00
6142 - Street Lighting	289.15
6262 - Harvest Festival	2,400.00
6462 - Supplies and Maintenance Park	120.00
7063 - Supplies & Maintenance - Water	2,894.22
7073 - Utilities - Water	359.37
7093 - Miscellaneous - Water	118.32
7163 - Supplies and Maintenance - Sewer	136.35
7173 - Utilities - Sewer	56.54
7346 - Landfill - Trash	404.71
7366 - Supplies and Maintenance - Trash	238.08
7990 - Supplies and Maint. - Clearing	2,469.41
7994 - Utilities - Clearing	74.43
7995 - Payroll Taxes - Clearing	2,322.04
Total Expense	16,763.01
Net Ordinary Income	92,688.65
Other Income/Expense	
Other Expense	
8343 - Grant Expense - Local	0.00
Total Other Expense	0.00
Net Other Income	0.00
Net Income	92,688.65

Town of Sedgwick
Check Detail
 February 13 through March 11, 2024

Num	Name	Memo	Account	Paid Amount
	IRS	Auto Withdraw	1022 · Points West Bank Ch...	
		Auto Withdraw	7995 · Payroll Taxes - Clearing	-2,322.04
TOTAL				-2,322.04
		Service Charge	1022 · Points West Bank Ch...	
		Service Charge	6092 · Miscellaneous - GG	-5.00
TOTAL				-5.00
13138	Baby Bear Hugs	Donation - 2019	1022 · Points West Bank Ch...	
		Donation to the Baby Bear Hugs program	6140 · Contributions	-100.00
TOTAL				-100.00
13139	Revere Elementary School		1022 · Points West Bank Ch...	
		Donation to Shamrocks & Shenanigans Carnival	6140 · Contributions	-100.00
TOTAL				-100.00
13140	Heather M. Moore	Payroll	1022 · Points West Bank Ch...	
		Payroll	7815 · Salary-Heather Moore	-2,171.83
		Social Security	7995 · Payroll Taxes - Clearing	
		Medicaid	7995 · Payroll Taxes - Clearing	
		Federal	7995 · Payroll Taxes - Clearing	
		Colorado	7995 · Payroll Taxes - Clearing	
TOTAL				-1,896.69
13141	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
13142	Kim E. Quayle	Payroll	1022 · Points West Bank Ch...	
		Payroll	7820 · Salary - Kim E Quayle	-1,509.79
		Social Security	7995 · Payroll Taxes - Clearing	
		Medicare	7995 · Payroll Taxes - Clearing	
		Federal	7995 · Payroll Taxes - Clearing	
		Colorado	7995 · Payroll Taxes - Clearing	
TOTAL				-1,245.29
13143	Eduardo Sanchez	Payroll	1022 · Points West Bank Ch...	
		Payroll	7800 · Salaries Clearing	-2,659.94
		Social Security	7995 · Payroll Taxes - Clearing	
		Medicare	7995 · Payroll Taxes - Clearing	
		Federal	7995 · Payroll Taxes - Clearing	
		Colorado	7995 · Payroll Taxes - Clearing	
TOTAL				-2,218.45
13144	AC-DC Water Works LLC	ORC Services	1022 · Points West Bank Ch...	
		ORC Monthly Contract Services	7063 · Supplies & Maintenanc...	-400.00
		Nitrate Samples, Meetings	7093 · Miscellaneous - Water	-118.32
TOTAL				-518.32

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Town of Sedgwick
Check Detail
February 13 through March 11, 2024

