
Town of Sedgwick

Meeting Agenda

Monday, July 13, 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.

- 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
 - i. PPE and Hand Sanitation stands
 - ii. No Demolition Derby?
 - iii. Honorary Citizen
- X. New Business**
 - o Dale Jones – Address community questions about job description of the Mayor.
 - o Rockin Rikki Food Truck
 - o Elements Engineering update and estimate for Gas to Liquid Chlorine conversion.
 - o Commissioners requesting to use \$1000 of the Grant money from each Town for COVID PPE to donate to the Fire Department.
- XI. Executive Session (If needed)**
- XII. Call to Adjourn**

**Town of Sedgwick
Record of Proceedings
Virtual Meeting-Zoom
June 8th, 2020**

Members Present: Wayne Price, Danny Smith, Peggy Owens, Dale Jones, Teddy Morgan, Bill Boler
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	Absent
Peggy Owens	Here	Bill Boler	Here
Dale Jones	Here		

Approval of Agenda

- Added one agenda Item: Sedgwick County Variance and COVID 19 Grant IGA (amended 6/8/20 per County commissioners request.)

Motion: Approval of Agenda with changes

Dany Smith made a motion to approve the agenda with said changes, Teddy Morgan seconded, all in favor; none opposed, motion carried.

Approval of Minutes

- Motion name error on 20-5 – no other changes

Motion: Approve the minutes

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

Bills (Published in Julesburg Advocate)

- Clarification was asked by Teddy Morgan on how they know what the bills are for, Clerk showed them about the comments that outline what the bill is for, i.e. the expense description for office expenses, tools or repairs etc.

Motion: Bills Roll Call Vote

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

Public Comments – reminded they will have 3mins.

- **Shirley Salyard**
 - Hopes the new board will be open and work well with the public in a peaceful manor. (Peggy Owens did respond, this seems be a good group of open individuals and wants to see more public participation form the community)

Interested in being a Trustee address the Board.

- **Dora Devie**
 - Spoke to the board about her experience, time with our town and the fact she was next in line on the official election we just had. She feels she has the time to invest in our Town.
- **No others spoke up with interest in being on the board.**

Motion:

Teddy Morgan made a motion appoint Dora Devie as Town Trustee till the next regular election, Dale Jones seconded, all for; none opposed, motion carried.

- **Oath of Office preformed after Town Board appointed Dora Devie**

Mayors Report

- Is proud how the Town is starting to calm down.
- Also wishes that everyone to be safe and aware of your surroundings
- Thank you to the board for their support.

Town Maintenance Report- Richard Kehm

- Another bid came in to patch Main Ave at 138, it was \$4925.00
 - Board agreed this was a great price, permission to accept was given
- Large tree in the Jailhouse Museum park looks dead. Will get estimates for removal.
- Mowing and more Mowing.
- Will grade in front of the New Dispensary on 1st, was disturbed during them putting in new sidewalks.
- During Maintenance Report Nellie White commented on a concern about semi traffic/parking on residential roadways
 - Suggestion was to contact the Sheriff's Department.

Clerk's Office - Heather Moore

- Colorado Health Department Grant for the park is being reviewed. The concern is that all funding has been reallocated for COVID relief. But they are still considering our proposal since we have been working on this for the last year. We are now at their mercy.
- Been getting estimates together for Harvest Festival entertainment.
- Reviewed the proposal and IGA send to us from the County Commissioners.
- Training the New Town assistant Kim Queyle.

Old Business

- **Harvest Festival**
 - Board listened to four different bands YouTube videos
 - Theme that had the most Facebook Votes was "Salute to our Everyday Heroes"
 - Bounce House options presented, discussion to change to Sunday for Town BBQ Fun for the kids.
 - With the idea of getting the Town involved the Board would like to have committees of our community members to share the responsibility of making harvest festival happen. After the discussion, it was said that Peggy Owens will put together a food committee, Dora Devie will get a committee for the Parade, and Nellie White offered to volunteer and do a committee for the decorations. Town Clerk will add to the newsletter and post the invite for volunteers to join these committees.

Motion:

Dora Devie made a motion to Hire Trip Wire for the Harvest Festival Band at the cost of \$1600 with the cost of the Stage, Danny Smith seconded, all for; none opposed, motion carried.

Motion:

Danny Smith made a motion to have the obstacle course on Sunday during the BBQ at the cost of \$1000, Dale Jones seconded, all for; none opposed, motion carried.

New Business

- **Sedgwick County Variance and COVID Grant IGA**

- Variance was sent to us from the Commissioners to get approval from the state to enter into the next stage of opening the county, to include events, movies and retirement/hospice/nursing living facilities.

