

Live Streaming on Facebook
(Sedgwick, Colorado page)

Town of Sedgwick

Meeting Agenda

Monday, May 11, 2020, 6:00PM

Public Comments Information

Your comments will be limited to **three (3) minutes** and allowed to only speak once on any motion or agenda item.

Town Hall is holding an In-Person and Virtual meeting.

Topic: Regular Town Board Meeting

To Join the Meeting use this link. **(Posted on our website as well)**

<https://zoom.us/j/425506184?pwd=VXFJT2JOCWpYakloL1EzaVJ5R3JRUT09>

Meeting ID: 425 506 184

Password: 922543

Participation by **Phone only** (use this if you're not going to use a computer to view the meeting) dial either number

+1 253 215 8782 US

Meeting ID: 425 506 184

+1 301 715 8592 US

Password: 922543

- 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 Wayne Price
 - o Maintenance Manager - Richard Kehm
 - o Town Clerk – Heather Moore
- VIII. **Perform Oath of Office for newly elected Trustees of the Town Board**
- IX. **6:30pm - Hearing for Supplemental Budget**
- X. **Old Business**
 - o Harvest Festival
- XI. **New Business**
 - o Accept JOes Bucks for Utility Bills?
 - o Ordinance 05-2020 – Roles and Responsibilities of Elected Officials
 - o Renew Sedgwick Alternative Relief Licenses
 - o Resolution 20-5 Establishing Signors on Financial Accounts
- XII. **Executive Session (If needed)**
- XIII. **Call to Adjourn**

**Town of Sedgwick
Record of Proceedings
Emergency Meeting
April 24th, 2020**

Members Present: Wayne Price, Peggy Owens, Dale Jones, Danny Smith, Gena Kinoshita
Employees Present: Heather Moore

Call to Order: The Town Board met in regular session. A quorum was verified, and the meeting was called to order at 9:30 am by the Mayor Wayne Price

Roll Call

Gena Kinoshita	Here	Troy Kinoshita	Absent
Peggy Owens	Here	Danny Smith	Here
Jeanie Tarver	Absent	Dale Jones	Here

Public Comments – reminded they will have 3mins.

- None

New Business

- **Sedgwick County Commissioners asking for Support to send a request to the state to open businesses in Sedgwick County**
 - Howard McCormick spoke to the board about the Variance the County Commissioners are working on, in regard to the current order by the State. He wanted us to know that Sedgwick County has had no Covid Cases, at this time we are 1 of 8 counties with no cases. At this time, they are still creating the final draft to send to the Governor and the Health Department. This request is to place some restrictions and rules to keep people safe. The opening of businesses will happen in 3 stages. The concern is also that if we don't reopen, there are only a few small businesses, and aren't expected to survive if we don't open our County.
 - Letters from business in support of this has been presented.
 - They have requested that each of the Towns in Sedgwick County submit a letter in support.

Motion:

Gena Kinoshita made a motion to support opening Sedgwick County, and issue a letter to the County Commissioners, Dale Jones seconded, none opposed, motion carried.

Meeting Adjourned:

Motion:

At 9:55AM, Gena Kinoshita made a motion to adjourn, Gena Kinoshita seconded, all were in favor, motion carried.

Mayor

SEAL

Attest: Town Clerk

**Town of Sedgwick
Record of Proceedings
Virtual Meeting-Zoom
April 13th, 2020**

Members Present: Wayne Price, Jeanie Tarver, Peggy Owens, Dale Jones, Danny Smith, Troy Kinoshita, Gena Kinoshita

Employees Present: Heather Moore

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 Wayne Price

Roll Call

Gena Kinoshita	Here	Troy Kinoshita	Here
Peggy Owens	Here-Virtual	Danny Smith	Here
Jeanie Tarver	Here	Dale Jones	Here

Approval of Agenda

Motion: Approval of Agenda
all in favor; none opposed, motion carried.

Approval of Minutes

- No changes

Motion: Approve the minutes
Danny Smith made a motion to approve the minutes, Peggy Owens seconded, all in favor; none opposed, motion carried

Bills (Published in Julesburg Advocate)

- No Discussions, all in order.

Motion: Bills Roll Call Vote
Danny Smith made a motion to pay the bills, Jeanie Tarver seconded. (Roll call vote – All Voted for, None Against) motion carried

Public Comments – reminded they will have 3mins.

- **Bill Boler**
 - Expressed his joy to be on the board, thanked all the previous board members for their service on the board, and to the town staff a job well done.
 -

Town Maintenance Report- Richard Kehm –

- Trimming Trees, road grading
- Getting mowers ready for this mowing season
- Better Electric is working on finishing the new electrical panel at the lift station
- Cleaning out rain gutter in the streets
- Trash pickup is now every week
- Helped Alan with the lift station

Clerk's Office - Heather Moore

- Read letter of resignation to the board. There was a discussion as to the reason for the request to resign. All the current board spoke to Clerk asking to reconsider.
 - Board asked legal counsel to create a resolution or ordinance that controls the actions of the Board when it comes to interaction with staff members. To include the fact that only The Mayor is the boss of employees, and project and requests from the board is directed as a decision by all members not one. Time in the office shouldn't be interrupted.
 - Clerk asked the opinion of the new board members present at the meeting; Bill Boler supported the need for this policy, Kurt Hodel refused to respond, Teddy Morgan was not present. Clerk said that it is important for all the new members to have an input on this new policy that it should be presented at the next meeting after they are sworn in.
 - Board asked if Clerk would reconsider resigning until this comes for vote and is agreed upon by all. (Clerk accepted to wait until next meeting when all new board members are present to accept the new policy to be written by Legal Counsel.)
- Election has been completed, will complete the Canvassing by Friday April 17th, to post official results.
- Taking steps to assure staff health and safety. Cleaning and sanitizing regularly.

