

# Town of Sedgwick

## Meeting Agenda

Monday, November 09, 2020, 6:00PM

### Public Comments Information

If you wish to address the Board of Trustees, there is a "Comment from the Public" scheduled time please sign up at the beginning of the meeting. After you are recognized, please stand up, state your name, then address the Board. Your comments will be limited to three (3) minutes. The Board may **not** respond to your comments this evening, rather they may take your comments and suggestions under advisement. **Comments on Agenda items will be allowed following the presentation or Board deliberation. Your comments will be limited to three (3) minutes and are allowed to only speak once on any motion or agenda item. Monthly 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 Wayne Price
  - o Maintenance
  - o Town Clerk – Heather Moore
- VIII. Old Business
  - o None
- IX. 6:30pm – Budget Hearing
- X. 7:30pm – Highway Use Hearing
- XI. New Business
  - o Rick Lechman - Sedgwick Fireman's Pension Fund
  - o Draft Budget
  - o Resolution 20-10 - Employee Health Benefits
  - o Electrical Requests
    - i. At Museum
    - ii. At Town Hall
  - o Lions Club Den/Building as a Community Center
    - i. Pole results
- XII. Executive Session (If needed)
- XIII. Call to Adjourn



**Town of Sedgwick  
Record of Proceedings  
October 13th, 2020**

**Members Present:** Wayne Price, Peggy Owens, Teddy Morgan, Bill Boler, Dora Devie, Dale Jones, Danny Smith  
**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**

Danny Smith	Here	Teddy Morgan	Here
Peggy Owens	Here	Bill Boler	Here
Dale Jones	Here	Dora Devie	Here

**Approval of Agenda**

**Motion: Approval of Agenda**

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

**Approval of Minutes**

- Three grammar errors corrected

**Motion: Approve the minutes**

Dora Devie made a motion to approve of the minutes as corrected, Danny Smith seconded, all in favor; none opposed, motion carried

**Bills (Published in Julesburg Advocate)**

- No questions regarding bills.

**Motion: Bills Roll Call Vote**

Danny Smith made a motion to pay the bills, Dora Devie seconded. (Roll call vote – All Voted for, None Against) motion carried

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

- None signed up

**Mayors Report**

- Kim drove the Trash Truck while Richard was on vacation.
- Kelly assisted some extra time while Richard was on vacation.
  - He mowed and cleaned out the lift station.
- Congratulation to Heather Moore on her 2-year anniversary with our Town.

**Town Maintenance Report- Wayne Price**

- He has been road grading, and other regular maintenance.
- If the Board sees things that need to be done to let me know and we will address this.
  - Comment from Nancy Sauder, the lights on the Sign located on 138 east of Town are not working.

**Clerk's Office - Heather Moore**

- We had Century Link install a second phone line to the office. We currently have old house phones in the office. This type of phone will not handle two phone lines properly. Would like permission to purchase an acceptable phone system that will handle the two phone lines and allows us to set up voicemail for each of us in the office. Currently if someone calls in it just rings, if we can't click over then we are unable to help our customer. Would the Board approve the phone system I found costing \$599, that includes 4 phones, with their own extension and voicemail for future growth. Additional cost is the additional line use of \$49 per month to Century Link.

**Motion:**

Peggy Owens made a motion to approve the purchase of the phone system that allows 2 lines for \$599, Dale Jones seconded, all in favor; none opposed, motion carried.

- Commissioners have let us know that COVID cases are on the rise again. If it continues rising, we could lose our Variance. I have been asked to attend the COVID Task Force meetings on Monday nights at 7pm via Zoom.
- Park Equipment due to arrive between the 22<sup>nd</sup> and the 26<sup>th</sup>, Go Play, Inc will be doing a site visit on the 21<sup>st</sup>.
  - The \$160,000 from the grant has been deposited into our account. I will need to send 50% to them and the remaining 50% upon completion.
- The fire department will be doing our annual exercising of the fire hydrants, they are trying to do it on Nov 1<sup>st</sup>.
  - They reminded us that the pumps on the trucks have been tested. It was agreed last year that the Town would pay for this since they do our hydrant exercising at no cost.
    - *Kurt Hodel commented, asking if the Town and the fire department would work together to work on our ISO rating that affects everyone's homeowner insurance premiums.*
- Water loan payment is due, this will be done by direct wiring through the bank.
- Special Meeting has been set up with our Auditor and the Accountant, this has been set for the 22<sup>nd</sup> at 6:00pm
- Legal Council has advised us to hold a training for Board Members with CIRSA our Insurance Company.

**6:30pm - Hearing for Variance of Business Signs - Resolution 20-9**

- Alicia Rotherham – Owner of Natures of Sedgwick located on Main Ave
  - Looking to install two signs, one is just over 50sq. ft and the second is approximately 121sq. ft. Going to be luminated.
- Board discussion was mostly concerned with the times that the Lamination of the signs will be. There was additional conversation with the Board Members and Alicia regarding the size of the signs and why so big.
  - Condition to the Variance will be that the signs will only be luminated during operating hours of 8am to 8pm.
- Comments from the Public
  - Resident Hodel - Does agree that the times limits would resolve any issues he would have as being a direct neighbor of the business. Does not have any objections about the signs, feels it would help bring the business in to Town.
  - John Rotherham - feels if business get drawn into Town it will benefit all businesses in Town.

**7:10pm Hearing is now closed**

- Deliberation of the Board continued after Comments from the Public

**Motion: Resolution 20-9 – Variance for Signs**

Teddy Morgan made a motion to approve the variance of both signs; with the conditions of lamination only during operating hours of 8am to 8pm, Dale Jones seconded, four in favor; Dora Devie and Bill Boler opposed, motion carried.

**Old Business**

- **Equitable Bank Signatures on Accounts (Tabled)**
- **ColoTrust for Funds Holding Options (Tabled)**

**New Business**

- **Rhonda Gram – Joes Bucks**

- Presented by letter to the Board. She asked the Board to contribute the same amount as last year of \$1000.
- Confirmed to allow utility bill payments.