Motion:

Danny Smith made a motion to support the Variance submitted by the County Commissioners, Teddy Morgan seconded; Dora Devie abstained, motion carried.

- County has submitted COVID Relief grant and we will join with the IGA (inter government agreement) Town of Sedgwick will be allowed to spend this grant money of financial effects to the town due to COVID. County Commissioners is responsible for dividing the funds up to the Towns within the County.

Motion:

Danny Smith made a motion to sign the IGA submitted by the County Commissioners, Teddy Morgan seconded; all for, none opposed motion carried.

- **High Plainz Strains and Peak extension to open request.**

- Both businesses have shown they are doing everything possible to complete construction. They have done a lot the last couple months. COVID has made it difficult to get contractors and supplies.

Motion:

Teddy Morgan made a motion to extend the open dates for both businesses by 10days per their requests, Danny Smith seconded; all for, none opposed, motion carried.

- **Resolution 20-7: Justin Price Land Lease**

- Justin appeared by phone, expressed the concern that Julesburg Irrigation tore down fences and large areas of grazing grass was killed off. He is unable to use the land currently until it is repaired and reseeded. Asked to board to wave the 20/21 lease fee.
- Wayne was asked by the board to speak with Julesburg Irrigation about the work that is needed. Along with the large pile of trees that are left behind.
- Teddy Morgan feels Justin is already getting a good deal on the lease amount. Dora Devie feels that the Ditch Company is responsible for the damages that have been caused.

Motion:

Dora Devie made a motion to adopt Resolution 20-7 with the waiver of the lease fee, Dale Jones seconded; all for, none opposed, motion carried.

- **Donation to the Cemetery District**

- At last month's meeting the board discussed that option of donating \$1500.
- This will assist with fuel, water for the volunteers & mower maintenance.
- Dora asked to make sure we have the funds in our budget for the donation. Town Clerk will contact town accountant to discuss this.

Motion:

Peggy Owens made a motion to donate \$1500 to the Sedgwick Cemetery District, Dora Devie seconded; all for, none opposed, motion carried.

Meeting Adjourned:

Motion:

At 7:38pm Danny Smith, made a motion to adjourn, Peggy Owens seconded, all were in favor, motion carried.

Mayor

SEAL

Attest: Town Clerk

Town of Sedgwick
Profit & Loss
June 2020

	<u>Jun 20</u>
Ordinary Income/Expense	
Income	33,714.30
Expense	
6002 · County Treasurer's Fees	53.10
6032 · Office Expense - GG	832.04
6042 · Professional Services - GG	2,106.00
6062 · Supplies and Maintenance - GG	72.13
6072 · Telephone - GG	134.14
6092 · Miscellaneous - GG	1,163.79
6102 · Utilities - TH - GG	318.84
6142 · Street Lighting	405.65
6160 · Dues and Subscriptions	16.02
6162 · Street Maintenance	5,005.09
6232 · Pest and Weed Control	800.00
7063 · Supplies & Maintenance - Water	20.00
7073 · Utilities - Water	793.33
7163 · Supplies and Maintenance - Sewe	0.00
7173 · Utilities - Sewer	123.01
7346 · Landfill - Trash	398.52
7800 · Salaries Clearing	
7809 · Salary-Richard M Kehm	3,719.88
7814 · Salary - Beth Ritter	216.22
7815 · Salary-Heather Moore	2,229.85
7819 · Salary - Williamson Kelly	481.20
7800 · Salaries Clearing - Other	273.00
Total 7800 · Salaries Clearing	6,920.15
7994 · Utilities - Clearing	111.54
7995 · Payroll Taxes - Clearing	359.61
Total Expense	<u>19,632.96</u>
Net Ordinary Income	<u>14,081.34</u>
Net Income	<u><u>14,081.34</u></u>

3:15 PM
 07/09/20
 Accrual Basis

Town of Sedgwick
Trial Balance
 As of June 30, 2020

	Jun 30, 20	
	Debit	Credit
1010 · Audit Adjustment Cash	0.00	
1021 · Cash on Hand	236.59	
1022 · First National Bank Checking	362,457.01	
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	3,306.79	
1029 · Savings:1040 · First National Bank:1041 · Water CIP Account	243,818.85	
1029 · Savings:1040 · First National Bank:1042 · Sewer CIP Account	219,748.42	
1029 · Savings:1040 · First National Bank:1043 · Water Surcharge Account	142,827.68	
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	1,051,554.38	0.00

