

# Town of Sedgwick

## Meeting Agenda

### Monday, November 14, 2022, 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
  - o Mayor
  - o Maintenance
  - o Clerk's Office
  - o Board of Trustees
- VIII. New Business
  - o Jack Devie – Recovery Services and Substance use Disorder
  - o Rhonda Graham W/Sedgwick County Economics– Updates
- IX. 6:30pm Highway Users Tax Public Hearing
- X. 6:45pm Proposed 2023 Budget Public Hearing
- XI. Old Business
  - o Reintroduction of Ordinance 01-2021 – Adoption of Code Book First Reading Continued.
- XII. Executive Session – Discussion on Price Offer for Land Acquisition.
- XIII. Call to Adjourn



**Town of Sedgwick  
Record of Proceedings  
October 17th, 2022**

**Members Present:** Peggy Owens, Jeanie Tarver, Roger Munson, Traci Sanchez (Colbeck), Darrin Tobin, Dale Jones.

**Employees Present:** 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 the Mayor Pro-Tem Jeanie Tarver

**Roll Call    Mayor Danny Smith    Absent**

Jeanie Tarver	Here	Traci Sanchez	Here
Peggy Owens	Here	Roger Munson	Here
Dale Jones	Here	Darrin Tobin	Here

**Approval of Agenda**

**Motion: Approval of Agenda**

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

**Approval of Minutes**

- Jeanie requested a few spelling corrections previously.

**Motion: Approve the minutes**

Dale Jones made a motion to approve of the minutes with spelling corrections, Traci Sanchez seconded, all in favor; none opposed, motion carried.

**Bills (Published in Julesburg Advocate)**

- One Question was why the checks are signed before the meeting starts. The Check Details shows Harvest Festival on them?
  - Clerk Responded: The checks detail will be fixed; it was an error. The checks are reviewed by the Account Signers and signed but don't get sent until the board approves them. If at anytime they are not approved, then they would be Voided.

**Motion: Bills Roll Call Vote**

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

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

- **Vickie Sandlin**
  - Explorer Magazine update and some changes, \$280 is typically what the Town Spends on it. This may be a little less, and the Chamber is going to be billing out for this now instead of us having to send out 7 or 8 invoices.
- **Lupe Cassias**
  - The community center could use a few things. The baseboards need cleaned and or painted. A few new trash cans, maybe 2 big ones for the hall would be nice. The old electric stove and old refrigerator may need removed and replaced.

**Mayors Report**

- As the Pro-tem I do not have anything.

**Maintenance –Alan Coyne**

- New Fuses and Heater in the Water Treatment Build has been done. The generator upgrade may not be completed until next year, waiting on parts.
- Talk about Easement for the CDOT project will be along the same line as HV Ranches.

**Clerk's Office**

- Most of the month has been preparing for the Budget. In your packet you will have the spreadsheet that I have prepared for you.

**Board of Trustees**

- **None – Other then the Bills Question**

**New Business**

- **Rhonda Graham – Updates**
  - RoadMap to Recovery- The cost is being based on Per Capita, Town of Sedgwick is looking around \$500 to \$1000.
- **Jason Toyne – Volunteer Fire Department Chief**
  - Over 25% of our called are in Town Limits. Our budget is \$33,752.00 and taxpayers currently contribute \$3,487.00 which is only about 10% of our Budget. So, we are asking if the Town will commit to \$15,000 annually to help.
    - This will help us with purchasing radios, gear and hoses.
  - Was the Town happy with the Demo Derby, any feedback?
    - Traci did mention that after the Demo the arena was filled with trash. Maybe you could please have a few volunteers to cleanup after words. Other then that it was a success.
    - Jeanie suggested that next year, we should have one representative from each group come to a Harvest Festival planning meeting.
- **Proposed Budget for 2023**
  - Dan Pedersen talked with the Board about the proposed budget. He walked them through the different sections of the Budget he prepared.
    - He is going to keep the Mill Levey the same as last year.
    - Some items that we budgeted for this year we have not spent, so those will roll over into 2023. (i.e., Fairgrounds grant, new sidewalks in the Centennial Park)
    - May want to add \$50,000 to the budget for the Fair Grounds for now, but not all the estimates have come in yet.
    - With the Sewer Project coming this next year we may need to add to the budget for that, so maybe \$100,000 for CIP in water and \$150,000 for CIP in Sewer. And \$50,000 for engineering.
    - Salaries at \$110,000. has been increased by 5%, not sure if that is accurate.
    - Maintenance requested for \$15,000 for water meter and pits, Dan said he has \$42000.00 set for improvements.
    - Paving the West gutters of Main Ave, we have had complaints. Waiting on Estimate.
  - We will hold the hearing at next month's meeting, then adopt the budget in December.