**Motion:**

Danny Smith made a motion to contribute \$1000 to JOes Bucks, Dale Jones seconded. all were in favor, motion carried

- **Dora Devie – Speed Limit Signs (Tabled)**

- Speeding in Town limits seem to be getting out of hand. Not all our streets have posted speeds on them. Discussion about what would be most effective involved possible speed bumps, speed limit signs and/or stop signs.
- Direction given to Town Clerk to invite Sherriff Britton to the next meeting to discuss the best option and which is the easiest to enforce.

**Motion:**

Teddy Morgan made a motion to Table this and request the sheriffs dept to attend the next meeting to discuss our options, Dora Devie seconded, all in favor; none opposed, motion carried.

- **Danny Smith – Trash Services**

- We don't know who or why it was decided to pick up trash only every other week during the October to April months.
- Many individuals in Town need the weekly service especially families with children

**Motion:**

Teddy Morgan made a motion to change the trash pick up to Every week all year round, Dora Devie seconded, all in favor; none opposed, motion carried.

- Our service should help our residence, if you see the trash and it's a couple steps away, why shouldn't we grab it, not just leave it because it's not in the perfect spot. It's a service and we should provider good service.
- Additional services should be offered to handicapped people, the maintenance workers should be able to enter the property and then return the trash to its location.

• **Danny Smith – Rep for Lions Club**

- Lions Club Members have voted to disband. The Lions Board has decided they would like to donate the Rodeo Grounds to the Town, with no stipulations. Town would take over all maintenance, expenses and utilities associated with the Grounds.
- The Lions Club is also going to have the Lions Club Den (Building) appraised. And, would like to offer that for sale to the Town, hoping it could be a community center. If the Town doesn't want the building, then it would just go up for sale to the public. The funds from the sale would be used as a scholarship fund for Revere.

**Motion: Bills Roll Call Vote**

Dale Jones made a motion to accept the Donation of the Lions Club Rodeo Grounds, Peggy Owens seconded. (Roll call vote – five Voted for, Danny Smith Abstained due to financial Interest) motion carried

- Even though it is within the rights and powers of the Board could decide to purchase the building the Board decided to send a pole to the residence. They wish to see if there is support in the idea of purchasing the Lion's Den (Building). The Board does feel it's a good idea, that our community has used the building for many years and should continue.
  - Town Clerk was asked to send out the pole to the residents. The survey guidelines were given by the board, to send one per resident. Addresses to be used by our Utility Bills. With the option for additional household members to receive a pole slip upon request.

**Meeting Adjourned:**

**Motion:**

At 7:45pm Danny Smith, made a motion to adjourn, Dora Devie seconded, all were in favor, motion carried.

\_\_\_\_\_  
Mayor

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

SEAL

**Town of Sedgwick  
Record of Proceedings  
October 22nd, 2020**

**Members Present:** Wayne Price, Peggy Owens, Teddy Morgan, Bill Boler, Dora Devie, Dale Jones, Danny Smith  
**Employees Present:** Heather Moore, 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 the Mayor Wayne Price

**Roll Call**

Danny Smith	Here	Teddy Morgan	Here
Peggy Owens	Here	Bill Boler	Here
Dale Jones	Here	Dora Devie	Here

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

- None signed up

**Old Business**

- **Equitable Savings and Loan**
  - Accounts with Equitable are not used and haven't been used for many years. These accounts are not set aside for anything specific. The board decided its time to close all be savings accounts at Equitable then the funds transferred to ColoTrust. (xxx6030, xxx6048, xxx0960, xxx2763 and xxx5470 harvest festival) Leaving the CD alone. (xxx5160)
- **Points West Community Bank**
  - The extra accounts in Points West not being used (xxx8070 & xxx8071) should be closed and the funds from them transferred to ColoTrust. Leaving the Checking account, Lotter Fund and CD alone.
- **ColoTrust for Funds Holding Options**
  - Taking bank account that have been sitting with funds, but not being used could be closed, then combined and sent to ColoTrust to make more on Interest.
  - This fund pool is specific for Governmental entities so you will never lose money, its not allowed.
  - The interest is always better than your traditional savings accounts
  - Money is available next day by direct wire to and from the funds.
  - Separate accounts can be set up for specific holding for specific purposes.
  - Dan added this is a good place to officially set aside 3 years of loan payments of the water loan.
  -

**Motion: Roll Call**

Dora Devie made a motion to allow The Town Clerk Heather Moore to close accounts at Equitable Savings ending in 6030, 6048, 0960, 2763 and 5470, and Close accounts at Points West ending in 8070, 8071, Peggy Owns seconded, (Roll Call Vote - All in favor; none opposed, motion carried.)

## New Business

### • Review Audit with Scott Szabo

- Scott walked the board through each section of the budget. Discussed the separate funds and how they are doing. Explained the process, and the laws that are followed and met by the Town.
  - General fund has five years in reserve, showing a very health fund. Most small town are around 6 to 8 months in reserve.
    - Investing in a safe investment pool would be a good resource to make the most of the funds that are sitting without earning health interest.
- On page 8 is the economic factors that talks about the important things that happened and may have had an effect on that year, and the expected factors for the coming year.
- 44 and 45 breaks down the expense and revenues Budgeted vs Actual
- 50 and 51 looks at the Utility accounts and the net position at the end of the year.
- He explained that the Board is not required to do an Audit every year if they're revenue is under \$750,000. So, the Town could to an exemption for 2020 if they want.
  - The Board decided it is best for *TRANSPARANCY* to continue doing the audit annually.

### • Sherriff Carlton Britton – Speeds in Town

- Informed the Board that on streets that are not posted with a speed limit then they are 35mph, state law designated this for unposted residential areas.
- Yesterday he spent 3 hours watching speeds in Sedgwick, and never clocked anyone going over 20mph, and 44mph was the highest speed clocked on hwy138.
  - Posting all speeds in Town limits is 25mph at the main roads entering town (i.e. hwy138 and CR 28, from both directions.)
- Stop signs are easier to enforce, because there is no lea way. Either they did or didn't stop!
  - The cost of a Stop Sign is around \$150.
- Mr. Britton also spoke with the Board regarding enforcement, traffic violation he can enforce without the contract we are still waiting on from the Commissioners. But if we want our local ordinances to be enforcement, we need that contract, additionally the Town must set up its own municipal court. This includes hiring a Town Judge to preside over this Court. Some concerns were expressed by Board Members, about a municipal court and the professionalism of it.