Old Business

- **Donation to the Fire Department**

- Since we did receive a bill for their services during our water main repair, no donation at this time was suggested.

New Business

- **Baby Bear Hugs Annual Gala Sponsorship**

- Due to the Covid – 19 this event is canceled so no sponsorship will be needed.

- **Estimate for Patching Main Ave, and Corner of Main Ave & 138**

- The estimate from Simons Construction was \$2027.00 to repair the patch in the middle of Main Ave, and 9660.00 for the corner of Main Ave and 138. It was decided to accept the patch for the Middle of Main because c-dot will be doing repairs on 138 this summer, and it was mentioned by Alan Coyne that they will patch that corner at an expected lower rate.

Motion:

Danny Smith made a motion to accept Simons patch estimate of \$2027.00 for Main Ave repair, Dale Jones seconded, (Roll Call Vote) All for; none opposed, motion carried.

- **Harvest Festival**

- This was Tabled till next meeting to include the assistance of the new Board Members.

Meeting Adjourned:**Motion:**

At 7:15pm PM, Gena Kinoshita made a motion to adjourn, Gena Kinoshita seconded, all were in favor, motion carried.

 Mayor

SEAL

 Attest: Town Clerk

**Town of Sedgwick
Record of Proceedings
Public Meeting
April 28th, 2020**

Members Present: Wayne Price, Peggy Owens, Dale Jones, Danny Smith, Gena Kinoshita, Troy Kinoshita, Jeanie Tarver

Employees Present: Heather Moore

Call to Order: The Town Board met in regular session. A quorum was verified, and the meeting was called to order at 9:30 am by the Mayor Wayne Price

Roll Call

Gena Kinoshita	Here	Troy Kinoshita	Here
Peggy Owens	Here	Danny Smith	Here
Jeanie Tarver	Here	Dale Jones	Here

Public Comments – reminded they will have 3mins.

- None

New Business

- **Change of Ownership Application from Sedgwick Alternative Relief to Vendings by A&A**
 - Attorney Jean Gonnell explained that Alicia is asking to purchase all of Dacono Meds (Sedgwick Alternative Relief)
 - Legal Counsel for the Town added that the applications have been reviewed. The applications do appear to follow the Town Ordinances along with the State. She did not feel that the issue of financial interest was a concern due to the fact the Corporation purchasing SAR is solely owned by Alicia Rotherham.
 - Board expressed they are here to decide on applications based on our Ordinances.
 - Board asked each new to be Board Members to speak on this matter.
 - Bill Boler: He feels if they are following the rules it isn't up to us to decide who purchases property. Just want the fighting to stop.
 - Kurt Hodel: Only said he felt this shouldn't be a decision of the current board, and he has nothing to add, no comment.
 - Teddy Morgan: He agreed with Bill, He thinks this isn't any of our business, added that he wants the Board to be able to work together on decisions, and for everyone to stop feuding.
 - Board members did make sure that it was known that they are only holding the meeting at the request of the Jean Gonnell, they understand the timing of this is difficult because the new members of the Town Board are due to be sworn in on May 11th meeting. So out of respect, the board did request that the new board members be present to offer their opinion on this matter.
 - Jean Gonnell asked that with COVID it will take longer to get things approved from the state, and the request for this meeting was to allow the process to start sooner than later.

Motion:

Dale Jones made a motion to approve the applications for all 4 licenses held by Dacono Meds DBA Sedgwick Alternative Relief to transfer to Vendings by A&A, Peggy Owens seconded, none opposed, motion carried.

Meeting Adjourned:

Motion:

At 9:54AM, Troy Kinoshita made a motion to adjourn, Peggy Owens seconded, all were in favor, motion carried.

Mayor

SEAL

Attest: Town Clerk

Town of Sedgwick
Profit & Loss
 April 2020

	Apr 20
Ordinary Income/Expense	
Income	34,930.90
Expense	
6002 · County Treasurer's Fees	15.72
6032 · Office Expense - GG	795.23
6042 · Professional Services - GG	2,331.60
6062 · Supplies and Maintenance - GG	37.70
6072 · Telephone - GG	137.20
6092 · Miscellaneous - GG	13.41
6102 · Utilities - TH - GG	240.58
6142 · Street Lighting	224.11
7063 · Supplies & Maintenance - Water	570.00
7073 · Utilities - Water	318.15
7093 · Miscellaneous - Water	120.30
7173 · Utilities - Sewer	112.61
7346 · Landfill - Trash	2,013.48
7406 · Miscellaneous-Trash	200.00
7800 · Salaries Clearing	
7809 · Salary-Richard M Kehm	3,719.88
7814 · Salary - Beth Ritter	2,002.58
7815 · Salary-Heather Moore	2,473.96
7816 · Salary-Michael Coty	169.94
Total 7800 · Salaries Clearing	8,366.36
7990 · Supplies and Maint. - Clearing	1,245.19
7994 · Utilities - Clearing	75.61
7995 · Payroll Taxes - Clearing	1,155.26
Total Expense	17,972.51
Net Ordinary Income	16,958.39
Other Income/Expense	
Other Expense	
7896 · Insurance Clearing	3,427.07
Total Other Expense	3,427.07
Net Other Income	-3,427.07
Net Income	13,531.32