Num	Name	Memo	Account	Paid Amount
13145	CEBT		1022 · Points West Bank Ch...	
		Employee Health Insurance March	6052 · Insurance and Bonds -...	-1,021.60
		April's Get ahead on the bill so we are not consistantly Late	6052 · Insurance and Bonds -...	-1,021.60
TOTAL				-2,043.20
13146	CenturyLink	334021765	1022 · Points West Bank Ch...	
		Phone lines and Fax line	6072 · Telephone - GG	-233.43
TOTAL				-233.43
13147	Highline Electric Ass'n		1022 · Points West Bank Ch...	
		Water Pump -66552	7073 · Utilities - Water	-270.80
		New Shop - 8280879	7994 · Utilities - Clearing	-92.94
		New Town - 822186	6102 · Utilities - TH - GG	-120.13
		Museum - 8426371	6102 · Utilities - TH - GG	-211.98
		Pump #2 - 40915	7073 · Utilities - Water	-182.85
		Street Lights -41680	6142 · Street Lighting	-271.17
		Sewer - 62657	7173 · Utilities - Sewer	-64.80
		Bulb, Photo Electric - New 50w Light (Invoice #9005)	6142 · Street Lighting	-157.50
		Rodeo Grounds	6102 · Utilities - TH - GG	-40.00
		Community Center	6102 · Utilities - TH - GG	-88.97
TOTAL				-1,481.14
13148	IDEAL Linens & Uniform		1022 · Points West Bank Ch...	
		Community Center Rugs, Mop and push broom	7990 · Supplies and Maint. - ...	-94.35
TOTAL				-94.35
13149	Journal Office		1022 · Points West Bank Ch...	
		Copy machine fees 2.29.24	6032 · Office Expense - GG	-40.00
TOTAL				-40.00
13150	Julesburg Family Market	Account# 8814	1022 · Points West Bank Ch...	
		Hardware	6062 · Supplies and Mainten...	-8.90
TOTAL				-8.90
13151	Kelly, P.C.		1022 · Points West Bank Ch...	
		Legal Fees - Regular	6042 · Professional Services ...	-989.00
TOTAL				-989.00
13152	Marick's Waste Disposal		1022 · Points West Bank Ch...	
		Potty Cleaning	6462 · Supplies and Mainten...	-120.00
		Fix Hyrolics on Trash Truck	7366 · Supplies and Mainten...	-238.08
TOTAL				-358.08
13153	Mega Music	Deposit on Stage for Band	1022 · Points West Bank Ch...	
		Harvest Festival - Stage, lights and Sound for Band	6262 · Harvest Festival	-2,250.00
		Stage Hand	6262 · Harvest Festival	-150.00
TOTAL				-2,400.00
13154	Miller Septic Service	Emply Lift Station	1022 · Points West Bank Ch...	
		Septic	6062 · Supplies and Mainten...	-450.00
TOTAL				-450.00

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Town of Sedgwick
Check Detail
February 13 through March 11, 2024

Num	Name	Memo	Account	Paid Amount
13155	Northeast colorado health...	Bacteria Test	1022 · Points West Bank Ch...	
		Water Bacteria Test	7063 · Supplies & Maintenanc...	-20.00
TOTAL				-20.00
13156	Points West Cardmember...		1022 · Points West Bank Ch...	
		Stamps, Signs and election supplies	6032 · Office Expense - GG	-506.83
TOTAL				-506.83
13157	R Lawn		1022 · Points West Bank Ch...	
		Centennial Park	6232 · Pest and Weed Control	-3,978.24
		Jailhouse Park	6232 · Pest and Weed Control	-719.17
TOTAL				-4,697.41
13158	S & W Auto Supply	No bills since February!????	1022 · Points West Bank Ch...	
		Boits Washers, Squeegee, Sealant	7990 · Supplies and Maint. - ...	-20.53
TOTAL				-20.53
13159	Sapp Bros. Petroleum		1022 · Points West Bank Ch...	
		Unleaded Fuel	7990 · Supplies and Maint. - ...	-1,050.00
TOTAL				-1,050.00
13160	Sedgwick County Sales	Landfill Fees	1022 · Points West Bank Ch...	
		Landfill Fees	7346 · Landfill - Trash	-404.71
TOTAL				-404.71
13161	UNCC (CO811)	Tickets Issued Fees	1022 · Points West Bank Ch...	
		UNCC Tickets Issued Fees.	6092 · Miscellaneous - GG	-2.58
TOTAL				-2.58

Thursday Feb, 01 2024 - Thursday Feb, 29 2024

Users Processed: 4
 Standard Hours: 355.80
 Overtime 1.5x Hours: 0.00
 Overtime 2.0x Hours: 0.00
 PTO Hours: 0.00
 Vacation Hours: 0.00
 Sick Hours: 0.00
 Holiday Hours: 15.50
 Other1 Hours: 0.00
 Other2 Hours: 0.00
 Unpayable/Salaried Hours: 170.68

Total Fixed Pay: \$10,438.59
 Total Variable Pay: \$0.00
 Total Payroll: \$10,438.59
 Total of All Hours: 548.98
 Total Deducted Hours: 7.00
 Total Payable Hours: 541.98
 Rounding Interval Applied: —
 Total Records Processed: 79
 Records Crossing Dataline: 2 Salary
 Records Qualifying for Shift Differential: —
 Records Exceeding Hours Threshold: —