### • Dan Peterson – Preliminary Budget discussion

- Dan presented a preliminary budget, the adjustments he estimated are based on estimated increase of possible expenses. This includes cost of general materials, inflation, employee raises, cost of living raises, etc... He explained to the Board this is just a starting point, the discussions tonight will add or reduce any line item as the Board sees fit.
  - Teddy Morgan expressed his concern of spending. Doesn't feel increasing spending \$30 to \$40,000 every year is good. Asked "The Marijuana sales have done for this Town".
  - Dale Jones expressed the Improvements to the Infrastructure is for the good of the Town.
  - Peggy added now is the time to do our improvements while we can.
    - Deep conversation between the board continued discussing the spending and how they each feel things are going to include the future.
- Dan added this is just an estimated best guess of what our budget should look like. We can never guess perfectly, and it doesn't mean you have to spend it all.
  - Board asked to:
    - Add \$3000 to Street Maintenance for new signs
    - Revenue needs to be adjusted with 3 new marijuana stores
    - Add \$200,000 for General Capital Purchase of property with building

- Also add maintenance, general expenses and revenue categories for it.
  - Dan said don't expect this to be a large revenue for the Town, but this would add property value owned by the Town (assets).
- Add \$4000 for the change of Chlorine gas to liquid project
- Add \$600 to the office phone charges for the additional line installed
- Donations had discussion, it was requested to see what past donation amounts amounted to, Town Clerk will have this by the Budget Hearing.
  - Dan added that this is usually not a line item in the budget, this has always been taken out of general fund
- Dan suggested Payroll increased to \$110,000, no opposed to this suggestion
- Add \$20,000 for Employee Health Benefits, *(currently not offered)*

**Motion: Roll Call**

Peggy Owens made a motion to offer health insurance to full time employees adding \$20,000 to the budget, Dale Jones seconded, Four in favor; Dora Devie opposed, Teddy Morgan refused to vote do the lack of ability to hear, Four in favor does justify as motion carried.

- Park budget will reflect increase for bench, pick nick tables and trash cans. *May use lottery fund for this.*
- Add \$5000 for street patching for potholes

**Meeting Adjourned:**

**Motion:**

At 8:53pm Dale Jones, made a motion to adjourn, Peggy Owens seconded, all were in favor, motion carried.

\_\_\_\_\_  
Mayor

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

SEAL



1:41 PM  
11/05/20  
Accrual Basis

Town of Sedgwick  
**Trial Balance**  
As of October 31, 2020

	Oct 31, 20	
	Debit	Credit
1021 · Cash on Hand	245.54	
1022 · First National Bank Checking	575,022.89	
1029 · Savings:1030 · First National:1031 · 9240	26,582.69	
1029 · Savings:1034 · Cash in Savings - Lottery	3,682.27	
1029 · Savings:1040 · First National Bank:1041 · Water CIP Account	253,956.68	
1029 · Savings:1040 · First National Bank:1042 · Sewer CIP Account	229,873.80	
1029 · Savings:1040 · First National Bank:1043 · Water Surcharge Account	152,864.46	
1029 · Savings:1050 · Equitable Savings:1051 · 05-4505160	38,481.41	
1029 · Savings:1050 · Equitable Savings:1054 · 05-7056030	801.80	
1029 · Savings:1050 · Equitable Savings:1056 · 05-7056048	1,116.41	
1029 · Savings:1050 · Equitable Savings:1058 · 05-7060960	2,829.96	
1029 · Savings:1050 · Equitable Savings:1060 · 057062763	2,708.64	
1029 · Savings:1050 · Equitable Savings:1061 · Harvest Festival	6,428.74	
1081 · Cash - County Treasurer	211.35	
<b>TOTAL</b>	<b>1,294,806.64</b>	<b>0.00</b>

**Town of Sedgwick  
 Profit & Loss  
 October 2020**

	Oct 20
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
4122 · Current Property Taxes	498.95
4142 · Specific Ownership Taxes	135.10
4152 · Interest on Taxes	23.77
4163 · Special Assessment Taxes	0.00
4172 · Sales Tax	14,652.10
4222 · Road and Bridge	18.25
4232 · Motor Vehicle	161.26
4242 · Mineral Leasing	0.64
4300 · Utilities Clearing	-869.93
4323 · Water Sales	5,556.09
4333 · Sewer Sales	2,976.70
4386 · Trash Collections	2,440.00
4392 · Other Income	
4392.1 · Occupatlon Tax	57,867.01
4392.2 · Exclse Tax	204.45
4392.3 · State of Colorado	6,093.39
4392 · Other Income - Other	4.00
<b>Total 4392 · Other Income</b>	<b>64,168.85</b>
4412 · Highway Use Tax	1,080.75
4422 · License Fees	65.00
4802 · Interest Income	12.86
<b>Total Income</b>	<b>90,920.39</b>
<b>Expense</b>	
6002 · County Treasurer's Fees	11.58
6032 · Office Expense - GG	392.99
6042 · Professional Services - GG	8,097.75
6062 · Supplies and Maintenance - GG	318.27
6072 · Telephone - GG	377.19
6092 · Miscellaneous - GG	1,005.96
6102 · Utilities - TH - GG	183.23
6120 · Bank Service Charges	15.00
6142 · Street Lighting	201.32
6232 · Pest and Weed Control	1,400.00
6462 · Supplies and Maintenance Park	8.17
7043 · Telephone - Water	362.00
7063 · Supplies & Maintenance - Water	5,329.23
7073 · Utilities - Water	729.28
7093 · Miscellaneous - Water	3,025.00
7163 · Supplies and Maintenance - Sewe	0.00
7173 · Utilities - Sewer	55.95
7346 · Landfill - Trash	182.88
7702 · Capital Outlay - GF	8,302.00
7800 · Salaries Clearing	
7809 · Salary-Richard M Kehm	3,719.88
7815 · Salary-Heather Moore	2,455.58
7819 · Salary - Williamson Kelly	277.92
7820 · Salary - Kim E Quayle	1,280.00
<b>Total 7800 · Salaries Clearing</b>	<b>7,733.38</b>
7990 · Supplies and Maint. - Clearing	1,201.13
7994 · Utilities - Clearing	46.94
7995 · Payroll Taxes - Clearing	817.82
<b>Total Expense</b>	<b>39,797.07</b>
<b>Net Ordinary Income</b>	<b>51,123.32</b>
<b>Other Income/Expense</b>	
<b>Other Income</b>	
7342 · Grant-Master Plan	5,917.50
<b>Total Other Income</b>	<b>5,917.50</b>
<b>Other Expense</b>	
7602 · Mater Plan Expense	1,430.00
7896 · Insurance Clearing	2,989.15
8343 · Grant Expense - Local	0.00
<b>Total Other Expense</b>	<b>4,419.15</b>
<b>Net Other Income</b>	<b>1,498.35</b>
<b>Net Income</b>	<b>52,621.67</b>