**Town of Sedgwick
 Trial Balance
 As of April 30, 2020**

	Apr 30, 20	
	Debit	Credit
1010 · Audit Adjustment Cash	0.00	
1021 · Cash on Hand	232.34	
1022 · First National Bank Checking	358,835.39	
1029 · Savings:1030 · First National	0.00	
1029 · Savings:1030 · First National:1031 · 9240	26,582.69	
1029 · Savings:1030 · First National:1032 · 8591	0.00	
1029 · Savings:1034 · Cash in Savings - Lottery	2,964.24	
1029 · Savings:1040 · First National Bank:1041 · Water CIP Account	233,818.85	
1029 · Savings:1040 · First National Bank:1042 · Sewer CIP Account	209,748.42	
1029 · Savings:1040 · First National Bank:1043 · Water Surcharge Account	139,786.22	
1029 · Savings:1050 · Equitable Savings	0.00	
1029 · Savings:1050 · Equitable Savings:1051 · 05-4505160	38,481.41	
1029 · Savings:1050 · Equitable Savings:1052 · 05-3908830	0.00	
1029 · Savings:1050 · Equitable Savings:1053 · 05-3908944	0.00	
1029 · Savings:1050 · Equitable Savings:1054 · 05-7056030	801.40	
1029 · Savings:1050 · Equitable Savings:1055 · 05-3910008	0.00	
1029 · Savings:1050 · Equitable Savings:1056 · 05-7056048	1,115.85	
1029 · Savings:1050 · Equitable Savings:1057 · 05-3910075	0.00	
1029 · Savings:1050 · Equitable Savings:1058 · 05-7060960	2,833.54	
1029 · Savings:1050 · Equitable Savings:1060 · 057062763	2,707.28	
1029 · Savings:1050 · Equitable Savings:1061 · Harvest Festival	6,425.52	
1081 · Cash - County Treasurer	211.35	
1091 · Cash County Treasurer-R & B	0.00	
1092 · Cash with Cnty Treas-Util	0.00	
1095 · DOLA Draw Down	0.00	
TOTAL	1,024,544.50	0.00

5:06 PM
05/07/20

Town of Sedgwick
Check Detail
April 14 through May 8, 2020

Num	Name	Memo	Account	Paid Amount
	IRS	Auto Withdraw	1022 · First National Ban...	
		Auto Withdraw	7995 · Payroll Taxes - Clea...	-1,796.05
TOTAL				-1,796.05
	IRS	Auto Withdraw	1022 · First National Ban...	
		Auto Withdraw	7995 · Payroll Taxes - Clea...	-10.50
TOTAL				-10.50
11812	Colorado State Treasurer		1022 · First National Ban...	
		1st Qtr payroll	7995 · Payroll Taxes - Clea...	-76.73
TOTAL				-76.73
11813	Colorado Dep of Revenue	W2 wage withholdings	1022 · First National Ban...	
		1st Quarter	7995 · Payroll Taxes - Clea...	-661.00
TOTAL				-661.00
11814	Richard M. Kehm		1022 · First National Ban...	
		Salary	7809 · Salary-Richard M K...	-3,394.88
		Insurance	7809 · Salary-Richard M K...	-325.00
		Federal	7995 · Payroll Taxes - Clea...	
		State	7995 · Payroll Taxes - Clea...	
		Medicare	7995 · Payroll Taxes - Clea...	
		Soc. Sec.	7995 · Payroll Taxes - Clea...	
TOTAL				-3,020.31
11815	Heather M. Moore		1022 · First National Ban...	
		Gross	7815 · Salary-Heather Moore	-2,537.89
		Federal	7995 · Payroll Taxes - Clea...	
		State	7995 · Payroll Taxes - Clea...	
		Medicare	7995 · Payroll Taxes - Clea...	
		SS	7995 · Payroll Taxes - Clea...	
TOTAL				-2,169.74
11816	Beth A. Ritter		1022 · First National Ban...	
		Gross	7814 · Salary - Beth Ritter	-247.23
		Federal	7995 · Payroll Taxes - Clea...	
		State	7995 · Payroll Taxes - Clea...	
		Medicare	7995 · Payroll Taxes - Clea...	
		Soc. Sec.	7995 · Payroll Taxes - Clea...	
TOTAL				-208.32
11817	Kelly E Williamson		1022 · First National Ban...	
		Gross	7819 · Salary - Williamson ...	-266.28
		SS	7995 · Payroll Taxes - Clea...	
		Medicare	7995 · Payroll Taxes - Clea...	
TOTAL				-245.91