12:40 PM
07/13/20

Town of Sedgwick
Check Detail
June 10 through July 14, 2020

Num	Name	Memo	Account	Paid Amount
	IRS	Auto Withdraw	1022 · First National Ban...	
		Auto Withdraw	7995 · Payroll Taxes - Clea...	-1,454.01
TOTAL				-1,454.01
11858	D & J Paving		1022 · First National Ban...	
		Pave Main Ave at 138, and Main Ave in front of Lib...	6162 · Street Maintenance	-4,925.00
TOTAL				-4,925.00
11859	Points West Cardmemb...		1022 · First National Ban...	
		Suggestion Boxes, Drop box Sign, Microwave/toast... Harvest Festival Entertainment Deposit	6032 · Office Expense - GG 6092 · Miscellaneous - GG	-342.95 -100.00
		COVID 19 - Disinfectant 4 rolls of Stamps & Mail Utility Bills	6160 · Dues and Subscripti... 6092 · Miscellaneous - GG 6032 · Office Expense - GG	-16.02 -63.79 -177.65
TOTAL				-700.41
11860	Kim E. Quayle	Payroll	1022 · First National Ban...	
		Gross Wages Social Security Medicare Federal Withholding Colorado Withholding	7820 - Salary Kim E Quayle 7995 · Payroll Taxes - Clea... 7995 · Payroll Taxes - Clea... 7995 · Payroll Taxes - Clea... 7995 · Payroll Taxes - Clea...	-1,193.64
TOTAL				-1,075.32
11861	Richard M. Kehm		1022 · First National Ban...	
		Salary Insurance Federal State Medicare Soc. Sec.	7809 · Salary-Richard M K... 7809 · Salary-Richard M K... 7995 · Payroll Taxes - Clea... 7995 · Payroll Taxes - Clea... 7995 · Payroll Taxes - Clea... 7995 · Payroll Taxes - Clea...	-3,394.88
TOTAL				-3,020.31
11862	Heather M. Moore		1022 · First National Ban...	
		Gross Federal State Medicare SS	7815 · Salary-Heather Moore 7995 · Payroll Taxes - Clea... 7995 · Payroll Taxes - Clea... 7995 · Payroll Taxes - Clea... 7995 · Payroll Taxes - Clea...	-2,416.87
TOTAL				-2,076.98
11863	Kelly E Williamson	Payroll	1022 · First National Ban...	
		Gross Wages Social Security Medicare Garnishment	7819 · Salary - Williamson ... 7995 · Payroll Taxes - Clea... 7995 · Payroll Taxes - Clea... 7995 · Payroll Taxes - Clea...	-461.64
TOTAL				-101.33

3:17 PM
07/09/20

Town of Sedgwick
Check Detail
June 10 through July 14, 2020

Num	Name	Memo	Account	Paid Amount
11864	Kelly E Williamson	Payroll	1022 · First National Ban...	
		Over charged on garnishment	7819 · Salary - Williamson ...	-111.83
TOTAL				-111.83
11865	Nebraska Child Support...	Rem ID: AR2CH2GUBGSZU	1022 · First National Ban...	
		Net Income Withholdings for Remittance ID: AR2C...	7995 · Payroll Taxes - Clea...	-213.17
TOTAL				-213.17
11866	AC-DC Water Works LLC	ORC Services	1022 · First National Ban...	
		ORC Monthly Contract Services	7063 · Supplies & Mainten...	-400.00
		Meeting with Elemet Engineering	7093 · Miscellaneous - Water	-104.90
		Meeding with Cunningham on water tanks	7093 · Miscellaneous - Water	-33.70
TOTAL				-538.60
11867	Big Springs Equipment	Invoice 135601	1022 · First National Ban...	
		Belt replacement on Brush Hog	6062 · Supplies and Mainte...	-72.13
TOTAL				-72.13
11868	CenturyLink	Phone and Fax line	1022 · First National Ban...	
		Phone and Fax line	6072 · Telephone - GG	-134.14
TOTAL				-134.14
11869	CIRSA	Invoice 200852	1022 · First National Ban...	
		Property/Casualty , 3 of 4 payments for 2020	7896 · Insurance Clearing	-2,287.57
		Workman-Comp 3 of 4 payments for 2020	7896 · Insurance Clearing	-639.50
TOTAL				-2,927.07
11870	Element Engineering, L...	Master Plan	1022 · First National Ban...	
			7913 · Water System-Grants	-2,940.00
TOTAL				-2,940.00
11871	Great Western Building ...		1022 · First National Ban...	
		screws, lumber to build box over Colverts, concrete...	6062 · Supplies and Mainte...	-99.64
		Concrete Mix	6062 · Supplies and Mainte...	-47.92
TOTAL				-147.56
11872	Highline Electric Ass'n		1022 · First National Ban...	
		Water Pump -66552	7073 · Utilities - Water	-337.05
		New Shop - 8280879	7994 · Utilities - Clearing	-45.95
		New Town - 822186	6102 · Utilities - TH - GG	-57.74
		Museum - 8426371	6102 · Utilities - TH - GG	-82.97
		Pump #2 - 40915	7073 · Utilities - Water	-121.45
		Street Lights -41680	6142 · Street Lighting	-200.13
		Sewer - 62657	7173 · Utilities - Sewer	-61.16
TOTAL				-906.45