1:42 PM  
11/05/20

**Town of Sedgwick**  
**Check Detail**  
October 14 through November 9, 2020

Num	Name	Memo	Account	Paid Amount
			<b>1058 · 05-7060960</b>	
			6120 · Bank Service Charges	-5.00
TOTAL				-5.00
Auto...	Points West Community ...	Safe Deposit Box Annual Fee	<b>1022 · First National Bank ...</b>	
		Water Surcharge Account	6120 · Bank Service Charges	-10.00
TOTAL				-10.00
11967	Sedgwick County Commu...	VOID: JOes Bucks	<b>1022 · First National Bank ...</b>	
TOTAL				0.00
11968	SGS - Accutest Mountain ...	water testing	<b>1022 · First National Bank ...</b>	
		Water testing - Metals,Turbidity	7063 · Supplies & Maintenanc...	-205.95
TOTAL				-205.95
11969	Julesburg/Sedgwick Cou...	Joes Bucks Donation	<b>1022 · First National Bank ...</b>	
		Joes Bucks Donation	6092 · Miscellaneous - GG	-1,000.00
TOTAL				-1,000.00
11970	Colorado State Treasurer		<b>1022 · First National Bank ...</b>	
		3rd Qtr payroll	7995 · Payroll Taxes - Clearing	-68.22
TOTAL				-68.22
11971	Colorado Dep of Revenue	W2 wage withholdings	<b>1022 · First National Bank ...</b>	
		3rd Quarter	7995 · Payroll Taxes - Clearing	-560.00
TOTAL				-560.00
11972	Kelly E Williamson	Payroll	<b>1022 · First National Bank ...</b>	
		Gross Wages	7819 · Salary - Williamson K...	-546.00
		Social Security	7995 · Payroll Taxes - Clearing	
		Medicare	7995 · Payroll Taxes - Clearing	
		Federal Withholding	7995 · Payroll Taxes - Clearing	
		Colorado Withholding	7995 · Payroll Taxes - Clearing	
		Garnishment	7995 · Payroll Taxes - Clearing	
TOTAL				-234.61
11973	Richard M. Kehm	Payroll	<b>1022 · First National Bank ...</b>	
		Salary	7809 · Salary-Richard M Kehm	-3,394.88
		Insurance	7809 · Salary-Richard M Kehm	
		Federal	7995 · Payroll Taxes - Clearing	
		State	7995 · Payroll Taxes - Clearing	
		Medicare	7995 · Payroll Taxes - Clearing	
		Soc. Sec.	7995 · Payroll Taxes - Clearing	
TOTAL				-3,020.31
11974	Kim E. Quayle	Payroll	<b>1022 · First National Bank ...</b>	
		Gross Wages	7820 · Salary - Kim E Quayle	-1,317.22
		Social Security	7995 · Payroll Taxes - Clearing	
		Medicare	7995 · Payroll Taxes - Clearing	
		Federal Withholding	7995 · Payroll Taxes - Clearing	
		Colorado Withholding	7995 · Payroll Taxes - Clearing	
TOTAL				-1,068.45

1:42 PM  
11/05/20

**Town of Sedgwick**  
**Check Detail**  
October 14 through November 9, 2020

Num	Name	Memo	Account	Paid Amount
11975	Heather M. Moore	Payroll	1022 · First National Bank ...	
		Gross	7815 · Salary-Heather Moore	-2,508.80
		Federal	7995 · Payroll Taxes - Clearing	
		State	7995 · Payroll Taxes - Clearing	
		Medicare	7995 · Payroll Taxes - Clearing	
		SS	7995 · Payroll Taxes - Clearing	
TOTAL				-2,146.87
11976	Nebraska Child Support C...	Rem ID: AR2CH2GUBGSZU	1022 · First National Bank ...	
		Net Income Withholdings for Remittance ID: AR2CH2GUBGSZU	7995 · Payroll Taxes - Clearing	-234.61
TOTAL				-234.61
11977	Points West Cardmember...		1022 · First National Bank ...	
		Postage, Zoom, Phone, candy (phone was returned credit next month)	6032 · Office Expense - GG	-229.47
		New Flags x 3, two trash picker upers.	6062 · Supplies and Mainten...	-273.39
TOTAL				-502.86
11978	AC-DC Water Works LLC	ORC Services	1022 · First National Bank ...	
		ORC Monthly Contract Services	7063 · Supplies & Maintenan...	-400.00
		Replace Anodes in Ground Tank	7063 · Supplies & Maintenan...	-308.00
TOTAL				-708.00
11979	American Legal Publishin...		1022 · First National Bank ...	
		Final Codification	6042 · Professional Services ...	-3,049.75
TOTAL				-3,049.75
11980	CenturyLink	Phone and Fax line	1022 · First National Bank ...	
		Phone and Fax line, Installation charge for new line	6072 · Telephone - GG	-238.14
TOTAL				-238.14
11981	CIRSA	Invoice 200852	1022 · First National Bank ...	
		Addition to Property (New Dump Truck)	7896 · Insurance Clearing	-62.08
TOTAL				-62.08
11982	Consolidated Plumbing	Water Leak at east ave 8/26/19	1022 · First National Bank ...	
		Bushing, black pipe	6462 · Supplles and Mainten...	-2.95
		Coupler, nipple	6462 · Supplies and Mainten...	-5.22
TOTAL				-8.17
11983	Core & Main	M711042	1022 · First National Bank ...	
		Water Meter Project	7063 · Supplies & Maintenan...	-1,248.41
		Water Meter Project	7063 · Supplies & Maintenan...	-67.59
		Water Meter Project	7063 · Supplies & Maintenan...	-349.41
		Water Meter Project	7063 · Supplies & Maintenan...	-1,286.49
		Water Meter Project	7063 · Supplies & Maintenan...	-51.24
TOTAL				-3,003.14
11984	Element Engineering, LLC		1022 · First National Bank ...	
		Chlorination System Engeneering Plans	7093 · Miscellaneous - Water	-3,025.00
TOTAL				-3,025.00
11985	Engineering America Inc.		1022 · First National Bank ...	
9.1.20...		Master Plan	7602 · Mater Plan Expense	-1,430.00
TOTAL				-1,430.00