Employee	Total Hours	Deduct	1.0x	1.5x	2.0x	SIC	VAC	HOL/UnP/Sal	Fixed Pay
Almy, Richard	170.68					VAC		170.68	\$4,097.03
Moore, Heather	121.67	114.17	1.0x	1.5x	2.0x	VAC		7.50	\$2,171.83
Quayle, Kim	97.72	97.72	1.0x	1.5x	2.0x	VAC			\$1,509.79
Sanchez, Eduardo	158.91	(7.00)	1.0x	1.5x	2.0x	VAC		8.00	\$2,059.94

RESOLUTION NO. 24-3

A RESOLUTION AMENDING WATER RATES

WHEREAS, the Board of Trustees may from time to time establish and amend a schedule of rates and charges for water service provided by the Town; and

WHEREAS, the Board of Trustees previously increased water rates in 2011; and

WHEREAS, the Board of Trustees has concluded that rate increases as set forth herein are necessary to finance needed infrastructure cost of maintenance and improvements.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF SEDGWICK, COLORADO, AS FOLLOWS:

Section 1. The following water rates are hereby established, effective with the billings issued on or after March 11, 2024.

A. Water Rates. Beginning March 11, 2024, the monthly base rates and usage charges for water service shall automatically increase by \$2. Making the minimum monthly base rate \$44.95 per month for water service provided by the Town, which includes service of water up to 5,000 gallons. Water delivered in excess of 5,000 gallons in a month shall be increased by 3%. The additional usage charges are assessed in accordance with the following table:

Residential and Commercial Water Users

Gallons in 1000's	Rate Per 1000 Gal.	Water Bill Calculation
0 to 1,000 gallons	\$44.95 Base Rate/Minimum	\$ 44.95
5,001 to 10,000 gallons	\$ 1.03	\$ 49.39
10,001 to 25,000 gallons	\$ 1.55	\$ 72.56
25,001 to 50,000 gallons	\$ 2.06	\$ 124.06
50,001 to 75,000 gallons	\$ 3.09	\$ 201.31
75,001 to 100,000 gallons	\$ 5.15	\$ 330.06
100,001 and up	\$ 15.45	\$ 159.65 per 10K

Section 2. All other resolutions or portions thereof inconsistent or conflicting with this resolution or any portion thereof are hereby repealed to the extent of such inconsistency or conflict.

Section 3. This resolution shall not release, extinguish, alter, modify, or change in whole or in part any penalty, forfeiture, or liability, either civil or criminal, which shall have been incurred under any prior resolution, and each provision of any such prior resolution shall be treated and held as still remaining in force for the purpose of sustaining any and all proper actions, suits, proceedings, and prosecutions for the enforcement of the penalty, forfeiture, or liability, as well as for the purpose of sustaining any judgment, decree, or order which can or may be rendered, entered, or made in such actions, suits, proceedings, or prosecutions.

INTRODUCED, ADOPTED AND RESOLVED THIS 11TH DAY OF MARCH 2024.

TOWN OF SEDGWICK, COLORADO

Danny Smith, Mayor

ATTEST:

Heather Moore, Town Clerk

RESOLUTION NO. 24-4

A RESOLUTION AMENDING SANITATION RATES

WHEREAS, the Board of Trustees may from time to time establish and amend charges for sanitation service provided by the Town; and

WHEREAS, the Board of Trustees previously increased sanitation rates in 2009; and

WHEREAS, the Board of Trustees has concluded that rate increases as set forth herein are necessary to finance needed costs associated in providing services.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF SEDGWICK, COLORADO, AS FOLLOWS:

Section 1. The following sanitation rates are hereby established, effective with the billings issued on or after March 12, 2024.

A. Sanitation Rates. Beginning March 12, 2024, the monthly base rates and usage charges for sanitation service shall automatically increase by \$2. Making the minimum monthly base rate \$24.75 per month for sanitation service provided by the Town,

Section 2. All other resolutions or portions thereof inconsistent or conflicting with this resolution or any portion thereof are hereby repealed to the extent of such inconsistency or conflict.

Section 3. This resolution shall not release, extinguish, alter, modify, or change in whole or in part any penalty, forfeiture, or liability, either civil or criminal, which shall have been incurred under any prior resolution, and each provision of any such prior resolution shall be treated and held as still remaining in force for the purpose of sustaining any and all proper actions, suits, proceedings, and prosecutions for the enforcement of the penalty, forfeiture, or liability, as well as for the purpose of sustaining any judgment, decree, or order which can or may be rendered, entered, or made in such actions, suits, proceedings, or prosecutions.

INTRODUCED, ADOPTED AND RESOLVED THIS 11TH DAY OF MARCH 2024.

TOWN OF SEDGWICK, COLORADO

Danny Smith, Mayor

ATTEST:

Heather Moore, Town Clerk