3:17 PM
07/09/20

Town of Sedgwick
Check Detail
June 10 through July 14, 2020

Num	Name	Memo	Account	Paid Amount
11873	Journal Office		1022 · First National Ban...	
		Copy machine fees	6032 · Office Expense - GG	-35.00
TOTAL				-35.00
11874	Julesburg Family Market	Account# 8814	1022 · First National Ban...	
		Hardware	6062 · Supplies and Mainte...	-12.20
TOTAL				-12.20
11875	Kelly, P.C.		1022 · First National Ban...	
		Legal Fees - Regular	6042 · Professional Servic...	-1,053.00
		Covid-19	6042 · Professional Servic...	-58.50
TOTAL				-1,111.50
11876	Knapp Electric		1022 · First National Ban...	
		Rebuild replacement sewer Pump	7163 · Supplies and Mainte...	-2,285.93
TOTAL				-2,285.93
11877	N E Colorado Health	Bacteria testing	1022 · First National Ban...	
		Bacteria testing	7063 · Supplies & Mainten...	-20.00
TOTAL				-20.00
11878	Planet Bounce	Bounce house for Harvest Festival	1022 · First National Ban...	
		Bounce house for Harvest Festival	6092 · Miscellaneous - GG	-1,000.00
TOTAL				-1,000.00
11879	S & W Auto Supply		1022 · First National Ban...	
		Oil	7990 · Supplies and Maint ...	-16.37
TOTAL				-16.37
11880	Sapp Bros. Petroleum	2020/2021 Contract on Propane	1022 · First National Ban...	
		Propane shop	6102 · Utilities - TH - GG	-1,300.00
		Propane Well Water	7063 · Supplies & Mainten...	-220.00
		Propane Town Hall	7994 · Utilities - Clearing	-1,000.00
TOTAL				-2,520.00
11881	Sedgwick County Sales	Landfill Fees	1022 · First National Ban...	
		Landfill Fees	7346 · Landfill - Trash	-398.52
TOTAL				-398.52
11882	Town of Julesburg		1022 · First National Ban...	
		Masquito Sprying 6/4, 6/11, 6/18, & 6/25	6232 · Pest and Weed Con...	-800.00
TOTAL				-800.00

3:17 PM

07/09/20

Town of Sedgwick
Check Detail
June 10 through July 14, 2020

<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
11883	UNCC (CO811)	Tickets Issued Fees	1022 · First National Ban...	
		UNCC Tickets Issued Fees.	6092 · Miscellaneous - GG	-1.49
TOTAL				-1.49

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 period report contains split time records for one or more employees. details

Monday Jun, 01 2020 - Tuesday Jun, 30 2020

Employees Processed:	4	Total Fixed Pay:	\$7,792.03
Standard Hours:	279.91	Total Variable Pay:	\$0.00
Overtime 1.5x Hours:	0.00	Total Payroll:	\$7,792.03
Overtime 2.0x Hours:	0.00		
PTO Hours:	0.00	Total of All Hours:	481.12
Vacation Hours:	14.00	Total Hours Deducted:	0.00
Sick Hours:	7.00	Total Payable Hours:	481.12
Holiday Hours:	0.00		
Other1 Hours:	0.00	Rounding Interval Applied:	-
Other2 Hours:	0.00	Total Records Processed:	72
Unpayable/Salaried Hours:	180.21	Records Crossing Dateline:	2 Salary
		Records Qualified for Shift Differential:	-
		Records Exceeding Hours Threshold:	-

Employee	Total Hours	Deduct	1.0x	1.5x	2.0x	SIC	VAC	HOL	UnP/SAL	Signed	Aprvd	Fixed Pay
Kehm, Richard	180.21								180.21	N/A	NO	\$3,719.88
Moore, Heather	162.97		141.97			7.00	14.00			N/A	NO	\$2,416.87
Quayie, Kim	99.47		99.47							NO	NO	\$1,193.64
Williamson, Kelly	38.47		38.47							NO	NO	\$461.64

