

Town of Haxtun  
April 7, 2025  
REGULAR MEETING  
Minutes

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

Staff members present were Ron Carpenter, Town Superintendent, Darrell Smith, Interim Police Chief, Sherri Wagoner, Deputy Clerk, and Kelsey Harms, Town Clerk/Treasurer.

Scott Szabo, Lauer, Szabo & Associates, PC and Candie Fix, Haxtun-Fleming Herald were also in attendance.

**Approval of Agenda:**

A motion was made by R. Horton and seconded by D. Green to approve the agenda. All present voted yes, the motion carried.

**Consent Agenda:**

A motion was made by D. Green and seconded by J. Brammer to approve the consent agenda, which included the regular meeting minutes of March 3, 2025, the following monthly invoices, and transfers of cash. All present voted yes, and the motion carried.

March Payroll	Salaries	\$	46,578.98
March Payroll	Taxes	\$	10,472.03
Amazon	Supplies	\$	115.33
Black Hills Energy	Utilities	\$	674.94
Bornhoft, Chris	Conference Reimburse.	\$	215.41
Bullard, Tom	FPPA Correction	\$	74.75
Carpenter, Ron	Clothing Allowance	\$	217.07
CCNC	2025 Membership Fee	\$	200.00
CHS	Fuel	\$	734.19
CLIC	Ebook/Eaudio/Hold Pool	\$	260.00
Comfort Inn	PD Training	\$	359.99
Davis, Carolyn	Cell Phone Stipend	\$	15.00
Element Engineering	Discharge Permit Compl.	\$	1,875.00
El Paso Restaurant	Hiring Committee Lunch	\$	94.43
Embassy Suites	CRWA Conference	\$	729.00
Embassy Suites by Hilton	MEAN Conference	\$	347.90
FPPA	Benefits	\$	955.05
Galls	PD Uniform clothing	\$	37.90

GWRS	Benefits	\$	2,605.84
Lauer, Szabo & Assc.	24 Financial Audit	\$	16,000.00
MRZ	Repairs	\$	54.00
NMPP	February Power	\$	49,622.15
Phillips County Landfill	February Dumping	\$	1,682.00
PSHCG	Benefits	\$	15,463.64
Rocky Mtn. Section AWWA	Training	\$	145.00
SIPA	Supplies	\$	323.40
Viaero	Cell Phones	\$	151.02
Vista Print	Supplies	\$	18.79
Wilson's Repair	Repairs	\$	289.94
Amazon	Supplies	\$	310.69
Arnold Pool	Supplies	\$	2,309.30
Border States	Poles	\$	7,525.15
Brown, Julie	MD Refund	\$	78.03
CDR	March Sales Tax	\$	2,872.40
CDR	March Withholding	\$	1,683.00
CFS Inspections	Equipment inspections	\$	2,551.00
Chamberlain Concrete	Rec Landscape Rock	\$	1,425.00
CHS	Fuel	\$	739.91
CIRSA	OCC. AD&D	\$	720.00
CIRSA	Property/Casualty	\$	19,445.96
CIRSA	Work Comp	\$	4,678.05
CIRSA	Equipment Audit/Pool	\$	87.00
CLIC	AspenCat Maint. Fee	\$	1,640.00
CO Police Protective Assc.	Pocket Book Postage	\$	4.44
CO Water Resources & Po	Wastewater loan	\$	9,277.46
Colorado Analytical	Water Testing	\$	372.00
Davis, Carolyn	Book reimbursement	\$	37.97
Element Engineering	Geotechnical study	\$	150.00
FirstNet	PD VOIP phones	\$	214.37
Frederick, Michael	Books	\$	25.00
Gonzalez, Nancy	Library Cleaning	\$	75.00
HarryMarshall Consulting	Meter calibration	\$	290.00
Haxtun Building Center	Supplies	\$	1,118.82
Haxtun Car Wash	Fleet washes	\$	12.00
Haxtun Herald	Publications/Supplies	\$	157.95
Haxtun Supers	Supplies	\$	63.16
Haxtun Telephone	Phones/Internet	\$	848.09
HD Supply	Supplies	\$	713.60
Highline Electric	Utilities	\$	97.74
Kelly PC	Attorney	\$	565.50

