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# Town of Sedgwick

## Meeting Agenda

Monday, June 8, 2020, 6:00PM

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### Public Comments Information

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

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- I. Call to Order
- II. Pledge Allegiance
- III. Approve Agenda
- IV. Approve of Minutes from last Meeting(s)
- V. Approve of Bills
- VI. Comments from the public
- VII. Interested Trustees address the Board
- VIII. Monthly Reports
  - o Mayor Wayne Price
  - o Maintenance Manager - Richard Kehm
  - o Town Clerk – Heather Moore
- IX. Old Business
  - o Harvest Festival
- X. New Business
  - o High Plainz Strainz III and Peak requests for extension to open
  - o Justin Price – Land lease Resolution 20-7
  - o Donation to the Cemetery District
- XI. Executive Session (If needed)
- XII. Call to Adjourn

**Town of Sedgwick  
Record of Proceedings  
Virtual Meeting-Zoom  
May 11th, 2020**

**Members Present:** Wayne Price, Jeanie Tarver, Peggy Owens, Dale Jones, Danny Smith, Gena Kinoshita  
**Employees Present:** Heather Moore, Richard Kehm, Kelly Williamson

**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	Absent
Peggy Owens	Here	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**

- Three typos – no other changes

**Motion: Approve the minutes**  
 Gena Kinoshita made a motion to approve the all three of the minutes as corrected, Jeanie Tarver seconded, all in favor; none opposed, motion carried

**Bills (Published in Julesburg Advocate)**

- No Discussions, all in order.

**Motion: Bills Roll Call Vote**  
 Peggy Owens 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**
  - AED access is no longer open 24 hours at the hotel, we may need to find a new location for the unit. Maybe the Post Office or the Bar?
- **Jack McClary**
  - Would like to request a donation of \$1000 for the Sedgwick Cemetery, as has been done in the past.
    - Mr. Jones would like to see them receiving \$1500. *(legal council is advising this to be added to the next board meeting)*
  - The board is in support of the request, this will be added to the next meeting.

**Mayors Report**

- Approved the Town Clerk to work from home since she has the capability to do so.
- I commend and thank Gena, Jeanie and Troy for all you service to this town and the board. Welcome to the new board.
- I hired Kelly Williamson for Maintenance help to replace Michael Coty, who chose to leave on his own accord.
  - Kelly will be mowing with the riding mowers and using these items to get to and from the shop to the desired location. This is not a concern even though he doesn't possess a Colorado Driver's License.
- Beth has resigned and Deputy Clerk, Heather has placed an ad in the Julesburg paper for an Admin Assistant.
- Motor to the lift station was sent to North Platte, estimate came back it will be \$2,300 to rebuild it and \$3800 for a new one. Would like direction from the Board which option they want.
  - Discussion was done, since we will be looking into a whole new system as soon as the

**Motion:**

Danny Smith made a motion to accept the estimate of \$2300 to rebuild the pump, Dale Jones seconded, all for; none opposed, motion carried.

- With new people being hired, do we feel that a background is needed?
  - The board didn't feel this is needed at this time.

**Town Maintenance Report- Richard Kehm**

- Tractor tire is going to be repaired for a leak at Kuskie
- I will be touching up the cross-walk paint
- Road grading and working on the corners for the culvert crossings
- Mowing has started
- Would like the next newsletter to mention if residents can take their trash cans back to their yard after they have been emptied.

**Clerk's Office - Heather Moore**

- Worked on proofing the Ordinance being presented tonight
- Trying to learn how to use Zoom for streaming and meetings.
- Continuing the Wednesday and Friday Virtual Meetings with the Governor's office.
- Renewal applications from Sedgwick Alternative Relief
- Annual Back flow testing has been done.
- Contacted SGS to set this year's schedule for our water testing.
- CIRSA renewal packet has been received for me to fill out.
- Cleaning and sanitizing regularly.

**Oath of Office for Newley Elected Trustees**

- **Asked all the Trustees to please come forward to do the Oath of Office.**
  - Mr. Hodel did not come forward; He addressed the Mayor and the Trustees.
    - Thanked all the community for voting during this election. He wants to be part of the solution, not to contribute to the problems and the fighting. Due to personal situations and timelines, and his position with SAR that taking the oath would present a conflict. With deep regret he is not going to honor the will of the voters. Ending with encouragement to the board to consider Dora Divie since the vote of the people had her next in line.
  - Oath of office was performed for Danny Smith, Dale Jones, Peggy Owens, Teddy Morgan and Bill Boler.