APPROVE HOURLY TIME

June 01 2020 to June 30 2020

Report Generated: June 25 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: 481.13

Hours Summary			
Standard Hours:	279.91	Holiday:	0
Unpayable/Salaried:	180.22	PTO:	0
Sick:	7	Other1:	0
Vacation:	14	Other2:	0

Employee: Richard Kehm - Maintenance										
Sig	Apv	Paid	Date	In	Break	Out	TZ	Account Code	Time Class	Hours
			Jun 01, 20	06:04 A		05:56 A	MDT	Misc Maintenance - Needs Notes	Unpayable/Salaried	23.87
			Jun 02, 20	05:56 A		04:27 P	MDT	Misc Maintenance - Needs Notes	Unpayable/Salaried	10.52
			Jun 03, 20	05:59 A		04:27 P	MDT	Misc Maintenance - Needs Notes	Unpayable/Salaried	10.47
			Jun 04, 20	05:56 A		06:13 P	MDT	Misc Maintenance - Needs Notes	Unpayable/Salaried	12.28
			Jun 08, 20	06:00 A		05:55 A	MDT	Misc Maintenance - Needs Notes	Unpayable/Salaried	23.92
			Jun 09, 20	05:55 A		04:25 P	MDT	Misc Maintenance - Needs Notes	Unpayable/Salaried	10.50
			Jun 10, 20	05:55 A		04:48 P	MDT	Misc Maintenance - Needs Notes	Unpayable/Salaried	10.88
			Jun 11, 20	05:54 A		01:30 P	MDT	Misc Maintenance - Needs Notes	Unpayable/Salaried	7.60
			Jun 15, 20	05:53 A		05:23 P	MDT	Misc Maintenance - Needs Notes	Unpayable/Salaried	11.50
			Jun 16, 20	05:55 A		04:38 P	MDT	Misc Maintenance - Needs Notes	Unpayable/Salaried	10.72
			Jun 17, 20	05:58 A		03:00 P	MDT	Misc Maintenance - Needs Notes	Unpayable/Salaried	9.03
			Jun 18, 20	06:02 A		12:00 P	MDT	Misc Maintenance - Needs Notes	Unpayable/Salaried	5.97
			Jun 22, 20	05:53 A		04:55 P	MDT	Misc Maintenance - Needs Notes	Unpayable/Salaried	11.03
			Jun 23, 20	05:55 A		05:33 P	MDT	Misc Maintenance - Needs Notes	Unpayable/Salaried	11.63
			Jun 24, 20	06:08 A		04:26 P	MDT	Misc Maintenance - Needs Notes	Unpayable/Salaried	10.30
Totals:										180.22

Employee: Heather Moore - Account Administrator										
Sig	Apv	Paid	Date	In	Break	Out	TZ	Account Code	Time Class	Hours
			Jun 01, 20	08:00 A		12:34 P	MDT	8810 - Clerical and Office Employees	Standard	4.57
			Jun 01, 20	01:00 P		03:30 P	MDT	8810 - Clerical and Office Employees	Standard	2.50
			Jun 02, 20	07:45 A		12:19 P	MDT	8810 - Clerical and Office Employees	Standard	4.57
			Jun 02, 20	12:50 P		03:30 P	MDT	8810 - Clerical and Office Employees	Standard	2.67
			Jun 03, 20	08:00 A		03:18 P	MDT	8810 - Clerical and Office Employees	Standard	7.30
			Jun 04, 20	07:59 A		03:14 P	MDT	8810 - Clerical and Office Employees	Standard	7.25
			Jun 05, 20	08:00 A		03:36 P	MDT	8810 - Clerical and Office Employees	Standard	7.60
			Jun 08, 20	07:58 A		03:30 P	MDT	8810 - Clerical and Office Employees	Standard	7.53
			Jun 08, 20	05:30 P		08:00 P	MDT	8810 - Clerical and Office Employees	Standard	2.50
			Jun 09, 20	07:44 A		03:25 P	MDT	8810 - Clerical and Office Employees	Standard	7.68
			Jun 10, 20	07:45 A		03:54 P	MDT	8810 - Clerical and Office Employees	Standard	8.15
			Jun 11, 20	07:55 A		03:34 P	MDT	8810 - Clerical and Office Employees	Standard	7.65
			Jun 12, 20				MDT	8810 - Clerical and Office Employees	Sick	7.00
			Jun 15, 20	08:00 A		03:40 P	MDT	8810 - Clerical and Office Employees	Standard	7.67
			Jun 16, 20	08:00 A		03:30 P	MDT	8810 - Clerical and Office Employees	Standard	7.50
			Jun 17, 20	08:00 A		03:35 P	MDT	8810 - Clerical and Office Employees	Standard	7.58
			Jun 18, 20	08:10 A		03:23 P	MDT	8810 - Clerical and Office Employees	Standard	7.22
			Jun 19, 20	08:00 A		11:45 A	MDT	8810 - Clerical and Office Employees	Standard	3.75
			Jun 19, 20	12:15 P		02:45 P	MDT	8810 - Clerical and Office Employees	Standard	2.50
			Jun 22, 20	07:57 A		03:30 P	MDT	8810 - Clerical and Office Employees	Standard	7.55
			Jun 23, 20	08:00 A		03:19 P	MDT	8810 - Clerical and Office Employees	Standard	7.32
			Jun 24, 20	08:00 A		03:26 P	MDT	8810 - Clerical and Office Employees	Standard	7.43
			Jun 25, 20	08:01 A		03:30 P	MDT	8810 - Clerical and Office Employees	Standard	7.48
			Jun 26, 20	08:00 A		02:00 P	MDT	8810 - Clerical and Office Employees	Standard	6.00
			Jun 29, 20				MDT	8810 - Clerical and Office Employees	Vacation	7.00
			Jun 30, 20				MDT	8810 - Clerical and Office Employees	Vacation	7.00
Totals:										162.97