- **Proclamation Letter supporting November 18<sup>th</sup> as adoption day.**
  - This is a letter to support and spread awareness for adoption.

**Motion: Approve the minutes**

Dale Jones made a motion to Support the Proclamation Letter, Peggy Owens seconded, all in favor; none opposed, motion carried.

- **Resolution 22-05 – OPT-OUT FAMLI**

**Motion: Approve the minutes**

Traci Sanchez made a motion to adopt Resolution 22-05 – Opt-Out of FAMLI, Dale Jones seconded, all in favor; none opposed, motion carried.

- **Resolution 22-07 – Board Member are not Employees**

- This requirement is for CIRSA and is done on an annual basis.

**Motion: Approve the minutes**

Peggy Owens made a motion to adopt Resolution 22-07 – Board Member are not Employees, Darrin Tobin seconded, all in favor; none opposed, motion carried.

**Old Business**

- **Ordinance 01-2021 – Code Book Continues.**
  - Lupe Casias, we have nothing for you tonight.
    - Board was questioning as to the progress and expected completion date.

**Meeting Adjourned:**

**Motion:**

At 6:50pm, Dale Jones made a motion to adjourn, Roger Munson seconded, all were in favor, motion carried.

\_\_\_\_\_  
Mayor

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

SEAL

**Town of Sedgwick  
Record of Proceedings  
Special Meeting  
October 27th, 2022**

**Members Present:** Peggy Owens, Danny Smith, Dale Jones, Traci Colbeck, Darrin Tobin

**Employees Present:** Heather Moore, Kim Quayle

**Call to Order:** The Town Board met in regular session. A quorum was verified, and the meeting was called to order at 12:20pm by the Mayor Danny Smith

**Roll Call By:** Mayor Danny Smith      Here

Roger Munson	Here	Darrin Tobin	Here
Peggy Owens	Here	Traci Colbeck	Here
Dale Jones	Here	Jeanie Traver	Absent

**Business**

- **Purchase contract** is included in the packets, and the agreed purchase price is \$24,312.50 for the 9.725 acres.
  - We are still waiting on a Land Survey in order to do the Subdivision Exemption in order to set a closing date.

**Motion: Bills Roll Call Vote**

Peggy Owens made a motion to accept the Contract to purchase the Land owned by Mac Land for the purchase amount of \$24,312.50, Traci Colbeck seconded. (Roll Call: All Voted for, None Against) motion carried.

- **Resolution 22-08** A Resolution Approving a Purchase Contract to buy and sell Real Estate between the Town of Sedgwick and Mac Land Corp.
  - This also allows Danny Smith to the authority to sign for the purchase on behalf of the Town.

**Motion: Bills Roll Call Vote**

Traci Colbeck made a motion to Adopt Resolution 22-08 – allowing Danny Smith to sign on the Land Purchase for the Town of Sedgwick, Traci Colbeck seconded. (Roll Call: All Voted for, None Against) motion carried.

**Meeting Adjourned:**

**Motion:**

At 8:12am, Dale Jones made a motion to adjourn, Roger Munson seconded, all were in favor, motion carried.