## Subliminal Budget

- **Dan Peterson**

- Resolution 20-6 a resolution appropriating additional sums of money to defray expenses in excess of amount budgeted for Town of Sedgwick, CO
- This is necessary due to the increase due to the Water Line repair that was not anticipated during the initial Budget. It lets the people to be informed of the changes.
- No comments or concerns from the public was expressed

**Motion:**

Danny Smith made a motion to approve resolution 20-6, Peggy Owens seconded, (Roll Call Vote) All for; none opposed, motion carried

## Old Business

- **Harvest Festival**

- Concern if we will be allowed to have the festival was expressed. It was also said that without the Harvest Festival the Lions Club will not survive since we already had to cancel the reverse raffle.
- Planning will continue, without large expenses, until we're sure we will be allowed to have it.
- Heather will put a poll together on Facebook for people to vote on their favorite theme for the festival. And will work on entertainment prices and ideas.

## New Business

- **Accept Joes Bucks for Utility Bills**

- The board agrees that we would accept these for utility bills.

**Motion:**

Peggy Owens made a motion to accept Joes Bucks for Utility payments, Dale Jones seconded, All for; none opposed, motion carried.

- **Ordinance 05-2020 – Roles and Responsibilities of Elected Officials**

- This will give direction to the board on appropriate ways to communicate and direct the Town Staff. This also lines out the duties to the Mayor with the Staff as well.
- The Board asked to have an easy way for them and the Public to communicate with the Mayor. A box will be placed in Town Hall for the Mayor only to read. Also, emails for the Mayor are accepted by the Town Clerk in care of. at sedgwickco@pctelcom.coop.

**Motion:**

Peggy Owens made a motion to accept Ordinance 05-2020 Roles and Responsibilities of Elected Officials, Dale Jones seconded, four for, one opposed by Teddy Morgan, motion carried.

- **Renew Sedgwick Alternative Relief Licenses**

- There have been no complaints made to the Sheriff's department. The board finds no reason to deny the renewal of all 4 licenses.

**Motion:**

Danny Smith made a motion to approve all four licenses held by Sedgwick Alternative Relief to be renewed, Peggy Owens seconded, All for; none opposed, motion carried.

• **Resolution 20-5 – Establishing Signors on Financial Accounts**

- With a new board we need to designate signers and person as point of contact for all bank accounts.
- Additionally, removing Nancy Sauder, and Jeanie Tarver from them.
- The board asked Dale Jones and Danny Smith to be Signers, Heather Moore (Town Clerk) and Peggy Owens will continue as signers.
- Dale Jones and Danny Smith accepted.

**Motion:**

Danny Smith made a motion to approve all four licenses to be renewed, Teddy Morgan seconded, All for; none opposed, motion carried.

**Meeting Adjourned:**

**Motion:**

At 7:50pm Dale Jones, made a motion to adjourn, Peggy Owens seconded, all were in favor, motion carried.

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Mayor

SEAL

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Attest: Town Clerk

Town of Sedgwick  
Profit & Loss  
May 2020

	<u>May 20</u>
Ordinary Income/Expense	
Income	35,725.19
Expense	
6002 · County Treasurer's Fees	122.06
6032 · Office Expense - GG	124.44
6042 · Professional Services - GG	1,275.00
6062 · Supplies and Maintenance - GG	348.90
6072 · Telephone - GG	160.72
6092 · Miscellaneous - GG	304.47
6232 · Pest and Weed Control	400.00
6462 · Supplies and Maintenance Park	515.75
7033 · Office Expense - Water	1,171.00
7063 · Supplies & Maintenance - Water	924.20
7093 · Miscellaneous - Water	0.00
7163 · Supplies and Maintenance - Sewe	5,600.00
7346 · Landfill - Trash	1,188.00
7406 · Miscellaneous-Trash	0.00
7800 · Salaries Clearing	
7809 · Salary-Richard M Kehm	3,719.88
7814 · Salary - Beth Ritter	247.23
7815 · Salary-Heather Moore	2,537.89
7819 · Salary - Williamson Kelly	266.28
Total 7800 · Salaries Clearing	<u>6,771.28</u>
7990 · Supplies and Maint. - Clearing	96.68
7995 · Payroll Taxes - Clearing	<u>669.05</u>
Total Expense	<u>19,671.55</u>
Net Ordinary Income	<u>16,053.64</u>
Net Income	<u><u>16,053.64</u></u>