Employee: Kim Quayle - Admin Assistant										
Sig	Apv	Paid	Date	In	Break	Out	TZ	Account Code	Time Class	Hours
			Jun 03, 20	07:55 A		03:18 P	MDT	8810 - Clerical and Office Employees	Standard	7.38
			Jun 04, 20	07:59 A		03:34 P	MDT	8810 - Clerical and Office Employees	Standard	7.58
			Jun 05, 20	07:59 A		03:36 P	MDT	8810 - Clerical and Office Employees	Standard	7.62
			Jun 10, 20	07:56 A		03:53 P	MDT	8810 - Clerical and Office Employees	Standard	7.95
			Jun 11, 20	07:55 A		03:23 P	MDT	8810 - Clerical and Office Employees	Standard	7.47
			Jun 12, 20	07:57 A		03:30 P	MDT	8810 - Clerical and Office Employees	Standard	7.55
			Jun 17, 20	07:57 A		03:32 P	MDT	8810 - Clerical and Office Employees	Standard	7.58
			Jun 18, 20	08:03 A		03:24 P	MDT	8810 - Clerical and Office Employees	Standard	7.35
			Jun 19, 20	07:58 A		11:43 A	MDT	8810 - Clerical and Office Employees	Standard	3.75

Sig	Apv	Paid	Date	In	Break	Out	TZ	Account Code	Time Class	Hours
			Jun 19, 20	12:15 P		03:30 P	MDT	8810 - Clerical and Office Employees	Standard	3.25
			Jun 24, 20	08:02 A		12:09 P	MDT	8810 - Clerical and Office Employees	Standard	4.12
			Jun 24, 20	12:39 P		03:27 P	MDT	8810 - Clerical and Office Employees	Standard	2.80
			Jun 25, 20	08:44 A		12:48 P	MDT	8810 - Clerical and Office Employees	Standard	4.07
			Jun 26, 20	08:00 A		12:00 P	MDT	8810 - Clerical and Office Employees	Standard	4.00
			Jun 26, 20	12:30 P		03:30 P	MDT	8810 - Clerical and Office Employees	Standard	3.00
			Jun 29, 20	08:00 A		12:00 P	MDT	8810 - Clerical and Office Employees	Standard	4.00
			Jun 29, 20	12:30 P		03:30 P	MDT	8810 - Clerical and Office Employees	Standard	3.00
			Jun 30, 20	08:00 A		12:00 P	MDT	8810 - Clerical and Office Employees	Standard	4.00
			Jun 30, 20	12:30 P		03:30 P	MDT	8810 - Clerical and Office Employees	Standard	3.00

