

Town of Haxtun

April 4, 2022
REGULAR MEETING
MINUTES

The Haxtun Town Council met for their regularly scheduled meeting at 7:00 p.m. The meeting was opened by Mayor Brandon Bieseemeier at the Haxtun Community Center. Roll call was taken with the following council members present: Bob Cionek, Mike Ensminger, Ryan Horton, Lori Lundgren, Rob Martinez, and Tana Pope. Mayor Bieseemeier led the group in the Pledge of Allegiance.

Staff members present were Ron Carpenter, Town Superintendent, Tom Bullard, Sergeant, Kelsey Harms, Deputy Town Clerk, and Karie Wilson, Town Clerk/Treasurer.

Candie Fix, representing the *Haxtun-Fleming Herald* and Jim Helfer, Debbie McBride, Don Foster, Kindra Plumb, Kelcie Yockey from the Haxtun Chamber of Commerce, and Shirley McConnell.

A motion was made by L. Lundgren and seconded by R. Horton to approve the agenda, all present voted yes, and the motion carried.

A motion was made M. Ensminger and seconded by T. Pope to approve the consent agenda, which included the regular meeting minutes of March 7, 2022, the following monthly invoices to be paid, and transfers of cash. All present voted yes, and motion carried.

March Payroll	Taxes	\$10,423.70
March Payroll	Salary	\$45,103.79
Amazon	Storage Shelves for Ball Park	\$554.12
Amazon	Envelopes	\$13.15
Amazon	Office Equipment	\$257.45
Black Hills Energy	Utility	\$1,232.63
Broadway Total Power	Repairs	\$166.70
Brom Recycling	Concrete Crushing	\$22,605.00
Carpenter, Ron	Fuel, Travel	\$143.88
FPPA	Pension	\$1,322.06
GWRS	Retirement	\$1,794.06
CHS Grainland	Fuel	\$979.19
DPC Industries	Water System	\$1,224.52
Fetzer Electric	Repairs	\$140.31
Haxtun Car Wash	Maintenance	\$19.00
Haxtun Chamber of Commerce	Dues/Annual Meeting	\$118.00
Haxtun Hospital District	Drug Screen/Physical	\$350.01
Kuehn, Chris	Janitorial	\$390.00
LEC Construction, LLC	New Shop	\$13,391.99
Lincoln Marriott	NMPP Conference	\$238.14
Mega Music	Ballpark Sound System	\$811.96
Nadow, Nathon	Uniform Shirts	\$139.10
NMPP	Power	\$47,926.54
Northern Tool	Repairs	\$130.04
Petty Cash	Travel	\$100.00

Phillips County Landfill	Dump	\$1,229.04
Phillips Co Treasurer	Treasurers Deed	\$10.00
Public Agency Training Council	PD Training	\$350.00
RRWCD	Water Assessment Fee	\$2,934.31
Tatro Plumbing	RV Refund	\$330.00
Viaero	Cell Service	\$402.42
Apex Shredding	Shredding Service	\$60.00
Arnold Pool Company	Repairs to system	\$1,533.96
Artisitc Custom Badges	Badges	\$1,277.30
Border States	Repairs to system	\$1,868.03
Colorado Analytical	Water/Wastewater Tests	\$61.00
CO Dept of Revenue	March Sales Tax	\$2,752.36
CO Dept of Revenue	March Withholding Tax	\$1,517.00
CEBT	Insurance	\$12,550.40
Colorado Rural Water/Power Dev Auth	Wastewater Loan	\$9,277.46
Edward R Hamilton BookSeller	Books	\$934.38
Farr, Aimee	Meter Deposit Refund	\$98.33
Galls	Supply	\$884.54
Garretsons Sport Center	Bases	\$181.56
Hadeen, Jason	Meter Deposit Refund	\$177.80
Haxtun Building Center	Repairs/Supplies	\$1,037.10
Haxtun Telephone	Phone/internet	\$529.20
HEA	Utilities	\$102.00
Home Depot Pro	Supplies	\$576.50
Ingram	Books	\$157.60
Kaseware	Software Support	\$4,320.00
Kinsco	Vest/Uniform	\$1,012.96
Legg Creations	Uniform	\$16.00
NMPP	Annual Conference	\$175.00
Mile High Shooting	Ammo	\$1,205.00
PAK Enterprises	Supply	\$34.50
PCED	2nd Qtr Dues	\$1,750.00
PCTelCom	Service	\$207.76
Phillips County Treasurer	March Sales Tax	\$301.95
Red Willow	Retirement Party	\$1,712.75
Renewable Fiber, Inc	Play Ground Chips	\$4,194.00
Scherf Upholstery	Repairs	\$225.00
Standard	Supplemental Insurance	\$111.95
Statewide Internet Portal Authority	Google Workspace License	\$428.40
Sun Life	Supplemental Insurance	\$253.60
UNCC	Transmissions	\$10.40
US Postmaster	Stamps	\$160.00
VSP	Supplemental Insurance	\$167.90
CIRSA	Workers Compensation Insurance	\$ 5,143.50