11:16 AM  
 06/04/20  
 Accrual Basis

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

	May 31, 20	
	Debit	Credit
1010 · Audit Adjustment Cash	0.00	
1021 · Cash on Hand	235.84	
1022 · First National Bank Checking	365,285.93	
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	238,818.85	
1029 · Savings:1040 · First National Bank:1042 · Sewer CIP Account	214,748.42	
1029 · Savings:1040 · First National Bank:1043 · Water Surcharge Account	144,786.22	
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	
<b>TOTAL</b>	<b>1,045,998.54</b>	<b>0.00</b>

**Town of Sedgwick**  
**Check Detail**  
 May 13 through June 9, 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
11831	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...	291.00
		State	7995 · Payroll Taxes - Clea...	124.00
		Medicare	7995 · Payroll Taxes - Clea...	53.94
		Soc. Sec.	7995 · Payroll Taxes - Clea...	230.63
TOTAL				-3,020.31
11832	Heather M. Moore		1022 · First National Ban...	
		Gross	7815 · Salary-Heather Moore	-2,229.85
		Federal	7995 · Payroll Taxes - Clea...	87.00
		State	7995 · Payroll Taxes - Clea...	43.00
		Medicare	7995 · Payroll Taxes - Clea...	32.33
		SS	7995 · Payroll Taxes - Clea...	138.25
TOTAL				-1,929.27
11833	Beth A. Ritter		1022 · First National Ban...	
		Gross	7814 · Salary - Beth Ritter	-216.22
		Federal	7995 · Payroll Taxes - Clea...	10.00
		State	7995 · Payroll Taxes - Clea...	10.00
		Medicare	7995 · Payroll Taxes - Clea...	3.14
		Soc. Sec.	7995 · Payroll Taxes - Clea...	13.41
TOTAL				-179.67
11834	Kim E. Quayle	Payroll	1022 · First National Ban...	
		Gross Wages	7800 · Salaries Clearing	-273.00
		Social Security	7995 · Payroll Taxes - Clea...	16.93
		Medicare	7995 · Payroll Taxes - Clea...	3.96
TOTAL				-252.11
11835	Kelly E Williamson	Payroll	1022 · First National Ban...	
		Gross Wages	7819 · Salary - Williamson ...	-481.20
		Social Security	7995 · Payroll Taxes - Clea...	29.83
		Medicare	7995 · Payroll Taxes - Clea...	6.98
TOTAL				-444.39
11836	Points West Cardmemb...		1022 · First National Ban...	
		Paper, Postage, subscriptions	6032 · Office Expense - GG	-276.44
		Black top patch	6162 · Street Maintenance	-80.09
TOTAL				-356.53
11837	Nancy Sauder	Election Judge	1022 · First National Ban...	
		election Judge	6092 · Miscellaneous - GG	-100.00
TOTAL				-100.00



**Town of Sedgwick**  
**Check Detail**  
 May 13 through June 9, 2020

Num	Name	Memo	Account	Paid Amount
11838	Darrin Tobin	Election Judge	1022 · First National Ban...	
		Election Judge	6092 · Miscellaneous - GG	-100.00
TOTAL				-100.00
11839	Abby Erickson	Election Judge	1022 · First National Ban...	
		Election Judge	6092 · Miscellaneous - GG	-100.00
TOTAL				-100.00
11840	AC-DC Water Works LLC	ORC Services	1022 · First National Ban...	
		ORC Monthly Contract Services	7063 · Supplies & Mainten...	-400.00
TOTAL				-400.00
11841	CenturyLink	Phone and Fax line	1022 · First National Ban...	
		Phone and Fax line	6072 · Telephone - GG	-160.72
TOTAL				-160.72
11842	Freedom Repair & Main...	BackFlow Preventors Annual Testing	1022 · First National Ban...	
		BackFlow Preventors Annual Testing	7063 · Supplies & Mainten...	-392.00
TOTAL				-392.00
11843	Great Western Building ...		1022 · First National Ban...	
		screws, lumber to build box over Colverts	6062 · Supplies and Mainte...	-96.32
TOTAL				-96.32
11844	Helena		1022 · First National Ban...	
		Showdown 5 gallons - 14.32/Gal	6062 · Supplies and Mainte...	-173.58
TOTAL				-173.58
11845	Highline Electric Ass'n		1022 · First National Ban...	
		Water Pump -66552	7073 · Utilities - Water	-226.44
		New Shop - 8280879	7994 · Utilities - Clearing	-65.59
		New Town - 822186	6102 · Utilities - TH - GG	-71.88
		Museum - 8426371	6102 · Utilities - TH - GG	-106.25
		Pump #2 - 40915	7073 · Utilities - Water	-108.39
		Street Lights -41680	6142 · Street Lighting	-205.52
		Sewer - 62657	7173 · Utilities - Sewer	-61.85
TOTAL				-845.92
11846	Jeppson Service	682458	1022 · First National Ban...	
		Repair Broken Sprinkler lines	6462 · Supplies and Mainte...	-515.75
TOTAL				-515.75
11847	Journal Office		1022 · First National Ban...	
		Copy machine fees	6032 · Office Expense - GG	-89.44
TOTAL				-89.44