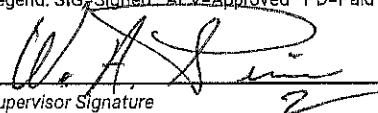
Totals: 99.47

Employee: Kelly Williamson - Maintenance

Sig	Apv	Paid	Date	In	Break	Out	TZ	Account Code	Time Class	Hours
	APV		Jun 01, 20	07:29 A		11:00 A	MDT	0042 - Landscape and Gargening	Standard	3.52
			Jun 02, 20	12:06 P		01:18 P	MDT	Misc Maintenance - Needs Notes	Standard	1.20
			Jun 03, 20	08:11 A		11:35 A	MDT	0042 - Landscape and Gargening	Standard	3.40
	APV		Jun 04, 20	07:32 A		10:35 A	MDT	0042 - Landscape and Gargening	Standard	3.05
			Jun 08, 20	06:34 A		09:33 A	MDT	0042 - Landscape and Gargening	Standard	2.98
			Jun 10, 20	06:53 A		09:12 A	MDT	0042 - Landscape and Gargening	Standard	2.32
			Jun 11, 20	07:37 A		12:33 P	MDT	9403 - Garbage Collecting, Driving	Standard	4.93
			Jun 11, 20	01:24 P		03:17 P	MDT	0042 - Landscape and Gargening	Standard	1.88
			Jun 16, 20	07:31 A		11:36 A	MDT	0042 - Landscape and Gargening	Standard	4.08
	APV		Jun 17, 20	07:52 A		10:27 A	MDT	0042 - Landscape and Gargening	Standard	2.58
			Jun 18, 20	06:31 A		10:55 A	MDT	Misc Maintenance - Needs Notes	Standard	4.40
			Jun 25, 20	07:22 A		11:30 A	MDT	9403 - Garbage Collecting, Driving	Standard	4.13

Totals: 38.47

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


Supervisor Signature

6/9/20
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.

July 6, 2020

Town of Sedgwick
29 Main Avenue
Sedgwick, Co 80749

Dear Town Board Members:

This letter is to serve as my request for Town approval of a water permit for the former home of Glen and Thelma Sandquist, 6324 County Road 24, Sedgwick, CO.

My sister, Debby, and I are the co-executors of the Glen and Thelma Sandquist Trust. We are working with potential buyers of the homesite that might be interested in getting town water to the home rather than having to share the well with possible buyers of the barns and pastureland. The current well is located near the barns about a quarter mile to the west of the home site.

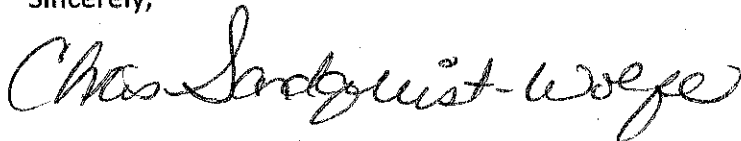
I understand that I will need County approval for digging across County Road 24 and have requested such. I am also aware that my sister and I, or the new home buyers, will be responsible for all costs associated with materials, trenching, etc., as well as maintenance of such going forward.

If approved, we will consider trenching down the ditch and across Road 24 or will seek permission from Glen Toyne to trench across their property and Road 24 to the homesite.

I thank you for your consideration. Unfortunately, I will not be able to attend the next meeting in person, so request that you contact me at my cell number of 970-290-8713 with your decision.

Thank you.

Sincerely,

A handwritten signature in black ink that reads "Chris Sandquist-Wolfe". The signature is written in a cursive style with a large initial "C".

Chris Sandquist-Wolfe
28567 East 163rd Place
Brighton, CO 80603

Honorary Citizen Votes as of 7/9/20

Facebook Vote

No Citizens hand delivered votes to Town Hall

Arta Sidel – 4

Bob & Sandra Saya – 1

Duane Smith – 13

Karen Ness – 1

Lupe Casias – 4

Neta Olson – 1

Randy & Kathy Jenik – 1



July 6, 2020

Ms. Heather Moore
Town Clerk
Town of Sedgwick
29 Main Avenue
Sedgwick, CO 80749

RE: Proposal for Professional Engineering Services
Sodium Hypochlorite Design and Permitting (Drinking Water Disinfection)

Dear Ms. Moore,

Element Engineering, LLC is pleased to present this proposal for the above-referenced project. This proposal lists our Understanding, Scope of Services, Proposed Project Fee, and Billing.

UNDERSTANDING

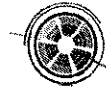
Element Engineering understands that the Town of Sedgwick is interested in replacing existing gas chlorine systems with a sodium hypochlorite feed for drinking water disinfection. Gas chlorine can be dangerous to operations staff and, with recent changes to CDPHE Regulation 100, requires higher operator licensing than a sodium hypochlorite system.

Replacing the existing gas systems with sodium hypochlorite systems will require permitting and approval from CDPHE. CDPHE considers changing the type of primary disinfection process (e.g. gas to hypochlorite) in a drinking water system a significant modification requiring a complete design submittal (basis of design report, plans, and specifications). Water system submittals are a one-step submittal process.