CIRSA	Property Casualty Insurance	\$	12,963.48
Dana Kepner	Freight	\$	29.31
Haxtun Supers	Supply	\$	10.78
Kelly PC	Service	\$	1,054.50
Kuehn, Chris	Janitorial	\$	330.00
L & L Ready Mix	Repairs	\$	71.50
Lauer, Szabo & Associates	Audit Prelim work	\$	14,065.00
Martin Marietta	Chip Rock	\$	37,055.70
NMPP	Dues	\$	754.49
Red J Welding	Repairs	\$	952.65
Wilson's Repair	Repairs	\$	1,069.51

Transfers of Cash

- 3/8/2022 Transfer # 1 - \$115,500 for accounts payable
- 3/15/2022 Transfer # 2 - \$19,000 for payroll
- 3/16/2022 Transfer # 3 - \$33,500 for accounts payable
- 3/17/2022 Transfer # 4 - \$2,100 for accounts payable
- 3/25/2022 Transfer # 5- \$22,755 for accounts payable
- 3/30/2022 Transfer #6 - \$20,500 for payroll

Public Comment:

There was no public comment.

Regular Business:

Kindra Plumb introduced herself, and the other Haxtun Chamber Board of Directors. Kindra remarked that the HCC is in a rebuilding year, focusing priorities on Business, Youth and Events. They had come to the council meeting to ask some questions regarding the changes the chamber has been through the last five to seven years. One of their questions involved payroll processing. Several years ago, when the HCC hired their first director, they had approached the Town Council, and asked if the director's salary could be paid through the Town's payroll. The council agreed to help them, and the HCC has reimbursed the net salary and FICA/MED amounts to the Town monthly. The Town also provides an office space, storage, and wi-fi to the chamber. Other questions regarding the formation of the HCC were referred to prior members of the chamber. The HCC board asked the Town Council for their support of annual events, especially the annual Corn Festival event.

Brandon expressed his thanks to the HCC for attending the meeting and encouraged them to reach out to prior corn fest committee members for help.

Ron has contacted all the property owners that have curb and gutter that will need to be replaced as the Town starts the street project. There are several owners that have not responded , and two property owners that have not agreed to repair their curb and gutter.

A motion was made by B Cionek and seconded by M. Ensminger, that in order to help with the financial portion of the curb and gutter project, to offer property owners payment plans with the maximum repayment term of 5 years. The Town will have the ability to place a lien on the property if payments are not made. Contracts will be signed with the property owners stating the above terms.

All in attendance voted in favor of the motion, and motion passed.

CEBT sent the renewal documents for the employee health insurance. The renewal rate was 2% increase overall for the year beginning July 1, 2022- June 30, 2023. This would mean an approximate \$3800 annual increase in premiums.

A motion was made by T. Pope and seconded by R. Horton to approve the renewal. All voted in favor and motion passed.

The MASA emergency air and ground insurance is also up for renewal. In the past, the Town has been on a Census plan, with the Town paying the yearly premium up front for the current full time employees. This has not a problem, until an employee leaves the town's employment, and takes the benefit with them.

The council discussed paying the premium on a monthly basis, like the other supplemental and health insurance policies. It would be easier to track employees and add to and delete from the policy.

A motion was made by M. Ensminger and seconded by L. Lundgren to renew the MASA insurance as an employer provided benefit for all the full time employees. The council members that wish to enroll will reimburse the town. Motion carried.

Employee residency requirements were again discussed. A motion was made by R. Horton, and seconded by T. Pope to adopt the following to replace the current policy in the personnel policy. Motion carried.

POLICY NO. 5

Residency Requirement for all Full Time Employees

- I. Purpose:
 - A. To establish a residency area for all full time Town employees.
 - B. To require that all newly hired, transferred, or promoted full time employees either meet the residency requirement or be willing to move to comply with such requirements.

Policy Content:

This policy describes residency limitations for all full time Town employees in order to permit efficient service to the citizens of the Town of Haxtun.