5:06 PM
05/07/20

Town of Sedgwick
Check Detail
April 14 through May 8, 2020

Num	Name	Memo	Account	Paid Amount
11818	Points West Cardmemb...		1022 · First National Ban...	
		Virtual Meeting Speaker, Time Sheet annual fee, Z...	6032 · Office Expense - GG	-795.23
TOTAL				-795.23
11819	AC-DC Water Works LLC	ORC Services	1022 · First National Ban...	
		ORC Monthly Contract Services	7063 · Supplies & Mainten...	-400.00
		Repair Floats	7093 · Miscellaneous - Water	-120.30
TOTAL				-520.30
11820	Better Electric		1022 · First National Ban...	
		New upgraded panel	7163 · Supplies and Mainte...	-5,600.00
TOTAL				-5,600.00
11821	CenturyLink	Phone and Fax line	1022 · First National Ban...	
		Phone and Fax line	6072 · Telephone - GG	-137.20
TOTAL				-137.20
11822	CIRSA	Invoice 200852	1022 · First National Ban...	
		Claim Deductible	7896 · Insurance Clearing	-500.00
TOTAL				-500.00
11823	Highline Electric Ass'n		1022 · First National Ban...	
		Water Pump -66552	7073 · Utilities - Water	-206.32
		New Shop - 8280879	7994 · Utilities - Clearing	-75.61
		New Town - 822186	6102 · Utilities - TH - GG	-93.19
		Museum - 8426371	6102 · Utilities - TH - GG	-147.39
		Pump #2 - 40915	7073 · Utilities - Water	-111.83
		Street Lights -41680	6142 · Street Lighting	-224.11
		Sewer - 62657	7173 · Utilities - Sewer	-112.61
TOTAL				-971.06
11824	Journal Office		1022 · First National Ban...	
		Copy machine fees	6032 · Office Expense - GG	-35.00
TOTAL				-35.00
11825	Kelly, P.C.		1022 · First National Ban...	
		Legal Fees - Regular	6042 · Professional Servic...	-916.50
		COVID - 19 Legal Fees	6042 · Professional Servic...	-58.50
TOTAL				-975.00
11826	Liittjohann Kauffman & ...		1022 · First National Ban...	
		1st Qtr Payroll tax preparation	6042 · Professional Servic...	-300.00
TOTAL				-300.00

5:06 PM

05/07/20

Town of Sedgwick
Check Detail
 April 14 through May 8, 2020

Num	Name	Memo	Account	Paid Amount
11827	Marick's Waste Disposal		1022 · First National Ban...	
		Spring Clean up Delivery charge \$100. per Dumpster	7406 · Miscellaneous-Trash	-200.00
		1 pick up for each dumpster 4/17/20	7346 · Landfill - Trash	-900.00
		1 pick up for each dumpster 4/24/20	7346 · Landfill - Trash	-900.00
TOTAL				-2,000.00
11828	N E Colorado Health	Bacteria testing	1022 · First National Ban...	
		Bacteria testing	7063 · Supplies & Mainten...	-20.00
TOTAL				-20.00
11829	S & W Auto Supply		1022 · First National Ban...	
		Oil	7990 · Supplies and Maint. ...	-69.17
		Misc - Alternator & Belt	7990 · Supplies and Maint. ...	-307.82
TOTAL				-376.99
11830	Sedgwick County Sales	Landfill Fees	1022 · First National Ban...	
		Landfill Fees	7346 · Landfill - Trash	-213.48
TOTAL				-213.48

PAYROLL REPORTS

Wednesday Apr, 01 2020 - Thursday Apr, 30 2020

Employees Processed:	4	Total Fixed Pay:	\$6,771.28
Standard Hours:	204.71	Total Variable Pay:	\$0.00
Overtime 1.5x Hours:	4.42	Total Report Payroll:	\$6,771.28
Overtime 2.0x Hours:	0.00		
Sick Hours:	0.00	Total of All Hours:	455.15
Vacation Hours:	0.00	Total Hours Added:	0.00
PTO Hours:	0.00	Total Hours Deducted:	0.00
Holiday Hours:	0.00	Total Paid Hours:	455.15
Other1 Hours:	0.00		
Other2 Hours:	0.00		
Unpayable/Salaried Hours:	246.02		

Employee	Total Hours	Deduct	1.0x	1.5x	2.0x	SIC	VAC	HOL	UnP/SAL	Signed	Aprvd	Fixed Pay
Kehm, Richard	246.02								246.02	N/A	NO	\$3,719.88
Moore, Heather	168.92		164.50	4.42						N/A	NO	\$2,537.89
Ritter, Beth	18.02		18.02							N/A	NO	\$247.23
Williamson, Kelly	22.19		22.19							YES	NO	\$266.28

April 01 2020 to April 30 2020

Report Generated: May 01 2020 MDT
 Data Span: 1 Payroll Report(s)
 Grouped By: Employee
 Included Employees: 4 employees
 Included Account Codes: 13 account codes
 Total of All Hours: 455.15
 Total Hours Added: 0
 Total Hours Deducted: 0
 Total Payable Hours: 455.15
 Total Fixed Pay: \$3,051.40
 Total Variable Pay: \$0.00
 Total Payroll: \$3,051.40

Hours Summary			
1.0x Hours:	204.71	Holiday:	0
1.5x Hours:	4.42	PTO:	0
2.0x Hours:	0	Other1:	0
Sick:	0	Other2:	0
Vacation:	0	Unpayable/Salaried:	246.02