Kuehn, Chris	March Cleaning	\$	600.00
Kurtzer's	Repairs	\$	11,460.31
Lauer, Szabo & Assc.	Completion 2024 Audit	\$	1,100.00
MASA	Benefits	\$	182.00
MRZ	Repairs	\$	90.38
NECALG	2025 Contribution	\$	860.00
PCED	2nd Qtr. Contribution	\$	1,750.00
PC Telcom	Utilities	\$	42.00
Phillips County Landfill	March dumping	\$	1,757.20
Phillips County Treasurer	Drake Bldg/Prop tax	\$	35.60
Phillips County Treasuer	March Sales Tax	\$	299.24
Pye-Barker	Backflow/Valves	\$	785.50
Schluntz, Patricia	MD Refund	\$	120.31
Spartan Aviation	Runway Stats Program	\$	3,000.00
Top Gear	PD Education	\$	159.80
USPS	Postage	\$	370.00
VSP	Benefits	\$	114.15
Wilson's Repair	Repairs	\$	649.15
Wyatt's Sprinkler	Repairs	\$	300.00

#### Transfers of Cash

03/4/2025 Transfer #1: \$51,500.000 for accounts payable

03/13/2025 Transfer #2: \$ 21,500.00 for payroll

03/14/2025 Transfer #3: \$ 72,800.00 for accounts payable

03/31/2025 Transfer #4: \$ 19,000.00 for payroll

03/31/2025 Transfer #5: \$150.00 for accounts payable

#### Public Comment:

None.

#### Regular Business:

Scott Szabo presented the 2024 Financial Audit report to the Council. Overall, the General Fund is stable, it has decreased but that can be accredited to the large capital projects the Town has completed over the last couple of years. Enterprise funds are stable, even though the Electric and Sewer show a negative change in net position that is also again due to transfers to the General Fund. The Town is in a good financial position as improvements continue to be made.

A motion was made by L. Lundgren and seconded by B. Cionek to approve the 2024 Financial Audit. Motion passed.

In 2022 meetings were held with the entities that utilize the County's 911 services to discuss funding for the Communications Center operations. Historically the Town of Haxtun contributed \$4,500 until 2023 when the contribution was doubled to \$9,000 and in 2024 the contribution was \$10,000. The Council received a letter and an invoice from the County Commissioners asking for

a 2025 contribution amount of \$16,596. The Council voiced some concern about the County continuing the increase with little to no explanation. The Council would like to invite the Commissioners to the next meeting and have more discussion about the Communication Center operations. A motion was made by J. Brammer and seconded by T. Pope to table the contribution discussion until the next meeting. All present voted in favor, and motion passed. Clerk Harms will reach out to the County Commissioners and get something on the agenda for the May meeting.

Resolution 2025-4 amending the personnel policy to expand the Police Department living requirement was discussed by the Council during a March work session. A motion was made by D. Green and seconded by J. Brammer to approve the resolution, all present voted in favor and motion passed.

#### **RESOLUTION NO. 2025-4**

#### **A RESOLUTION ADOPTING AMENDMENTS TO THE TOWN OF HAXTUN PERSONNEL RULES AND REGULATIONS REGARDING RESIDENCY REQUIREMENTS FOR EMPLOYEES**

WHEREAS, the Town previously adopted the Town of Haxtun Personnel Rules and Regulations, which may be amended from time to time; and

WHEREAS, the Town Council by this Resolution desires to amend certain sections of the Personnel Rules and Regulations.

NOW THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF HAXTUN, COLORADO:

**Section 1.** Item C in Policy No. 5 (Provisions:) of the Town of Haxtun Personnel Rules and Regulations is amended to read as follows:

C. The Haxtun Police Department full-time employees must reside within a 15-mile radius of the corporate limits of the Town of Haxtun.

**Section 2.** The amendments set forth herein shall be effective as of April 7, 2025.

INTRODUCED, READ, and ADOPTED this 7<sup>th</sup> day of APRIL, 2025.

TOWN OF HAXTUN

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Michael Ensminger, Mayor

ATTEST:

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Kelsey Harms, Town Clerk

The Haxtun Building Center submitted an application for an Economic Incentive for a new permanent shed to hold spring and summer plants and then equipment in the winter. The incentive application was asking for waiver of the use tax and building permit fee for a total of \$412.50. The Council had brief discussion about the incentive noting that the Building Center is the first to volunteer or donate to local events and this is a great way for the Town to support local business. A motion was made by J. Brammer and seconded by B. Cionek to approve the full \$412.50 economic incentive for Haxtun Building Center.