\_\_\_\_\_  
Mayor

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

SEAL

1:47 PM  
11/10/22  
Accrual Basis

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

	Oct 31, 22	
	Debit	Credit
1021 · Cash on Hand	195.09	
1022 · Points West Bank Checking	379,783.05	
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	7,310.15	
1029 · Savings:1040 · Points West Bank:1043 · Water Surcharge Account	125,001.31	
1029 · Savings:1050 · Equitable Savings:1051 · 05-4505160	39,003.74	
1070 · COLOTRUST:1074 · Sewer CIP	456,053.90	
1070 · COLOTRUST:1071 · Water Plus	1,007,487.50	
1070 · COLOTRUST:1072 · General Plus	586,510.32	
1070 · COLOTRUST:1073 · CIP Plus	1,018,514.39	
1081 · Cash - County Treasurer	238.20	
<b>TOTAL</b>	<b>3,647,429.78</b>	<b>0.00</b>

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

	Oct 22
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
4122 · Current Property Taxes	261.15
4142 · Specific Ownership Taxes	199.41
4152 · Interest on Taxes	13.06
4172 · Sales Tax	22,596.48
4212 · Cigarette Tax	21.04
4222 · Road and Bridge	13.31
4232 · Motor Vehicle	180.50
4242 · Mineral leasing	0.00
4300 · Utilities Clearing	-450.09
4323 · Water Sales	6,303.46
4333 · Sewer Sales	2,928.65
4386 · Trash Collections	2,461.50
4392 · Other Income	
4392.1 · Occupation Tax	75,321.46
4392.2 · Excise Tax	712.85
4392.3 · State of Colorado	16,326.98
4392.4 · Lodging Tax	72.00
<b>Total 4392 · Other Income</b>	<b>92,433.29</b>
4393 · Other Income	13.29
4412 · Highway Use Tax	4,563.90
4802 · Interest Income	1,500.88
4803 · Interest Income	6,529.40
<b>Total Income</b>	<b>139,569.23</b>
<b>Expense</b>	
6002 · County Treasurer's Fees	7.40
6032 · Office Expense - GG	159.92
6052 · Insurance and Bonds - GG	956.60
6062 · Supplies and Maintenance - GG	83.98
6072 · Telephone - GG	216.38
6092 · Miscellaneous - GG	2,700.00
6120 · Bank Service Charges	10.00
7043 · Telephone - Water	342.00
7063 · Supplies & Maintenance - Water	420.00
7093 · Miscellaneous - Water	136.25
7346 · Landfill - Trash	313.20
7800 · Salaries Clearing	
7809 · Salary-Richard M Kehm	3,861.86
7815 · Salary-Heather Moore	2,056.14
7820 · Salary - Kim E Quayle	1,391.78
7822 · - William Townsend	652.41
<b>Total 7800 · Salaries Clearing</b>	<b>7,962.19</b>
7990 · Supplies and Maint. - Clearing	416.02
7995 · Payroll Taxes - Clearing	1,320.25
<b>Total Expense</b>	<b>15,044.19</b>
<b>Net Ordinary Income</b>	<b>124,525.04</b>
<b>Other Income/Expense</b>	
<b>Other Expense</b>	
7896 · Insurance Clearing	3,581.54
<b>Total Other Expense</b>	<b>3,581.54</b>
<b>Net Other Income</b>	<b>-3,581.54</b>
<b>Net Income</b>	<b>120,943.50</b>



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Town of Sedgwick  
 PO Box 27  
 Sedgwick, CO 80749

Summary Statement

October 31, 2022

Page 1 of 6

Investor ID:

COLOTRUST

PLUS+

Average Monthly Yield: 3.2053%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
Water PLUS	1,004,748.75	0.00	0.00	2,738.75	10,511.47	1,006,186.20	1,007,487.50
General Use PLUS	535,024.86	50,000.00	0.00	1,485.46	4,767.67	547,084.11	566,510.32
CIP PLUS	1,015,745.67	0.00	0.00	2,768.72	11,468.94	1,017,198.85	1,018,514.39
Sewer CIP	355,031.97	100,000.00	0.00	1,021.93	2,395.51	378,127.53	456,053.90
<b>TOTAL</b>	<b>2,910,551.25</b>	<b>150,000.00</b>	<b>0.00</b>	<b>8,014.86</b>	<b>29,143.59</b>	<b>2,949,596.69</b>	<b>3,068,566.11</b>