1:42 PM

11/05/20

**Town of Sedgwick**  
**Check Detail**  
 October 14 through November 9, 2020

Num	Name	Memo	Account	Paid Amount
11986	Great Plains Structures		1022 · First National Bank ...	
		Anodes and manway Gasket for ground tank	7063 · Supplies & Mainten...	-1,125.00
TOTAL				-1,125.00
11987	Great Western Building a...		1022 · First National Bank ...	
		Drywall, Mud, Lumber, screws	7063 · Supplies & Mainten...	-109.34
TOTAL				-109.34
11988	Highline Electric Ass'n		1022 · First National Bank ...	
		Water Pump -66552	7073 · Utilities - Water	-447.67
		New Shop - 8280879	7994 · Utilities - Clearing	-48.51
		New Town - 822186	6102 · Utilities - TH - GG	-73.95
		Museum - 8426371	6102 · Utilities - TH - GG	-54.40
		Pump #2 - 40915	7073 · Utilities - Water	-146.79
		Street Lights -41680	6142 · Street Lighting	-209.12
		Sewer - 62657	7173 · Utilities - Sewer	-54.78
TOTAL				-1,035.22
11989	HydroLogik	Inv 200057 - add Fire-Mode reprogramming	1022 · First National Bank ...	
		inv 200580 - Annual Data Service	7043 · Telephone - Water	-362.00
TOTAL				-362.00
11990	Jesse Lerud		1022 · First National Bank ...	
		Set up Utility desk for Secure Remote Access	6032 · Office Expense - GG	-85.00
TOTAL				-85.00
11991	Journal Office		1022 · First National Bank ...	
		Copy machine fees	6032 · Office Expense - GG	-36.52
TOTAL				-36.52
11992	Julesburg Family Market	Account# 8814	1022 · First National Bank ...	
		Lacquer, Joint Tape, Gutter Strap, paint	6062 · Supplies and Mainten...	-75.44
			6062 · Supplies and Mainten...	-12.48
TOTAL				-87.92
11993	Kelly, P.C.		1022 · First National Bank ...	
		Legal Fees - Regular	6042 · Professional Services ...	-468.00
		Covid-19	8343 · Grant Expense - Local	-39.00
TOTAL				-507.00
11994	Kuskie Oil		1022 · First National Bank ...	
		Clips, flag	6062 · Supplies and Mainten...	-8.99
TOTAL				-8.99
11995	Littjohann Kauffman & P...		1022 · First National Bank ...	
		Assist with Audit	6042 · Professional Services ...	-3,500.00
		3rd qtr payroll taxes	6042 · Professional Services ...	-300.00
TOTAL				-3,800.00
11996	Northeast colorado health...	Bacteria Test	1022 · First National Bank ...	
		Water Bacteria Test	7063 · Supplies & Mainten...	-20.00
TOTAL				-20.00

1:42 PM

11/05/20

**Town of Sedgwick**  
**Check Detail**  
 October 14 through November 9, 2020

Num	Name	Memo	Account	Paid Amount
11997	Rocky Mountain Air Soluti...	Invoice 30128761	1022 · First National Bank ...	
		Monthly Tank Rental	7063 · Supplies & Maintenanc...	-23.50
TOTAL				-23.50
11998	S & W Auto Supply		1022 · First National Bank ...	
		Diesel Additive	7990 · Supplies and Maint. - ...	-140.28
		Misc - WD40, coolant	7990 · Supplies and Maint. - ...	-10.29
TOTAL				-150.57
11999	Sapp Bros. Petroleum	2020/2021 Contract on Propane	1022 · First National Bank ...	
		Unleaded Fuel	7990 · Supplies and Maint. - ...	-397.39
		Diesel Fuel	7990 · Supplies and Maint. - ...	-653.17
TOTAL				-1,050.56
12000	Sedgwick County Sales	Landfill Fees	1022 · First National Bank ...	
		Landfill Fees	7346 · Landfill - Trash	-182.88
TOTAL				-182.88
12001	UNCC (CO811)	Tickets Issued Fees	1022 · First National Bank ...	
		UNCC Tickets Issued Fees.	6092 · Miscellaneous - GG	-5.96
TOTAL				-5.96

# APPROVE HOURLY TIME

October 01 2020 to October 30 2020

Report Generated: October 30 2020 MDT  
 Signed: Unsigned,Signed  
 Approved: Unapproved,Approved  
 Status: Open  
 Included Employees: 4 employees  
 Included Account Codes: 13 account codes  
 Included Time Classes: 8 time classes  
 Grouped By: Employee  
 Total Hours: 467.75

Hours Summary			
Standard Hours:	285.73	Holiday:	7.5
Unpayable/Salaried:	113.52	PTO:	0
Sick:	21	Other1:	0
Vacation:	40	Other2:	0