- II. Provisions:
 - A. All full time permanent employees of the Town of Haxtun must reside within a 10 mile radius of the corporate limits of the Town of Haxtun. This policy does not apply to the non emergency employees.
 - B. Employees and employee applicants shall be given a 6 month opportunity to move or change their residence to comply.
 - C. The Haxtun Police Department full time employees shall be governed by their individual department regulations.

Revised 4/4/2022

Colorado Highlands Wind sent a \$1000 donation to the Town. After discussion, a motion was made by T. Pope and seconded by B. Cionek to donate the \$1000 to the Little Sprouts Learning Center. Motion passed.

Discussion Items:

Discussion was held on the notice of electrical rate increases we received from NMPP Energy and WAPA. Rates will be increased a total of \$32,000 for 2022, and in 2023, WAPA will again increase their rates by \$11,000. The Town of Haxtun has not raised electrical rates since 2015, and with the cost of inflation, cannot keep absorbing this type of increase. Council reviewed a spreadsheet depicting percentage increases for both the base rate and the Kw rates. \$3.00 increase in base rate would bring it to \$18.50 per month, and together with a 5% overall rate increase per Kw will help the Town manage these costs by about \$45,000.

The Sanitation fund is also being hit hard by the raising cost of fuel and repairs. These rates have also have not been increased since 2015. Discussion was held about raising the rates \$3.00 per trash service rate.

Employee evaluation forms were discussed. The council would like to see more room on the eval form for comments, a place to state goals for coming year, and accomplishments, and a space to develop a plan for how the goals will be achieved. Staff will continue revising the forms.

The truck route was discussed again. Gross Vehicle Weight will also be considered in the ordinance. Also, possible changes to the Building Permit application and policy procedure to prevent damages made to streets during property upgrades, landscaping, or building new homes, etc. The Town could also require a damage deposit.

Staff Reports:

Ron Carpenter, Town Superintendent

- Building Permits were reviewed as included in the board packet.
- Preparations are being made to crack fill streets.
- Chip rock has been delivered (25 loads delivered and 4 more expected tomorrow) Cobitco is trying their best to get us on their calendar for chip sealing streets this year.
- Big Iron Auction - all 3 trucks were sold on the sale.
- Replacement Dump Truck – Ron has a couple he is looking at.

Tom Bullard, Sergeant

- Wyatt Bishop has been hired as part-time officer.
- The department is taking applicants for a 3rd officer.
- Tornado Warning Test will be held on April 21, 2022, at 10:30 a.m.

Karie Wilson, Town Clerk/Treasurer

- The Haxtun-Fleming Herald sent a letter requesting to be notified of any regular or special meeting held by the Town, as required by the Open Meeting Laws.
- Tanya's retirement celebration Open House will be held on April 10, 2022 from 2:00-4:00 pm.
- Phillips County Economic Development Annual Meeting will be held on April 27, 2022 at 6:30 pm in Paoli. Please RSVP to Karie by 4/15/2022.
- Spring Cleanup will be held the week of April 11, 2022.
- Animal Licenses are due by April 30, 2022.
- Scott Szabo will be here to present the financial audit to council on May 2, 2022.
- Applications and Interviews for a deputy and librarian have been held.
- Summer Ball registrations are being held now through 4/11/22 with late registrations from 4/12/22-4/21/22.
- A transfer of liquor license between Prairie Oasis Holding Co LLC dba Haxtun Liquors LLC and R & T Holding Co LLC dba Haxtun liquors is in process.
- COLOTrust sent their 2021 Annual Report for review.

Council Concerns:

Lori inquired to the generator status. Ron reported there is some interest from the individual who did the crushing to scrap it. Also, he reported that we have not heard from the CDOT Main Street grant providers.

Rob asked about the community center and the emergency generator, so that the building may be used for a shelter. Ron reported that Fetzer Electric is working on gathering information on that project.

Tana asked if there had been interviews held for the Librarian position. The Library Board of Directors is handling that matter.

Ryan had just heard about the Phillips County Recreation Board. This organization has pledged \$90,000 towards the Haxtun swimming pool project. Ryan has been approached by several people that are interested in a multi-use community recreation center. Could we possibly co-mingle funds with the school for a bigger project. The school board is possibly looking at grants to expand their facilities.

Brandon's main concern was also the emergency generator for the community center.

A motion was made by L. Lundgren and seconded by B. Cionek to adjourn. The meeting adjourned at 9:24 pm subject to the call of the Mayor.

Karie Wilson
Town Clerk/Treasurer