Tel: (877) 311-0219

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



1:48 PM  
11/10/22

**Town of Sedgwick**  
**Check Detail**  
October 18 through November 14, 2022

Num	Name	Memo	Account	Paid Amount
		<b>Service Charge</b>	<b>1022 - Points West Bank Ch...</b>	
		Service Charge	6120 - Bank Service Charges	-10.00
TOTAL				-10.00
12699	Sedgwick County Chamb...	<b>JOeS Bucks</b>	<b>1022 - Points West Bank Ch...</b>	
		Joes Bucks Donation	6092 - Miscellaneous - GG	-1,500.00
TOTAL				-1,500.00
12700	Colorado Dep of Revenue	<b>W2 wage withholdings</b>	<b>1022 - Points West Bank Ch...</b>	
		3rd Quarter	7995 - Payroll Taxes - Clearing	-773.00
TOTAL				-773.00
12701	Colorado State Treasurer		<b>1022 - Points West Bank Ch...</b>	
		3rd Qtr payroll	7995 - Payroll Taxes - Clearing	-50.59
TOTAL				-50.59
12702	Richard M. Kehm	<b>Payroll</b>	<b>1022 - Points West Bank Ch...</b>	
		Payroll	7809 - Salary-Richard M Kehm	-3,861.86
		Social Security	7995 - Payroll Taxes - Clearing	---
		Medicare	7995 - Payroll Taxes - Clearing	---
		Federal	7995 - Payroll Taxes - Clearing	---
		Colorado W/H	7995 - Payroll Taxes - Clearing	---
TOTAL				-3,104.42
12703	Heather M. Moore	<b>Payroll</b>	<b>1022 - Points West Bank Ch...</b>	
		Payroll	7815 - Salary-Heather Moore	-2,145.84
		Social Security	7995 - Payroll Taxes - Clearing	---
		Medicare	7995 - Payroll Taxes - Clearing	---
		Federal	7995 - Payroll Taxes - Clearing	---
		Colorado	7995 - Payroll Taxes - Clearing	---
TOTAL				-1,874.69
12704	Kim E. Quayle	<b>Payroll</b>	<b>1022 - Points West Bank Ch...</b>	
		Payroll	7820 - Salary - Kim E Quayle	-1,923.52
		Social Security	7995 - Payroll Taxes - Clearing	---
		Medicare	7995 - Payroll Taxes - Clearing	---
		Federal	7995 - Payroll Taxes - Clearing	---
		Colorado	7995 - Payroll Taxes - Clearing	---
TOTAL				-1,546.37
12705	William Townsend	<b>Payroll</b>	<b>1022 - Points West Bank Ch...</b>	
		Gross Paryroll	7822 - - William Townsend	-434.94
		Social Security	7995 - Payroll Taxes - Clearing	---
		Medicaid	7995 - Payroll Taxes - Clearing	---
		Colorado Withholdings	7995 - Payroll Taxes - Clearing	---
TOTAL				-396.66
12706	21st Century		<b>1022 - Points West Bank Ch...</b>	
		Repair on John deer	7990 - Supplies and Maint. - ...	-239.70
TOTAL				-239.70
12707	AC-DC Water Works LLC	<b>ORC Services</b>	<b>1022 - Points West Bank Ch...</b>	
		ORC Monthly Contract Services	7063 - Supplies & Maintenanc...	-400.00
		Chlorine Maintenance, Well Pump Comtrols Update	7093 - Miscellaneous - Water	-136.25
TOTAL				-536.25