Employee: Richard Kehm - Maintenance												
Sig	Apv	Paid	Date	In	Break	Out	TZ	Account Code	Time Class	Hours		
			Oct 05, 20				MDT	Misc Maintenance - Needs Notes	Vacation	8.00		
			Oct 06, 20				MDT	Misc Maintenance - Needs Notes	Vacation	8.00		
			Oct 07, 20				MDT	Misc Maintenance - Needs Notes	Vacation	8.00		
			Oct 08, 20				MDT	Misc Maintenance - Needs Notes	Vacation	8.00		
			Oct 09, 20				MDT	Misc Maintenance - Needs Notes	Vacation	8.00		
			Oct 12, 20	06:25 A		03:00 P	MDT	Misc Maintenance - Needs Notes	Unpayable/Salaried	8.58		
			Oct 14, 20	06:31 A		03:02 P	MDT	Misc Maintenance - Needs Notes	Unpayable/Salaried	8.52		
			Oct 15, 20	07:02 A		03:27 P	MDT	Misc Maintenance - Needs Notes	Unpayable/Salaried	8.42		
			Oct 16, 20	07:02 A		03:26 P	MDT	Misc Maintenance - Needs Notes	Unpayable/Salaried	8.40		
			Oct 19, 20	06:53 A		03:34 P	MDT	Misc Maintenance - Needs Notes	Unpayable/Salaried	8.68		
			Oct 20, 20	06:55 A		03:23 P	MDT	Misc Maintenance - Needs Notes	Unpayable/Salaried	8.47		
			Oct 21, 20	07:00 A		03:39 P	MDT	Misc Maintenance - Needs Notes	Unpayable/Salaried	8.65		
			Oct 22, 20	07:01 A		03:29 P	MDT	Misc Maintenance - Needs Notes	Unpayable/Salaried	8.47		
			Oct 23, 20	06:58 A		03:33 P	MDT	Misc Maintenance - Needs Notes	Unpayable/Salaried	8.58		
			Oct 26, 20	04:53 A		11:04 A	MDT	Misc Maintenance - Needs Notes	Unpayable/Salaried	6.18		
			Oct 27, 20	06:55 A		02:52 P	MDT	Misc Maintenance - Needs Notes	Unpayable/Salaried	7.95		
			Oct 28, 20	06:59 A		01:57 P	MDT	Misc Maintenance - Needs Notes	Unpayable/Salaried	6.97		
			Oct 29, 20	06:54 A		02:31 P	MDT	Misc Maintenance - Needs Notes	Unpayable/Salaried	7.62		
			Oct 30, 20	06:58 A		03:00 P	MDT	Misc Maintenance - Needs Notes	Unpayable/Salaried	8.03		
											Totals:	153.52

Employee: Heather Moore - Account Administrator												
Sig	Apv	Paid	Date	In	Break	Out	TZ	Account Code	Time Class	Hours		
			Oct 01, 20				MDT	8810 - Clerical and Office Employees	Sick	7.00		
			Oct 02, 20				MDT	8810 - Clerical and Office Employees	Sick	7.00		
			Oct 05, 20				MDT	8810 - Clerical and Office Employees	Sick	7.00		
			Oct 06, 20	08:04 A		03:30 P	MDT	8810 - Clerical and Office Employees	Standard	7.43		
			Oct 07, 20	07:55 A		03:28 P	MDT	8810 - Clerical and Office Employees	Standard	7.55		
			Oct 08, 20	07:56 A		03:33 P	MDT	8810 - Clerical and Office Employees	Standard	7.62		
			Oct 09, 20	08:00 A		03:24 P	MDT	8810 - Clerical and Office Employees	Standard	7.40		
			Oct 12, 20				MDT	8810 - Clerical and Office Employees	Holiday	7.50		
			Oct 13, 20	08:00 A		03:43 P	MDT	8810 - Clerical and Office Employees	Standard	7.72		
			Oct 13, 20	05:30 P		08:00 P	MDT	8810 - Clerical and Office Employees	Standard	2.50		
			Oct 14, 20	08:00 A		03:20 P	MDT	8810 - Clerical and Office Employees	Standard	7.33		
			Oct 15, 20	08:00 A		03:29 P	MDT	8810 - Clerical and Office Employees	Standard	7.48		
			Oct 16, 20	08:00 A		11:00 A	MDT	8810 - Clerical and Office Employees	Standard	3.00		
			Oct 16, 20	11:21 A		03:31 P	MDT	8810 - Clerical and Office Employees	Standard	4.17		
			Oct 19, 20	08:00 A		03:35 P	MDT	8810 - Clerical and Office Employees	Standard	7.58		
			Oct 19, 20	07:00 P		07:50 P	MDT	8810 - Clerical and Office Employees	Standard	0.83		
			Oct 20, 20	08:00 A		03:30 P	MDT	8810 - Clerical and Office Employees	Standard	7.50		
			Oct 21, 20	08:01 A		02:00 P	MDT	8810 - Clerical and Office Employees	Standard	5.98		
			Oct 22, 20	08:00 A		03:29 P	MDT	8810 - Clerical and Office Employees	Standard	7.48		
			Oct 22, 20	05:25 P		08:59 P	MDT	8810 - Clerical and Office Employees	Standard	3.57		
			Oct 23, 20	08:00 A		03:31 P	MDT	8810 - Clerical and Office Employees	Standard	7.52		
			Oct 26, 20	08:00 A		03:30 P	MDT	8810 - Clerical and Office Employees	Standard	7.50		
			Oct 26, 20	07:00 P		07:45 P	MDT	8810 - Clerical and Office Employees	Standard	0.75		
			Oct 27, 20	08:00 A		03:25 P	MDT	8810 - Clerical and Office Employees	Standard	7.42		
			Oct 28, 20	07:45 A		12:18 P	MDT	8810 - Clerical and Office Employees	Standard	4.55		
			Oct 28, 20	01:10 P		03:30 P	MDT	8810 - Clerical and Office Employees	Standard	2.33		
			Oct 29, 20	07:52 A		03:30 P	MDT	8810 - Clerical and Office Employees	Standard	7.63		
			Oct 30, 20	07:58 A		03:34 P	MDT	8810 - Clerical and Office Employees	Standard	7.60		
											Totals:	168.94