11:17 AM

06/04/20

**Town of Sedgwick**  
**Check Detail**  
 May 13 through June 9, 2020

Num	Name	Memo	Account	Paid Amount
11848	Kelly, P.C.		1022 · First National Ban...	
		Legal Fees - Regular	6042 · Professional Servic...	-2,106.00
TOTAL				-2,106.00
11849	Kuskie Oil		1022 · First National Ban...	
		Patch tire	6062 · Supplies and Mainte...	-79.00
TOTAL				-79.00
11850	Marick's Waste Disposal		1022 · First National Ban...	
		1 pick up for each dumpster 5/06/20	7346 · Landfill - Trash	-900.00
TOTAL				-900.00
11851	N E Colorado Health	<b>Bacteria testing</b>	1022 · First National Ban...	
		Bacteria testing	7063 · Supplies & Mainten...	-20.00
TOTAL				-20.00
11852	NMPP		1022 · First National Ban...	
		Service order Software	7033 · Office Expense - W...	-1,171.00
TOTAL				-1,171.00
11853	S & W Auto Supply		1022 · First National Ban...	
		Misc - Alternator & Belt	7990 · Supplies and Maint. ...	-96.68
TOTAL				-96.68
11854	Sedgwick County Sales	<b>Landfill Fees</b>	1022 · First National Ban...	
		Landfill Fees	7346 · Landfill - Trash	-288.00
TOTAL				-288.00
11855	Town of Julesburg		1022 · First National Ban...	
		Masquito Sprying May 21st and May 28th	6232 · Pest and Weed Con...	-400.00
TOTAL				-400.00
11856	UNCC (CO811)	<b>Tickets Issued Fees</b>	1022 · First National Ban...	
		UNCC Tickets Issued Fees.	6092 · Miscellaneous - GG	-4.47
TOTAL				-4.47
11857	Valley Repair		1022 · First National Ban...	
		Water Meter shut off tool	7063 · Supplies & Mainten...	-92.20
TOTAL				-92.20

# PRELIMINARY PAYROLL REPORTS

The time records used to calculate this report can be approved all at once. The payroll accuracy of this preliminary report is not guaranteed as these user's timesheets and their records may continue to be edited prior to being closed for final payroll.

This payroll report contains records that exceed the threshold of 5.00 for maximum continuous hours worked. details

Heather Moore	Kim Quayle
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There are time records in this payroll report that exceed the maximum continuous hours worked. These records are indicated in the details below in RED text.

## Friday May, 01 2020 - Sunday May, 31 2020

Employees Processed:	5	Total Fixed Pay:	\$6,920.15
Standard Hours:	207.97	Total Variable Pay:	\$0.00
Overtime 1.5x Hours:	0.00	Total Payroll:	\$6,920.15
Overtime 2.0x Hours:	0.00		
PTO Hours:	0.00	Total of All Hours:	383.82
Vacation Hours:	0.00	Total Hours Deducted:	0.00
Sick Hours:	14.00	Total Payable Hours:	383.82
Holiday Hours:	7.00		
Other1 Hours:	0.00	Rounding Interval Applied:	-
Other2 Hours:	0.00	Total Records Processed:	61
Unpayable/Salaried Hours:	154.85	Records Crossing Dateline:	-
		Records Qualified for Shift Differential:	-
		Records Exceeding 5.00 Hours Threshold:	20

Employee	Total Hours	Deduct	1.0x	1.5x	2.0x	SIC	VAC	HOL	UnP/SAL	Signed	Aprvd	Fixed Pay
Kehm, Richard	154.85								154.85	N/A	YES	\$3,719.88
Moore, Heather	150.36		129.36			14.00		7.00		N/A	YES	\$2,229.85
Quayle, Kim	22.75		22.75							NO	YES	\$273.00
Ritter, Beth	15.76		15.76							N/A	YES	\$216.22
Williamson, Kelly	40.10		40.10							NO	YES	\$481.20