Employee: Richard Kehm - Maintenance

Date	Clock In	Clock Out	TZ	Total Hrs	Deduct Hrs	1.0x Hrs	1.5x Hrs	2.0x Hrs	SIC	VAC	PTO	HOL	OR1	OR2	UnP/SAL	Account / Dept. Code	Variable Pay Rate	Variable Pay Total	Hourly Rate	Fixed Pay Total
Apr 01, 20	05:59 A	11:57 A	MDT	5.97											5.97	Msc Maintenance - Needs Notes	\$0.00	\$0.00	\$29.39	\$0.00
Apr 02, 20	05:58 A	04:35 P	MDT	10.62											10.62	Msc Maintenance - Needs Notes	\$0.00	\$0.00	\$29.39	\$0.00
Notes: Change alternator on trash truck four hours																				
Apr 03, 20	09:50 A	12:00 A	MDT	14.17											14.17	Msc Maintenance - Needs Notes	\$0.00	\$0.00	\$29.39	\$0.00
Apr 04, 20	12:00 A	12:00 A	MDT	24.00											24.00	Msc Maintenance - Needs Notes	\$0.00	\$0.00	\$29.39	\$0.00
Apr 05, 20	12:00 A	12:00 A	MDT	24.00											24.00	Msc Maintenance - Needs Notes	\$0.00	\$0.00	\$29.39	\$0.00
Apr 06, 20	12:00 A	05:58 A	MDT	5.97											5.97	Msc Maintenance - Needs Notes	\$0.00	\$0.00	\$29.39	\$0.00
Apr 06, 20	05:58 A	04:44 P	MDT	10.77											10.77	Msc Maintenance - Needs Notes	\$0.00	\$0.00	\$29.39	\$0.00
Apr 07, 20	05:57 A	04:29 P	MDT	10.53											10.53	Msc Maintenance - Needs Notes	\$0.00	\$0.00	\$29.39	\$0.00
Apr 08, 20	05:55 A	04:27 P	MDT	10.53											10.53	Msc Maintenance - Needs Notes	\$0.00	\$0.00	\$29.39	\$0.00
Apr 09, 20	06:02 A	04:37 P	MDT	10.58											10.58	Msc Maintenance - Needs Notes	\$0.00	\$0.00	\$29.39	\$0.00
Apr 13, 20	05:45 A	04:30 P	MDT	10.75											10.75	Msc Maintenance - Needs Notes	\$0.00	\$0.00	\$29.39	\$0.00
Apr 14, 20	05:55 A	04:28 P	MDT	10.55											10.55	Msc Maintenance - Needs Notes	\$0.00	\$0.00	\$29.39	\$0.00
Apr 15, 20	08:59 A	04:33 P	MDT	7.57											7.57	Msc Maintenance - Needs Notes	\$0.00	\$0.00	\$29.39	\$0.00
Apr 16, 20	06:27 A	04:26 P	MDT	9.98											9.98	Msc Maintenance - Needs Notes	\$0.00	\$0.00	\$29.39	\$0.00
Apr 20, 20	05:57 A	04:26 P	MDT	10.48											10.48	Msc Maintenance - Needs Notes	\$0.00	\$0.00	\$29.39	\$0.00
Apr 21, 20	06:00 A	04:30 P	MDT	10.50											10.50	Msc Maintenance - Needs Notes	\$0.00	\$0.00	\$29.39	\$0.00
Apr 22, 20	05:59 A	04:20 P	MDT	10.35											10.35	Msc Maintenance - Needs Notes	\$0.00	\$0.00	\$29.39	\$0.00
Apr 23, 20	06:06 A	04:25 P	MDT	10.32											10.32	Msc Maintenance - Needs Notes	\$0.00	\$0.00	\$29.39	\$0.00
Apr 27, 20	06:02 A	04:36 P	MDT	10.57											10.57	Msc Maintenance - Needs Notes	\$0.00	\$0.00	\$29.39	\$0.00
Apr 28, 20	06:17 A	04:28 P	MDT	10.18											10.18	Msc Maintenance - Needs Notes	\$0.00	\$0.00	\$29.39	\$0.00
Apr 29, 20	05:55 A	01:00 P	MDT	7.08											7.08	Msc Maintenance - Needs Notes	\$0.00	\$0.00	\$29.39	\$0.00
Apr 30, 20	05:57 A	04:30 P	MDT	10.55											10.55	Msc Maintenance - Needs Notes	\$0.00	\$0.00	\$29.39	\$0.00
				Totals:	246.02										246.02		\$0.00	\$0.00	\$0.00	\$0.00