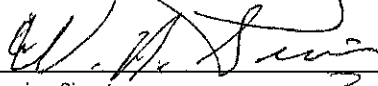
Employee: Kim Quayle - Admin Assistant											
Sig	Apv	Paid	Date	In	Break	Out	TZ	Account Code	Time Class	Hours	
			Oct 01, 20	07:57 A		03:31 P	MDT	8810 - Clerical and Office Employees	Standard	7.57	
			Oct 02, 20	07:57 A		12:11 P	MDT	8810 - Clerical and Office Employees	Standard	4.23	
			Oct 02, 20	12:58 P		03:31 P	MDT	8810 - Clerical and Office Employees	Standard	2.55	

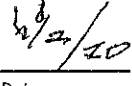
Sig	Apv	Paid	Date	In	Break	Out	TZ	Account Code	Time Class	Hours
			Oct 05, 20	07:54 A		03:28 P	MDT	8810 - Clerical and Office Employees	Standard	7.57
			Oct 07, 20	08:12 A		03:29 P	MDT	8810 - Clerical and Office Employees	Standard	7.28
			Oct 08, 20	07:45 A		03:31 P	MDT	8810 - Clerical and Office Employees	Standard	7.77
			Oct 14, 20	07:57 A		03:29 P	MDT	8810 - Clerical and Office Employees	Standard	7.53
			Oct 15, 20	07:56 A		03:29 P	MDT	8810 - Clerical and Office Employees	Standard	7.55
			Oct 16, 20	08:01 A		01:02 P	MDT	8810 - Clerical and Office Employees	Standard	5.02
			Oct 16, 20	01:44 P		03:23 P	MDT	8810 - Clerical and Office Employees	Standard	1.65
			Oct 19, 20	09:00 A		11:00 A	MDT	8810 - Clerical and Office Employees	Standard	2.00
			Oct 21, 20	08:14 A		03:40 P	MDT	8810 - Clerical and Office Employees	Standard	7.43
			Oct 22, 20	07:59 A		03:29 P	MDT	8810 - Clerical and Office Employees	Standard	7.50
			Oct 23, 20	07:59 A		08:42 A	MDT	8810 - Clerical and Office Employees	Standard	0.72
			Oct 23, 20	02:46 P		03:43 P	MDT	8810 - Clerical and Office Employees	Standard	0.95
			Oct 28, 20	08:01 A		03:26 P	MDT	8810 - Clerical and Office Employees	Standard	7.42
			Oct 29, 20	07:56 A		03:24 P	MDT	8810 - Clerical and Office Employees	Standard	7.47
			Oct 30, 20	07:55 A		03:30 P	MDT	8810 - Clerical and Office Employees	Standard	7.58
Totals:										99.79

**Employee: Kelly Williamson - Maintenance**

Sig	Apv	Paid	Date	In	Break	Out	TZ	Account Code	Time Class	Hours
			Oct 01, 20	07:49 A		09:29 A	MDT	9015 - Building Maintenance	Standard	1.67
			Oct 01, 20	10:31 A		01:18 P	MDT	0042 - Landscape and Gargening	Standard	2.78
			Oct 06, 20	11:05 A		12:05 P	MDT	Misc Maintenance - Needs Notes	Standard	1.00
			Oct 07, 20	01:14 P		03:21 P	MDT	9015 - Building Maintenance	Standard	2.12
			Oct 08, 20	07:24 A		11:58 A	MDT	9403 - Garbage Collecting, Driving	Standard	4.57
			Oct 08, 20	01:05 P		03:08 P	MDT	0042 - Landscape and Gargening	Standard	2.05
			Oct 09, 20	11:50 A		12:44 P	MDT	9403 - Garbage Collecting, Driving	Standard	0.90
			Oct 13, 20	10:09 A		01:16 P	MDT	0042 - Landscape and Gargening	Standard	3.12
			Oct 15, 20	07:16 A		09:48 A	MDT	9403 - Garbage Collecting, Driving	Standard	2.53
			Oct 20, 20	08:39 A		12:15 P	MDT	0042 - Landscape and Gargening	Standard	3.60
			Oct 20, 20	01:04 P		02:33 P	MDT	8380 - Vehicle Maintenance	Standard	1.48
			Oct 21, 20	08:13 A		03:31 P	MDT	7520 - Waterworks Operations, Repairs	Standard	7.30
			Oct 22, 20	07:26 A		11:11 A	MDT	9403 - Garbage Collecting, Driving	Standard	3.75
			Oct 22, 20	11:43 A		02:42 P	MDT	7520 - Waterworks Operations, Repairs	Standard	2.98
			Oct 27, 20	08:23 A		09:40 A	MDT	Misc Maintenance - Needs Notes	Standard	1.28
			Oct 29, 20	07:28 A		11:50 A	MDT	9403 - Garbage Collecting, Driving	Standard	4.37
Totals:										45.50

Legend: SIG=Signed · APV=Approved · PD=Paid · SP=Split Paid · ARCH=Archived · ALR=Alert

  
 Supervisor Signature

  
 Date

\_\_\_\_\_  
 Supervisor Signature

\_\_\_\_\_  
 Date

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

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



# PAYROLL REPORTS

**Thursday Oct, 01 2020 - Saturday Oct, 31 2020**

Employees Processed:	4	Total Fixed Pay:	\$8,091.90
Standard Hours:	285.27	Total Variable Pay:	\$0.00
Overtime 1.5x Hours:	0.46	Total Report Payroll:	\$8,091.90
Overtime 2.0x Hours:	0.00		
Sick Hours:	21.00	Total of All Hours:	467.75
Vacation Hours:	40.00	Total Hours Added:	0.00
PTO Hours:	0.00	Total Hours Deducted:	0.00
Holiday Hours:	7.50	Total Paid Hours:	467.75
Other1 Hours:	0.00		
Other2 Hours:	0.00		
Unpayable/Salaried Hours:	113.52		

Employee	Total Hours	Deduct	1.0x	1.5x	2.0x	SIC	VAC	HOL	UnP/SAL	Signed	Aprvd	Fixed Pay
Kehm, Richard	153.52						40.00		113.52	N/A	YES	\$3,719.88
Moore, Heather	168.94		139.98	0.46		21.00		7.50		N/A	YES	\$2,508.80
Quayle, Kim	99.79		99.79							NO	YES	\$1,317.22
Williamson, Kelly	45.50		45.50							NO	YES	\$546.00

**MEMORANDUM**

**TO:** Town of Sedgwick  
**FROM:** Element Engineering  
**DATE:** October 30, 2020  
**SUBJECT:** 2021 Budget

---

Element Engineering is finalizing the towns masterplan and will be presenting at the December 14<sup>th</sup> board meeting.