**May 01 2020 to May 31 2020**

Report Generated: June 04 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: 368.06  
 Total Hours Added: 0  
 Total Hours Deducted: 0  
 Total Payable Hours: 368.06  
 Total Fixed Pay: \$2,984.05  
 Total Variable Pay: \$0.00  
 Total Payroll: \$2,984.05

Hours Summary			
1.0x Hours:	192.21	Holiday:	7
1.5x Hours:	0	PTO:	0
2.0x Hours:	0	Other1:	0
Sick:	14	Other2:	0
Vacation:	0	Unpayable/Salaried:	154.85

**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			Fixed Pay	
																	Rate	Total	Hourly Rate		
May 04, 20	06:02 A	01:26 P	MDT	7.40												7.40	Misc Maintenance - Needs Notes	\$0.00	\$0.00	\$29.39	\$0.00
May 05, 20	05:55 A	04:41 P	MDT	10.77												10.77	Misc Maintenance - Needs Notes	\$0.00	\$0.00	\$29.39	\$0.00
May 06, 20	06:01 A	04:30 P	MDT	10.48												10.48	Misc Maintenance - Needs Notes	\$0.00	\$0.00	\$29.39	\$0.00
May 07, 20	05:54 A	04:25 P	MDT	10.52												10.52	Misc Maintenance - Needs Notes	\$0.00	\$0.00	\$29.39	\$0.00
May 11, 20	05:55 A	04:25 P	MDT	10.50												10.50	Misc Maintenance - Needs Notes	\$0.00	\$0.00	\$29.39	\$0.00
May 12, 20	06:00 A	04:30 P	MDT	10.50												10.50	Misc Maintenance - Needs Notes	\$0.00	\$0.00	\$29.39	\$0.00
May 13, 20	05:52 A	04:26 P	MDT	10.57												10.57	Misc Maintenance - Needs Notes	\$0.00	\$0.00	\$29.39	\$0.00
May 14, 20	05:57 A	04:29 P	MDT	10.53												10.53	Misc Maintenance - Needs Notes	\$0.00	\$0.00	\$29.39	\$0.00
May 18, 20	05:55 A	04:51 P	MDT	10.93												10.93	Misc Maintenance - Needs Notes	\$0.00	\$0.00	\$29.39	\$0.00
May 19, 20	06:01 A	04:28 P	MDT	10.45												10.45	Misc Maintenance - Needs Notes	\$0.00	\$0.00	\$29.39	\$0.00
May 21, 20	05:56 A	04:30 P	MDT	10.57												10.57	Misc Maintenance - Needs Notes	\$0.00	\$0.00	\$29.39	\$0.00
May 22, 20	06:04 A	04:27 P	MDT	10.38												10.38	Misc Maintenance - Needs Notes	\$0.00	\$0.00	\$29.39	\$0.00
May 26, 20	06:25 A	04:39 P	MDT	10.23												10.23	Misc Maintenance - Needs Notes	\$0.00	\$0.00	\$29.39	\$0.00
May 27, 20	06:00 A	04:33 P	MDT	10.55												10.55	Misc Maintenance - Needs Notes	\$0.00	\$0.00	\$29.39	\$0.00
May 28, 20	05:59 A	04:27 P	MDT	10.47												10.47	Misc Maintenance - Needs Notes	\$0.00	\$0.00	\$29.39	\$0.00
Totals:				154.85												154.85			\$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			Fixed Pay	
																	Rate	Total	Hourly Rate		
May 04, 20	08:04 A	03:28 P	MDT	7.40		7.40										8810 - Clerical and Office Employees	\$0.00	\$0.00	\$14.83	\$109.74	
May 05, 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	
Notes: Took lunch but didn't clock out, so I'm clocking out at 3PM, but answered phones and emails till 3:30.																					
May 06, 20	08:00 A	03:32 P	MDT	7.53		7.53										8810 - Clerical and Office Employees	\$0.00	\$0.00	\$14.83	\$111.67	
May 07, 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	
May 07, 20	04:30 P	05:30 P	MDT	1.00		1.00										8810 - Clerical and Office Employees	\$0.00	\$0.00	\$14.83	\$14.83	
Notes: had to wait on Legal Council to finish proposed Ordinance to finish meeting Packets																					
May 08, 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	
May 11, 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	
May 11, 20	05:00 P	08:00 P	MDT	3.00		3.00										8810 - Clerical and Office Employees	\$0.00	\$0.00	\$14.83	\$44.49	
Notes: Town Meeting																					
May 12, 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	
May 13, 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	
May 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	
May 15, 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	
May 18, 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	
May 19, 20	07:53 A	03:39 P	MDT	7.77		7.77										8810 - Clerical and Office Employees	\$0.00	\$0.00	\$14.83	\$115.23	
May 20, 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	
May 21, 20	08:00 A	03:37 P	MDT	7.62		7.62										8810 - Clerical and Office Employees	\$0.00	\$0.00	\$14.83	\$113.00	
May 22, 20				7.00					7.00							8810 - Clerical and Office Employees	\$0.00	\$0.00	\$14.83	\$103.81	
Notes: request accepted by Wayne Price																					
May 25, 20				7.00								7.00				8810 - Clerical and Office Employees	\$0.00	\$0.00	\$14.83	\$103.81	
May 26, 20	08:19 A	03:35 P	MDT	7.27		7.27										8810 - Clerical and Office Employees	\$0.00	\$0.00	\$14.83	\$107.81	
May 27, 20	07:56 A	03:30 P	MDT	7.57		7.57										8810 - Clerical and Office Employees	\$0.00	\$0.00	\$14.83	\$112.26	
May 28, 20	08:00 A	03:42 P	MDT	7.70		7.70										8810 - Clerical and Office Employees	\$0.00	\$0.00	\$14.83	\$114.19	
May 29, 20				7.00					7.00							8810 - Clerical and Office Employees	\$0.00	\$0.00	\$14.83	\$103.81	
Totals:				160.36		129.36			14.00			7.00						\$0.00			\$2,229.85