Employee: Heather Moore - Account Administrator

Date	Clock In	Clock Out	TZ	Total Hrs	Deduct Hrs	1.0x Hrs	1.5x Hrs	2.0x Hrs	SIC	VAC	PTO	HOL	OR1	OR2	UnP/SAL	Account / Dept. Code	Variable Pay Rate	Variable Pay Total	Hourly Rate	Fixed Pay Total
Apr 01, 20	07:55 A	04:09 P	MDT	8.23		8.23										8810 - Clerical and Office Employees	\$0.00	\$0.00	\$14.83	\$122.05
Apr 02, 20	07:55 A	03:32 P	MDT	7.62		7.62										8810 - Clerical and Office Employees	\$0.00	\$0.00	\$14.83	\$113.00
Apr 03, 20	08:00 A	03:30 P	MDT	7.50		7.50										8810 - Clerical and Office Employees	\$0.00	\$0.00	\$14.83	\$111.23
Apr 06, 20	08:01 A	04:16 P	MDT	8.25		8.25										8810 - Clerical and Office Employees	\$0.00	\$0.00	\$14.83	\$122.35
Notes: Bank Run																				
Apr 07, 20	06:46 A	09:45 P	MDT	14.98		14.98										8810 - Clerical and Office Employees	\$0.00	\$0.00	\$14.83	\$222.15
Notes: Election day																				
Apr 08, 20	08:00 A	01:43 P	MDT	5.72		5.72										8810 - Clerical and Office Employees	\$0.00	\$0.00	\$14.83	\$84.83
Apr 09, 20	08:30 A	03:42 P	MDT	7.20		7.20										8810 - Clerical and Office Employees	\$0.00	\$0.00	\$14.83	\$106.78
Apr 10, 20	08:16 A	04:32 P	MDT	8.27		3.85	4.42									8810 - Clerical and Office Employees	\$0.00	\$0.00	\$14.83	\$155.42
Notes: Bank Run																				
Apr 13, 20	08:15 A	03:00 P	MDT	6.75		6.75										8810 - Clerical and Office Employees	\$0.00	\$0.00	\$14.83	\$100.10
Apr 13, 20	05:15 P	07:30 P	MDT	2.25		2.25										8810 - Clerical and Office Employees	\$0.00	\$0.00	\$14.83	\$33.37
Notes: Town Meeting																				
Apr 14, 20	08:00 A	03:00 P	MDT	7.00		7.00										8810 - Clerical and Office Employees	\$0.00	\$0.00	\$14.83	\$103.81
Apr 15, 20	08:30 A	12:00 P	MDT	3.50		3.50										8810 - Clerical and Office Employees	\$0.00	\$0.00	\$14.83	\$51.91
Notes: Clocked out early, but still covered the Phones and emails till 3:30																				
Apr 15, 20	12:30 P	03:30 P	MDT	3.00		3.00										8810 - Clerical and Office Employees	\$0.00	\$0.00	\$14.83	\$44.49
Apr 16, 20	08:10 A	03:39 P	MDT	7.48		7.48										8810 - Clerical and Office Employees	\$0.00	\$0.00	\$14.83	\$110.93
Apr 17, 20	08:00 A	03:00 P	MDT	7.00		7.00										8810 - Clerical and Office Employees	\$0.00	\$0.00	\$14.83	\$103.81
Apr 20, 20	08:00 A	03:00 P	MDT	7.00		7.00										8810 - Clerical and Office Employees	\$0.00	\$0.00	\$14.83	\$103.81
Apr 21, 20	08:00 A	03:00 P	MDT	7.00		7.00										8810 - Clerical and Office Employees	\$0.00	\$0.00	\$14.83	\$103.81
Apr 22, 20	08:00 A	03:00 P	MDT	7.00		7.00										8810 - Clerical and Office Employees	\$0.00	\$0.00	\$14.83	\$103.81
Apr 23, 20	08:00 A	03:00 P	MDT	7.00		7.00										8810 - Clerical and Office Employees	\$0.00	\$0.00	\$14.83	\$103.81
Apr 24, 20	08:00 A	04:30 P	MDT	8.50		8.50										8810 - Clerical and Office Employees	\$0.00	\$0.00	\$14.83	\$126.06
Notes: Set up Special Meeting for License Transfers																				

Date	Clock In	Clock Out	TZ	Total Hrs	Deduct Hrs	1.0x Hrs	1.5x Hrs	2.0x Hrs	SIC	VAC	PTO	HOL	OR1	OR2	UnP/SAL	Account / Dept. Code	Variable Pay Rate	Variable Pay Total	Hourly Rate	Fixed Pay Total
Apr 27, 20	08:27 A	12:13 P	MDT	3.77		3.77										8810 - Clerical and Office Employees	\$0.00	\$0.00	\$14.83	\$55.91
Apr 27, 20	01:15 P	03:30 P	MDT	2.25		2.25										8810 - Clerical and Office Employees	\$0.00	\$0.00	\$14.83	\$33.37
Apr 28, 20	08:00 A	03:04 P	MDT	7.07		7.07										8810 - Clerical and Office Employees	\$0.00	\$0.00	\$14.83	\$104.85
Apr 29, 20	07:55 A	03:00 P	MDT	7.08		7.08										8810 - Clerical and Office Employees	\$0.00	\$0.00	\$14.83	\$105.00
Apr 30, 20	08:00 A	03:30 P	MDT	7.50		7.50										8810 - Clerical and Office Employees	\$0.00	\$0.00	\$14.83	\$111.23
Totals:				168.92		164.50	4.42											\$0.00		\$2,537.89

Employee: Beth Ritter - Town Clerk

Date	Clock In	Clock Out	TZ	Total Hrs	Deduct Hrs	1.0x Hrs	1.5x Hrs	2.0x Hrs	SIC	VAC	PTO	HOL	OR1	OR2	UnP/SAL	Account / Dept. Code	Variable Pay Rate	Variable Pay Total	Hourly Rate	Fixed Pay Total
Apr 27, 20	08:00 A	12:10 P	MDT	4.17		4.17										8810 - Clerical and Office Employees	\$0.00	\$0.00	\$13.72	\$57.21
Apr 27, 20	12:45 P	03:30 P	MDT	2.75		2.75										8810 - Clerical and Office Employees	\$0.00	\$0.00	\$13.72	\$37.73
Apr 28, 20	08:01 A	12:07 P	MDT	4.10		4.10										8810 - Clerical and Office Employees	\$0.00	\$0.00	\$13.72	\$56.25
Notes: Lunch																				
Apr 28, 20	12:48 P	03:39 P	MDT	2.85		2.85										8810 - Clerical and Office Employees	\$0.00	\$0.00	\$13.72	\$39.10
Apr 29, 20	08:01 A	12:10 P	MDT	4.15		4.15										8810 - Clerical and Office Employees	\$0.00	\$0.00	\$13.72	\$56.94
Totals:				18.02		18.02													\$0.00	\$247.23