Discussing the master plan with Heather, she requested the proposed projects estimated timelines, as well as any items which should be budgeted for next year. Below are some estimated project timelines should the board decide to move forward with the recommended water and sewer system upgrades, which will be presented in the masterplan.

Water System: 2021: Prepare funding Preliminary Engineering Report and receive funding approval.

2022: Prepare Plans, Contract Documents and Bid Project.

2023: Project Construction.

Roadway/Downtown improvements can be completed once the water project is complete, depend on grant and funding availability.

Sewer: 2021: Prepare funding Preliminary Engineering Report and receive funding approval.

2022: Prepare Plans, Required Reports for new Lift Station and Treatment Plant.

2022 through 2023: Reviews and Approvals from Colorado Department of Health and Environment and USDA.

2024: Bid Project and Start Construction.

2025: Complete Construction.

The 2021 Budget should include money to complete the necessary Preliminary Engineering Reports. These are reports which go into detail about each project and are required to be submitted to USDA and or the state if the town wishes to pursue grants and loans to complete the projects.

For a Water PER you should budget \$20,000.

For a Sewer PER you will need to budget \$30,000, as we will be dealing with a new sewer plant and additional environmental requirements.

Roadway: Heather will be working on pursuing grants for the downtown improvements, so I would budget \$5,000 incase she needs assistance, exhibits etc.

**RESOLUTION NO. 20-10**

**A RESOLUTION ADOPTING AMENDMENTS TO THE SEDGWICK PERSONNEL POLICY RELATED TO MEDICAL INSURANCE FOR FULL-TIME EMPLOYEES**

WHEREAS, the Board of Trustees previously adopted the Town of Sedgwick Personnel Policy dated March 12, 2019; and

WHEREAS, the Board of Trustees by this Resolution has determined it should amend certain sections of the Personnel Policy Handbook to address the Town's plan to provide medical insurance to full-time employees.

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

**Section 1.** In the Employee Benefits section of the Sedgwick Personnel Policy, the section entitled "Medical, Dental, Vision and Group Term Life Insurance Plans" is hereby replaced in its entirety with a new section to read as follows:

**Medical, Dental and Vision Insurance Plans**

The Town currently offers medical insurance to all regular full-time employees (not temporary or seasonal). The Board of Trustees shall annually determine the amount of premiums that will be paid by the Town. Vision and dental insurance may be available at extra cost to the employee. Each type of insurance is subject to qualifications and to insurance companies' policies that are subject to change or may be discontinued at any time.

**Section 2.** This amendment will become effective on January 1, 2021.

**Section 3.** Town staff is instructed to make the changes to the Sedgwick Personnel Policy Handbook and to distribute such changes to all Town employees.

INTRODUCED, READ, and ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

TOWN OF SEDGWICK, COLORADO

\_\_\_\_\_  
Wayne Price, Mayor

ATTEST:

\_\_\_\_\_  
Heather Moore, Town Clerk

# BETTER Electric, Inc.

PO Box 267  
Sterling CO 80751

## Estimate

Date	Estimate #
11/5/2020	64863-T

Name / Address
Town of Sedgwick PO Box 27 Sedgwick CO 807491

Phone: (970) 521-1030
Fax # (970) 521-0176
E-mail: betterelectric@kci.net
Web Site: www.betterelectric.com

Description
Estimate to install a 50A 220V recpt at Museum for food truck.

Item	Description	Qty	Cost	Total
Bid	Estimate to install 1-50 amp 4-wire receptacle on the SW corner of the museum.  To include raceway mounted on the exterior of the building and a lockable 50 amp 4-wire receptacle.	1	499.00	499.00

This is an estimate only, not a contract for services. This is an estimate only and does not include material price increases or additional labor or materials which may be required during the scope of the job. This estimate is good for 20 days from the date hereof. Better Electric, Inc., its officers and employees are not responsible for repair or replacement of any underground or customer-owned utilities which are not clearly marked or identified, or for any work done by any employee that is not first authorized by an agent of the company. Customer agrees to pay all amounts due within 30 days. Any outstanding balance over 30 days will accrue interest at the rate of 18% per annum. Customer agrees to pay all collection costs, including reasonable attorneys' fees, court costs and other expenses.

<b>Subtotal</b>	\$499.00
<b>Sales Tax (0.0%)</b>	
<b>Total</b>	<b>\$499.00</b>

Acceptance: The above prices, specifications and conditions are satisfactory and are hereby accepted. Better Electric is authorized to do the work as specified.

Signature \_\_\_\_\_

# BETTER Electric, Inc.

PO Box 267  
Sterling CO 80751

## Estimate

Date	Estimate #
11/5/2020	65041-T

Name / Address
Town of Sedgwick PO Box 27 Sedgwick CO 807491

Phone: (970) 521-1030
Fax # (970) 521-0176
E-mail: betterelectric@kci.net
Web Site: www.betterelectric.com

Description
Estimate to install LED fixture.

Item	Description	Qty	Cost	Total
Bid	Estimate to install 1-LED fixture with motion control and manual switch on the front entrance exterior.	1	199.00	199.00

This is an estimate only, not a contract for services. This is an estimate only and does not include material price increases or additional labor or materials which may be required during the scope of the job. This estimate is good for 20 days from the date hereof. Better Electric, Inc., its officers and employees are not responsible for repair or replacement of any underground or customer-owned utilities which are not clearly marked or identified, or for any work done by any employee that is not first authorized by an agent of the company. Customer agrees to pay all amounts due within 30 days. Any outstanding balance over 30 days will accrue interest at the rate of 18% per annum. Customer agrees to pay all collection costs, including reasonable attorneys' fees, court costs and other expenses.

<b>Subtotal</b>	\$199.00
<b>Sales Tax (0.0%)</b>	
<b>Total</b>	\$199.00

Acceptance: The above prices, specifications and conditions are satisfactory and are hereby accepted. Better Electric is authorized to do the work as specified.

Signature \_\_\_\_\_