**Employee: Kim Quayle - Admin Assistant**

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			Fixed Pay
																	Rate	Total	Hourly Rate	
May 27, 20	08:02 A	03:30 P	MDT	7.47		7.47										8810 - Clerical and Office Employees	\$0.00	\$0.00	\$12.00	\$89.64
May 28, 20	08:00 A	03:42 P	MDT	7.70		7.70										8810 - Clerical and Office Employees	\$0.00	\$0.00	\$12.00	\$92.40
May 29, 20	07:52 A	03:27 P	MDT	7.58		7.58										8810 - Clerical and Office Employees	\$0.00	\$0.00	\$12.00	\$90.96

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
Totals:				22.75		22.75												\$0.00		\$273.00
<b>Employee: Kelly Williamson - Maintenance</b>																				
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
May 05, 20	07:31 A	12:00 P	MDT	4.48		4.48										0042 - Landscape and Gargening	\$0.00	\$0.00	\$12.00	\$53.76
Notes: Mowed																				
May 05, 20	12:30 P	02:24 P	MDT	1.90		1.90										0042 - Landscape and Gargening	\$0.00	\$0.00	\$12.00	\$22.80
Notes: Mowed																				
May 07, 20	07:32 A	10:56 A	MDT	3.40		3.40										9403 - Garbage Collecting, Driving	\$0.00	\$0.00	\$12.00	\$40.80
Notes: Trash																				
May 13, 20	09:54 A	02:19 P	MDT	4.42		4.42										0042 - Landscape and Gargening	\$0.00	\$0.00	\$12.00	\$53.04
Notes: Mow																				
May 14, 20	07:30 A	10:05 A	MDT	2.58		2.58										9403 - Garbage Collecting, Driving	\$0.00	\$0.00	\$12.00	\$30.96
May 18, 20	08:23 A	12:01 P	MDT	3.63		3.63										0042 - Landscape and Gargening	\$0.00	\$0.00	\$12.00	\$43.56
Notes: Put sign in park																				
May 19, 20	08:32 A	01:11 P	MDT	4.65		4.65										5506 - Street Road Grading, Repair	\$0.00	\$0.00	\$12.00	\$55.80
Notes: Fill pot holes and fill holes in park																				
May 20, 20	12:34 P	01:34 P	MDT	1.00		1.00										Misc Maintenance - Needs Notes	\$0.00	\$0.00	\$12.00	\$12.00
May 21, 20	07:27 A	12:00 P	MDT	4.55		4.55										9403 - Garbage Collecting, Driving	\$0.00	\$0.00	\$12.00	\$54.80
Notes: And mowed by highway and only took half an hour lunch																				
May 21, 20	12:30 P	03:59 P	MDT	3.48		3.48										9403 - Garbage Collecting, Driving	\$0.00	\$0.00	\$12.00	\$41.76
Notes: And mowed by highway and only took half an hour lunch																				
May 22, 20	08:29 A	10:44 A	MDT	2.25		2.25										0042 - Landscape and Gargening	\$0.00	\$0.00	\$12.00	\$27.00
Notes: Mowed shop and put flags up																				
May 27, 20	11:05 A	11:43 A	MDT	0.63		0.63										Misc Maintenance - Needs Notes	\$0.00	\$0.00	\$12.00	\$7.56
Notes: Took down flags																				
May 28, 20	07:29 A	10:37 A	MDT	3.13		3.13										9403 - Garbage Collecting, Driving	\$0.00	\$0.00	\$12.00	\$37.56
Totals:				40.10		40.10												\$0.00		\$481.20