SCOPE OF SERVICES

To complete the design and permitting of the new sodium hypochlorite installation the following scope of services is proposed:

- Design and permit one (1) new sodium hypochlorite chemical feed systems per all CDPHE rules and requirements.
- Complete a Basis of Design Report per the *CDPHE Design Criteria for Potable Water Systems*. The Basis of Design Report will include:
 - a. Application / Basic Info



- b. Water quality data
 - c. Process flow diagram
 - d. Hydraulic profile
 - e. Capacity evaluation and design calculations
 - f. Monitoring and sampling evaluation
 - g. Impact to corrosivity
 - h. Operations plan
- Assemble construction plans and specifications.
 - Meet with Town of Sedgwick staff to present design and design documents and solicit operator input on the design.
 - Respond to CDPHE questions and comments to obtain approval.

PROPOSED PROJECT FEE AND EXCLUSIONS

The proposed fee for the above referenced Scope of Services shall be time and materials based on our hourly rates (see attached) not to exceed \$4,000.

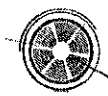
Element has much of the information necessary to complete the work as we are already compiling a master plan on behalf of the town. If additional information is necessary, Element will reach out to the town.

ADDITIONAL WORK TASKS AND BILLING

Additional work tasks can be completed on a Time and Materials basis.

Invoices will be sent monthly for time expended. Accounts will be due and payable within thirty (30) days after date of invoice.

Whenever the account is more than thirty (30) days delinquent, Element Engineering may suspend any further work called for until such account is made current. The fact that Element Engineering may continue to work beyond that time, shall not be deemed to be a waiver of its rights hereunder. This Agreement may be terminated by the client at any time.



If the foregoing is satisfactory to you, please sign a copy of this proposal and return a PDF or hard copy for our files. Element Engineering looks forward to continuing a professional relationship with the Town of Sedgwick.

Sincerely,

ELEMENT ENGINEERING, LLC

Nicholaus P. Marcotte, P.E.
President

APPROVED and ACCEPTED this _____

day of _____, 2020

By: _____

For: _____

MARK TURNER
DISTRICT NO 1

HOWARD MCCORMICK
DISTRICT NO 2

DONALD SCHNEIDER
DISTRICT NO 3

**BOARD OF
COUNTY COMMISSIONERS
OF SEDGWICK COUNTY**

315 Cedar St., Suite 220
JULESBURG, CO 80737
(970) 474-2485

CHRISTY M. BECKMAN
CLERK TO BOARD

WILLIAMSON/LOWERY/FREDREGILL
PO BOX 70
STERLING CO 80751

Date June 26, 2020

To Sedgwick County Town Boards

Ref COVID-19 CARES ACT FUNDS

Dear Board Members,

Recently your board was advised of funds that were made available to our county related to COVID expenses that you have or may need to help our local community. The county divided these funds according to population as no other guidance was provided from the state. The county commissioners are asking that each town retain \$1000.00 dollars back of the money allocated to for for purchase of PPE to be used by each towns fire departments and town employees. The county will retain \$2000.00 dollars back to help supply our first responders/employees.

When COVID first became a factor the county, through the emergency manager office supplied PPE to each towns first responders and most businesses that were still operating. The only supply that the county had available at that time was what the ambulance service held in reserve. With the recent explosions in new cases of COVID in surrounding states as well as Colorado the commissioners feel we need to get supplies ordered sooner than later.

We are suggesting the ordering of these supplies be coordinated through the office of Emergency Manager (Rob Crowder) as he has the best knowledge of what our first responders require and has the contacts to procure PPE at this time. Once the supplies are received each town will be responsible for securing the PPE or having the EM secure it for you. (PPE has a way of growing legs and moving if it's not secured under lock or has multiple keys available for the lock.)

This fall will likely include a rebound of COVID cases and our goal is not to have our businesses shuttered again. It is imperative we as a community prepare to protect our first responders and our employees so that they can continue to provide the basic services required for our citizens.

Thank you for your consideration,

Sedgwick County Commissioners

With the \$1,000 investment in PPE (Personal Protective Equipment) each town can expect to receive the below items, by ordering through the hospital, it is possible that we can receive more supplies for the same amount of money because of the hospitals bulk ordering capability through their vendors.

10, gallons of hand sanitizer

3, digital no contact thermometers

8, boxes of medical grade gloves, 200 gloves per box = 100 pairs of gloves, in multiple sizes.

75, medical grade isolation gowns

4, cans of Cavi-wipes, medical grade disinfecting wipes -gloves required for use- 160 wipes per can.

1, box of surgical procedure masks 500 per box.

100, N95 masks.