R. Horton and J. Brammer gave a brief report from the Police Chief hiring committee. The Town received 4 applications. The committee conducted interviews on April 1<sup>st</sup> and had 2 panels; one made up of members with a policing background and second made up of local community members. After the interviews it was a unanimous recommendation from the hiring committee to hire Darrell Smith for the Chief of Police.

After some brief discussion a motion was made by R. Horton and Seconded by L. Lundgren to enter into executive session for discussion of a personnel matter under C.R.S. Section 24-6-402(4)(f) and not involving: an employee who has requested the matter be discussed in open session; any member of this board or the appointment of any person to this board; or general personnel policies, specifically regarding the Chief of Police position. A roll call vote was taken and all present voted in favor. At 7:42 pm Mayor Ensminger, B. Cionek, D. Green, T. Pope, R. Horton, J. Brammer, R. Carpenter, S. Wagoner, and K. Harms entered executive session. At 8:06 pm the executive session concluded.

After concluding the executive session a motion was made by J. Brammer and seconded by R. Horton to accept the hiring committee recommendation and make a final offer to Darrell Smith with a starting salary of \$71,000 per year with a 12-month probation period including the time served as interim starting January 6, 2025 as long as D. Smith finalized the final offer paperwork. His oath of office would be given to him at that time. All present voted in favor, and the motion passed.

#### **Discussion:**

R. Carpenter wanted to discuss the current commercial dumpster rental rates. Currently citizens may rent a 3-yard dumpster for \$10/week that includes 1 pickup, and any additional pickup is \$5. Carpenter noted that when the sanitation rates for residents were adjusted in 2022 the rental rates were never part of the discussion. He also noted that because the rate was so low many residents were taking advantage of the rental service and using the dumpsters for everyday residential trash. Carpenter's suggestion is to raise the rental fee to \$20 per week that includes 1 pickup and additional pickup be \$10 with a maximum of 60 days per rental. Carpenter and Harms would work on a Resolution to bring back to the Council in May.

Residential sanitation was also part of discussion items. R. Carpenter informed the Council that there has not been a limit to the number of trash containers for residents. Currently, the residential rate is \$28 per month with no limit to the number of containers. Carpenter suggested leaving the rate but adding a limit of only 2 trash containers per residence and adding an additional charge for additional containers. Carpenter and Harms will work on a Resolution to bring back to the Council in May.

### **Staff Reports:**

Ron Carpenter, Town Superintendent

- Building Permits per Agenda Packet
- After completing the Inflow and Infiltration Report, CDPHE has issued a memo taking a step back from the permit requirements and will be working with communities individually to address issues. Carpenter is still waiting to hear from the State at this time. From the I&I Report a sewer liner study was suggested but that was estimated to cost \$10,850 since the memo from CDPHE the Town can wait and budget for the liner study for another time.
- Since the install of the aircraft monitoring system there have been 24 operations or aircraft in and out since 3/1
- Advanced Pools and Spas is in Town helping show the Public Works crew how to de-winterize the pool and get it ready for summer, installing the auto filler, and pressure testing the pipes to check there are no leaks.
- The interior of the water tower was inspected this week. The health department requires the water tower to be cleaned/sanitized every 3-5 years. Carpenter will get the full report back soon, but the initial report looks good.

Darrell Smith, Interim Police Chief

- Presented Q1 statistics
- Presented a tentative schedule, has hired 3 reserve officers from Holyoke PD to help cover shifts. Smith is also working with the Sheriff's office to cover call.

Kelsey Harms, Town Clerk/Treasurer

- Harms last day in the office before going on maternity leave will be 4/18/25. Deputy Clerk Wagoner and PD Clerk V. Freemyer will be covering Town Hall during her leave.
- Spring Clean Up will be the week of 4/21
- CML Spring District meeting is scheduled for 5/15 in Wray – let Town Hall know if Council members are interested in attending
- The Tornado Siren Test is scheduled for 4/15 at 10:30 am
- Summer Ball signups are currently happening

**Council Concerns:**

D. Green: wanted to make sure the employees were taking advantage of some CIRSA trainings.  
R. Carpenter and Clerk Harms informed the Council employees have been registered for these trainings.

T. Pope: Wanted to know if there were plans to freshen the crosswalks on Colorado Ave.  
Carpenter said the painters are scheduled to be here this Spring/Summer and the crosswalks are on the list to be repainted.

M. Ensminger: Wanted to thank the hiring committee and all of those involved for their time and commitment to the hiring process.

**Adjournment:**

The meeting adjourned at 8:44 pm subject to the call of the Mayor.

Kelsey Harms  
Town Clerk/Treasurer