Supervisor Signature

Date

Supervisor Signature

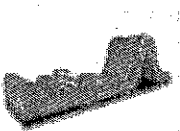
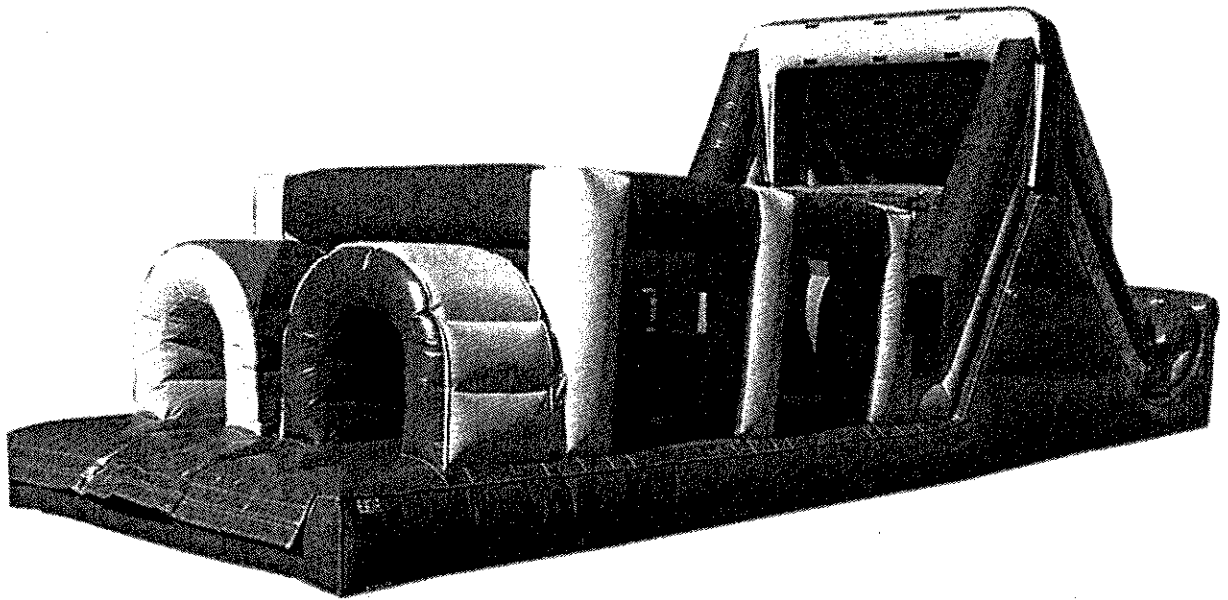
Date

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

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## Music options

1. Trip Wire - \$800.00
  - a. 4 man band
  - b. Just a stage with cover needed to be provided
  
2. Fireline - \$3000
  - a. 5 man band
  - b. Just a stage and cover needed to be provided
  
3. Shameless - \$1500 (total cost is \$3100)
  - a. 4 man band
  - b. Needs us to provide sound system, lights and stage = \$1600
  
4. Jacob Christopher - \$1400
  - a. Still awaiting full details



the Bounce obstacle is \$1000? Delivered, set up and take down for 4 hours



fun flush is \$200 all day

730 17th Street  
Suite 838  
Denver, CO 80202



Jean E. Smith Gonnell  
Attorney

Town of Sedgwick  
29 Main Avenue  
P.O. Box 27  
Sedgwick, Colorado 80749  
*Via Email: [Sedgwickco@pctelcom.coop](mailto:Sedgwickco@pctelcom.coop)*

**RE: High Plainz Strains III, LLC Request for Extension**

Town Clerk:

Pursuant to Sedgwick Town Ordinance 10-2019, Section 10(10)(J), High Plainz Strains III, LLC ("HPS"), state Marijuana Enforcement Division License number 402R-00862, respectfully requests a ten-day extension to open and begin operations. HPS was scheduled to open May 30, 2020 per the above referenced Town Ordinance. HPS has worked diligently to finish construction on its recently licensed facility located at 114 1<sup>st</sup> Street, Unit A, Sedgwick, CO, but finds it is in need of additional time to finish out the final details that have been delayed due to COVID-19 constraints.