Employee: Kelly Williamson - Maintenance

Date	Clock In	Clock Out	TZ	Total Hrs	Deduct Hrs	1.0x Hrs	1.5x Hrs	2.0x Hrs	SIC	VAC	PTO	HOL	OR1	OR2	UnP/SAL	Account / Dept. Code	Variable Pay Rate	Variable Pay Total	Hourly Rate	Fixed Pay Total
Apr 09, 20	07:30 A	11:30 A	MDT	4.00		4.00										Misc Maintenance - Needs Notes	\$0.00	\$0.00	\$12.00	\$48.00
Notes: Trash																				
Apr 15, 20	10:31 A	12:52 P	MDT	2.35		2.35										Misc Maintenance - Needs Notes	\$0.00	\$0.00	\$12.00	\$28.20
Notes: Help bull with sewer floats																				
Apr 15, 20	02:00 P	04:13 P	MDT	2.22		2.22										Misc Maintenance - Needs Notes	\$0.00	\$0.00	\$12.00	\$26.64
Notes: Sewer																				
Apr 16, 20	07:49 A	10:13 A	MDT	2.40		2.40										Misc Maintenance - Needs Notes	\$0.00	\$0.00	\$12.00	\$28.80
Notes: Trash																				
Apr 23, 20	07:40 A	10:14 A	MDT	2.57		2.57										Misc Maintenance - Needs Notes	\$0.00	\$0.00	\$12.00	\$30.84
Notes: Trash																				
Apr 28, 20	07:39 A	10:54 A	MDT	3.25		3.25										Misc Maintenance - Needs Notes	\$0.00	\$0.00	\$12.00	\$39.00
Notes: Clean up small park across from the bar rake up sticks and leaves																				
Apr 30, 20	07:35 A	12:59 P	MDT	5.40		5.40										9403 - Garbage Collecting, Driving	\$0.00	\$0.00	\$12.00	\$64.80
Notes: And landscaping park across the bar																				
Totals:				22.19		22.19													\$0.00	\$266.28

Supervisor Signature

Date

By signing above I acknowledge and certify that the information contained on this document is true and accurate.

Supervisor Signature

Date

By signing above I acknowledge and certify that the information contained on this document is true and accurate.

ORDINANCE NO. 05-2020

AN ORDINANCE ADDRESSING THE ROLES AND RESPONSIBILITIES OF THE BOARD OF TRUSTEES

WHEREAS, the Board of Trustees of the Town of Sedgwick was organized pursuant to State law, including but not limited to C.R.S. § 31-4-301; and

WHEREAS, the Board of Trustees has determined it is necessary to adopt an ordinance specifying the roles and responsibilities of the Mayor and Trustees.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF SEDGWICK, COLORADO:

Section 1. The Board of Trustees hereby adopts the following regulations concerning the roles and responsibilities of the Board of Trustees:

Roles and Responsibilities of the Board of Trustees

- Sec. 1** **Definitions**
- Sec. 2** **Responsibilities of the Mayor**
- Sec. 3** **Responsibilities of the Trustees**
- Sec. 4** **Responsibilities of all elected officials**
- Sec. 5** **Relationship of the Board of Trustees to Town staff**
- Sec. 6** **Exceptions to this Ordinance**
- Sec. 7** **Violations and enforcement of this Ordinance**

Sec. 1. Definitions. As used in this Ordinance:

Elected official means the Mayor and each Trustee of the Town of Sedgwick.

Quasi-judicial matter means any matter in which a person's individual rights are decided by the application of the pertinent law to the facts presented at a hearing before the Board of Trustees, including but not limited to:

- a. An action affecting an individual property, such as a rezoning, subdivision, site development plan, planned unit development or special use permit; or
- b. An action to approve, suspend or revoke any Town license or permit.

Sec. 2. Responsibilities of the Mayor.

a. The Mayor shall be responsible for the general oversight and management of Town employees, including making decisions about hiring, discipline and termination of employment. Notwithstanding the foregoing, the Board of Trustees shall be responsible for appointing and removing the Town Clerk, Town Treasurer, Town Attorney and Town Marshal in accordance with State law and the ordinances of the Town.

b. The Mayor is authorized to make day-to-day decisions in the best interests of the Town.

c. The Mayor shall preside over meetings of the Board of Trustees.

d. The Mayor shall perform such duties as may be required of him or her by statute or ordinance. Insofar as is required by statute and for all ceremonial purposes, the Mayor shall be the executive head of the Town.

e. The Mayor shall sign ordinances, resolutions, contracts and other legal instruments as authorized by State statute, Town ordinance, resolution or motion.

f. The Mayor shall serve as the liaison between the Trustees and Town staff.

Sec. 3. Responsibilities of the Trustees.

a. The Trustees shall exercise their responsibilities under the statutes, ordinances, and resolutions collectively rather than individually, except as otherwise specifically permitted by Town ordinance, resolution or motion.

b. The Trustees shall deal with Town staff only through the Mayor.

Sec. 4. Responsibilities of all elected officials.

a. Individual elected officials shall not make promises or commitments that bind or appear to bind the Town, shall not make threats involving the use of Town powers, and shall not give any assurances concerning pending or future action by the Town.

b. With regard to any pending quasi-judicial matter:

1. Individual elected officials shall not initiate contact with any person whose interests may be affected by the decision in such matter.