1:48 PM  
11/10/22

**Town of Sedgwick**  
**Check Detail**  
October 18 through November 14, 2022

Num	Name	Memo	Account	Paid Amount
12708	CEBT		1022 · Points West Bank Ch...	
		Employee Health Insurance	6052 · Insurance and Bonds -...	-956.60
TOTAL				-956.60
12709	CenturyLink	Phone and Fax line	1022 · Points West Bank Ch...	
		Phone lines and Fax line	6072 · Telephone - GG	-216.38
TOTAL				-216.38
12710	CML		1022 · Points West Bank Ch...	
		Annual CML Membership	6092 · Miscellaneous - GG	-267.00
TOTAL				-267.00
12711	Highline Electric Ass'n		1022 · Points West Bank Ch...	
		Water Pump - 66552	7073 · Utilities - Water	-399.55
		New Shop - 8280879	7994 · Utilities - Clearing	-44.79
		New Town - 822186	6102 · Utilities - TH - GG	-102.94
		Museum - 8426371	6102 · Utilities - TH - GG	-37.74
		Pump #2 - 40915	7073 · Utilities - Water	-123.83
		Street Lights -41680	6142 · Street Lighting	-226.80
		Sewer - 62657	7173 · Utilities - Sewer	-56.51
		Rodeo Grounds	6102 · Utilities - TH - GG	-67.14
		Community Center	6102 · Utilities - TH - GG	-69.80
TOTAL				-1,129.10
12712	HydroLogik		1022 · Points West Bank Ch...	
		Annual Data Service	7043 · Telephone - Water	-342.00
TOTAL				-342.00
12713	IDEAL Linens & Uniform		1022 · Points West Bank Ch...	
		Community Center Rugs, Mop and push broom	7990 · Supplies and Maint. - ...	-88.16
TOTAL				-88.16
12714	Journal Office		1022 · Points West Bank Ch...	
		Copy machine fees	6032 · Office Expense - GG	-40.00
TOTAL				-40.00
12715	Julesburg Advocate	Annual Subscription	1022 · Points West Bank Ch...	
		Annual Subscription	6032 · Office Expense - GG	-42.00
TOTAL				-42.00
12716	Kelly, P.C.		1022 · Points West Bank Ch...	
		Legal Fees - Regular	6042 · Professional Services ...	-676.50
TOTAL				-676.50
12717	Littjohann Kauffman & P...		1022 · Points West Bank Ch...	
		3rd qtr payroll taxes	6042 · Professional Services ...	-375.00
TOTAL				-375.00
12718	Marick's Waste Disposal		1022 · Points West Bank Ch...	
		Potty Cleaning	6462 · Supplies and Mainten...	-200.00
TOTAL				-200.00

1:48 PM  
11/10/22

**Town of Sedgwick**  
**Check Detail**  
October 18 through November 14, 2022

<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
12719	N E Colorado Health	Bacteria testing	1022 - Points West Bank Ch...	
		Bacteria testing	7063 - Supplies & Maintenanc...	-20.00
TOTAL				-20.00
12720	Points West Cardmember...		1022 - Points West Bank Ch...	
		Postage, tire repair	6032 - Office Expense - GG	-99.59
TOTAL				-99.59
12721	Prairie Mountain Media		1022 - Points West Bank Ch...	
		Advertisement/Postings	6032 - Office Expense - GG	-18.33
TOTAL				-18.33

# CLOSE PAYROLL PERIOD

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

Unpaid time records exist before your selected payroll period start date for one or more employees. details

## Saturday Oct, 01 2022 - Monday Oct, 31 2022

Employees Processed:  
 Standard Hours:  
 Overtime 1.5x Hours:  
 Overtime 2.0x Hours:  
 PTO Hours:  
 Vacation Hours:  
 Sick Hours:  
 Holiday Hours:  
 Other1 Hours:  
 Other2 Hours:  
 Unpayable/Salated Hours:

4 Total Fixed Pay: \$8,366.16  
 220.11 Total Variable Pay: \$0.00  
 0.00 Total Payroll: \$8,366.16  
 0.00 Total of All Hours: 442.19  
 17.00 Total Hours Deducted: 0.00  
 41.00 Total Payable Hours: 442.19  
 14.50 Rounding Interval Applied: 72  
 0.00 Total Records Processed: -  
 0.00 Records Crossing Dateline: -  
 149.58 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
Keihn, Richard	149.58		1.0x	1.5x	2.0x				149.58	N/A	NO	\$3,861.86
Moore, Heather	127.50		1.0x	1.5x	2.0x	41.00	17.00	7.00		N/A	NO	\$2,145.84
Quayle, Kim	132.11		1.0x	1.5x	2.0x			7.50		NO	NO	\$1,923.52
Townsend, William	33.00		1.0x	1.5x	2.0x					NO	NO	\$434.94