Please contact me with any questions at [Jean@jesglegal.com](mailto:Jean@jesglegal.com) or via phone at 720-635-0311.  
Thank you.

Regards,

*/s/Jean E. Smith Gonnell*



To: Town of Sedgwick  
Attn: Heather Moore, Town clerk

From: Peak North Holdings Group, LLC  
Ph: 970 580 8185  
Contact: Thomas Schmittinger, General Manager

Subject: 15 day extension on opening retail marijuana store, located at 140 Railroad Ave.

Good Morning, we are requesting a fifteen day extension on the opening of the retail marijuana store, located at 140 Railroad Ave. According to town ordinance we were to be open by 13May2020. Due to the recent Covid19 crises and the civil unrest in Denver, we are requesting this extension. We plan on being open as soon as possible. Just in case something were to go not as planned, we are asking the local licensing authority for this extension. Thank you, and we look forward to working with the town very soon.



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Thomas Schmittinger, General Manager

**TOWN OF SEDGWICK  
RESOLUTION # 20-7**

**THIS FARM LEASE AGREEMENT** (“Lease” or “Agreement”) is made and entered into this 8<sup>th</sup> day of July 8, 2020, by and between TOWN OF SEDGWICK, COLORADO, whose address is 29 Main Avenue, Sedgwick Colorado (“Lessor” or “Town”), and Justin W. Price, whose address is, 11222 CR 7, Sedgwick Colorado, 80749 (“Lessee”).

WHEREAS, Lessor is the owner of real property located in the E ½ NE ¼ SEC 18 TWP 11N Range 46 West of the 6<sup>th</sup> P.M. NE portion; and

WHEREAS, Lessee desires to lease the property; and

WHEREAS, Lessee Lessor is willing to lease the property Lessee upon the term and conditions contained in this Agreement:

NOW, THEREFORE, Lessor and Lessee agree as follows:

1. Leased Property. In consideration of Lessee’s payment of rent and agreements set forth herein, Lessor hereby leases to Lessee the real property located in the E ½ NE ¼ SEC 18 TWP 11N Range 46 West of the 6<sup>th</sup> P.M. NE portion.

2. Term. The term of this Lease shall commence on July 8, 2020, and shall terminate on July 8, 2020, unless sooner terminated by the mutual written consent of the parties or as provided herein.

3. Condition of Property; Risk of Loss. Prior to signing this Lease, Lessee has inspected the Leased Property and leases it in an “as is” condition. No additional representation, statement or warranty, express or implied, has been made by or on behalf of the Town as to the condition of the Property. In no event shall the Town be liable for any defect in the Leased Property or for any limitation on its use for pasture ground. Lessee assumes the risk of loss or damage to any Lessee property, whether from windstorm, fire, earthquake, snow, water run-off, soil conditions, or any other causes whatsoever.

4. Permitted and Required Uses. Lessee may use the Leased Property to pasture livestock.

5. Rent. As consideration for this Lease, Lessee shall pay Lessor rent in the amount of \$150.00, payable upon signing of this lease.

6. Non-liability of Lessor. Lessor shall have no responsibility, liability, or obligation with respect to the safety or security of any personal property placed or located on, at, or in the Leased Premises, it being acknowledged and understood by Lessee that the safety and security of any such property is the sole responsibility and risk of Lessee.

7. Right of Entry; Reserved Uses. Lessor shall at all times have the right to enter the Leased Premises to inspect, improve, maintain, alter or utilize the Leased Property in any manner authorized to Lessor and which does not unreasonably interfere with Lessee’s use and enjoyment of the Premises.

8. No Sublease. The lease granted herein is personal to the parties hereto, and Lessee may not

sublease or assign any of its interest in the lease without the Town's prior written consent.

9. Status of Lessee. Lessee acting under this Agreement is not an employee, agent or joint venture of the Town. Lessee's operations will not be supervised by any employee or official of the Town, nor will Lessee exercise supervision over any employee or official of the Town. Lessee shall not represent that Lessee is an employee, agent or joint venture of the Town. Lessee shall supply all personnel, equipment and materials at Lessee's sole expense. **Lessee is not entitled to Workers' Compensation benefits from the Town, and is obligated to pay federal and state income tax on money earned pursuant to this Lease.**

IN WITNESS WHEREOF, the parties have entered into this Farm Lease Agreement on the date first above written.

LESSOR: TOWN OF Sedgwick

By: \_\_\_\_\_  
Mayor Pro Temp

ATTEST:

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

LESSEE:

\_\_\_\_\_  
Justin W. Price