2. Individual elected officials shall request that any person who

initiates contact with the elected official on such a matter voice any concerns or opinions only at a public hearing called for the purpose of hearing such matter.

3. Individual elected officials shall make decisions concerning such matter solely on the basis of the evidence and testimony given at the hearing on the matter.

c. Individual elected officials shall not reveal any confidences learned in executive session or otherwise gained by virtue of the elected official's position with the Town.

d. Individual elected officials shall not participate in any matter in which the elected official has a conflict of interest and, in such a circumstance, refrain from influencing or attempting to influence any other elected official.

e. Individual elected officials shall not use for personal or private purposes any information which is not generally known to the public and which is gained by virtue of the elected official's position with the Town, and shall not otherwise act to benefit one's own or another person's personal or private interests by virtue of the elected official's position with the Town.

f. Individual elected officials shall not act in any Town matter in a malicious, vengeful or retaliatory manner, or in a manner influenced by other improper motivations.

Sec. 5. Relationship of Board of Trustees to Town staff.

a. The Trustees shall deal with Town staff solely through the Mayor, shall not give orders to or reprimand any employee of the Town, shall not dictate the appointment or removal of any person from Town employment, and shall not interfere with the duties of any Town employee.

b. Requests by Trustees for information from or action by Town staff shall generally be made at a public meeting and shall require the approval of a majority of the Board present. For items requiring immediate attention, such request shall be made in writing to Town staff and shall require the approval of the Mayor.

Sec. 6. Exceptions to this Ordinance.

a. Nothing in this Ordinance is intended to preclude or prohibit any citizen from exercising his or her right to make contact with any elected official.

b. Nothing in this Ordinance is intended to preclude or prohibit any elected official from participating in any Town Board committee.

c. Nothing in this Ordinance is intended to preclude or prohibit any elected official from attending the meetings of any other governmental entity and, if authorized by the Town Board, representing the concerns and viewpoints of the Town.

d. Nothing in this Ordinance is intended to preclude or prohibit any elected official from participating in other organizations as approved by the Town Board, and representing the Town's interests thereon, but such official shall keep the Town Board apprised of the activities of such organizations and shall follow the general policy directions established by the Town Board in representing the Town's interests.

e. Nothing in this Ordinance is intended to preclude or prohibit any elected official from exercising his or her right to express his or her own individual opinion or viewpoint on any matter.

Sec. 7. Violations and Enforcement of this Ordinance.

a. If a majority of the Board of Trustees determines that an elected official has violated this Ordinance, the Board of Trustees may impose one or more of the following sanctions after giving the elected official an opportunity to address the Board of Trustees in a public meeting:

1. Issue a verbal or written public warning.
2. Issue a verbal or written public reprimand or censure.
3. Require the elected official to attend remedial education or training given by an organization such as CIRSA or the Colorado Municipal League regarding the issues that gave rise to the violation.

b. Repeated or egregious violations of this Ordinance may constitute grounds for removal of an elected official in which case the statutory process for removal as set forth in C.R.S. § 31-4-307, as amended from time to time, shall apply.

c. In addition to the sanctions set forth in subsections a and b of this Section, the prosecuting attorney for the Town, or special counsel authorized to act on behalf of the Town, may prosecute any violation of this Ordinance in Municipal Court in the same manner that other municipal offenses are prosecuted. Any person convicted of a violation of this Ordinance shall be punished by a fine of not more than \$2,650 (as adjusted for inflation from time to time pursuant to C.R.S. § 13-10-113). Each day a violation exists shall be considered a separate punishable violation.

Section 2. If any section, paragraph, sentence, clause, or phrase of this Ordinance is held to be unconstitutional or invalid for any reason, such decision shall not affect the validity or constitutionality of the remaining portions of this Ordinance. The Board of Trustees hereby declares that it would have passed this Ordinance and each part or parts hereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.

Section 3. All other ordinances or portions thereof inconsistent or conflicting with this Ordinance or any portion hereof are hereby repealed to the extent of such inconsistency or conflict.

INTRODUCED, READ, PASSED AND ADOPTED AND ORDERED PUBLISHED BY
TITLE ONLY this _____ day of _____, 2020

TOWN OF SEDGWICK, COLORADO

Wayne Price, Mayor

ATTEST:

Heather Moore, Town Clerk

RESOLUTION NO. 20-5

A RESOLUTION AUTHORIZING CHANGES TO THE AUTHORIZED SIGNERS FOR THE TOWN'S BANKING ACCOUNTS

WHEREAS, the Town has accounts and safe deposit boxes with Points West Bank and Equitable Savings and Loan, Julesburg Branch; and

WHEREAS, the Board of Trustees desires to remove and add authorized signers to such accounts and safe deposit boxes;

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

Section 1. The Board of Trustees hereby authorizes the removal of Peggy Raymond and Nancy Sauder as authorized signers to the Town of Sedgwick' accounts and safe deposit boxes located at the Points West Bank and Equitable Savings and Loan, Julesburg Branch, and authorizes the addition of Trustees _____, _____, and Town Clerk Heather Moore, as authorized signers to such accounts and safe deposit boxes.

Section 2. The Town Clerk is hereby authorized to execute and deliver any and all documents necessary to effect the change.

INTRODUCED, READ, APPROVED AND ADOPTED THIS 11th DAY OF MAY 2020.

TOWN OF SEDGWICK, COLORADO

Wayne Price, Mayor

ATTEST:

Heather Moore, Town Clerk

Seal