

Town of Haxtun  
December 2, 2024  
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, Tom Bullard, Chief of Police, Sherri Wagoner, Assistant, and Kelsey Harms, Town Clerk/Treasurer.

**Approval of Agenda:**

A motion was made by D. Green and seconded by B. Cionek 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 November 4, 2024, the following monthly invoices, and transfers of cash. All present voted yes, and the motion carried.

Nov Payroll	Salaries	\$	55,716.98
Nov Payroll	Taxes	\$	11,624.35
Amazon	PD Supplies	\$	195.99
Black Hills Energy	Utilities	\$	347.46
Bornhoft, Chris	Clothing allowance	\$	208.12
Carpenter, Ron	Travel Expense	\$	47.69
CHS	Fuel	\$	946.42
Fairfield Inn	MEAN Conference	\$	149.92
FPPA	Benefits	\$	1,478.00
GWRS	Benefits	\$	2,456.03
Haxtun Car Wash	PD Fleet wash	\$	63.24
MASA	Benefits	\$	196.00
MetLife	Insurance	\$	50.00
MRZ	Repairs	\$	26.00
NMPP	Ocober Power	\$	41,684.18
PAK Enterprises	Supplies	\$	414.97
Phillips County Landfill	October dumping	\$	2,582.80
SmartForce Tech	Analytics	\$	199.98

USA Blue Book	Supplies	\$	1,548.36
Viaero	Town Cell Phones	\$	151.29
Wilson's Repair	Supplies	\$	915.05
Adams, Devron	MD Refund	\$	126.39
Bazan, Aaron	MD Refund	\$	83.28
CDR	Nov Sales tax	\$	2,954.18
CDR	Nov Withholding	\$	1,699.00
CML	2025 Dues/Training	\$	809.00
Colorado Analytical	Waste/Water Testing	\$	76.00
CRWA	2025 Dues	\$	320.00
Davis, Carolyn	Nov. Cell Phone Stipend	\$	15.00
Ensminger, Rick	MD Refund	\$	105.83
FirstNet	PD Voip Phones	\$	264.13
Gonzales, Nancy	Cleaning	\$	75.00
Haxtun Building Center	Supplies	\$	228.57
Haxtun Telephone	Phones/Internet	\$	752.55
HD Supply	Paper products	\$	295.50
Highline Electric	Utilities	\$	127.53
JP Cooke Co.	2025 Animal licenses	\$	124.25
Kelly PC	Attorney Fees	\$	546.00
Kuehn, Chris	November cleaning	\$	540.00
LEC	Repairs	\$	5,904.00
Legg Creations	Golf tags	\$	225.00
Masa	Benefits	\$	196.00
MEAN	24/'25 Fall Term class	\$	148.25
PC Telcom	Phone/Email	\$	41.86
Phillips County Treasurer	Nov. Sales Tax	\$	1,192.08
Precision Plumbing	Winterization/repairs	\$	475.53
Productivity Plus	Equipment	\$	29.99
PSHCG	Benefits	\$	14,716.25
Smoketrails	PD Supplies	\$	3,336.00
UNCC	Transmissions	\$	18.06
USPS	Postage	\$	353.00
VSP	Benefits	\$	114.15

#### Transfers of Cash

11/05/2024 Transfer #1: \$90,600.00 for accounts payable

11/15/2024 Transfer #2: \$21,300.00 for payroll

11/18/2024 Transfer #3: \$48,800.00 for accounts payable

11/27/2024 Transfer #4 \$28,000.00 for payroll

11/27/2024 Transfer #5 \$20.00 for PD Grant Acct dormant account

**Public Comment:**

None

**Regular Business:**

Mayor Ensminger opened the public hearing for the 2025 Budget at 7:02 pm. Discussion was held on any changes reflected in the budget worksheet, including the assessed valuation for property tax, COLA increases for the employees, and the possible increase in sewer rates that would be decided on later in the meeting. After no public comment and no further discussion, the hearing was closed at 7:08 pm

Mayor Ensminger opened the public hearing for Prairie Winds Liquors, LLC Liquor Store License. A map of the proposed licensed facility was presented to the Council. Bob Cionek leasing the store from First National Bank of Fleming. Bob stated that he would like to see the store operating like it was two years ago. After no further discussion the hearing was closed at 7:12pm.

There was no discussion on Resolution 2024-6 to adopt the 2025 budget. A motion was made by L. Lundgren and seconded by R. Horton. All present voted in favor, motions passed.

**TOWN OF HAXTUN**  
*Resolution 2024-6*

RESOLUTION TO ADOPT BUDGET

A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND AND ADOPTING A BUDGET FOR THE TOWN OF HAXTUN, COLORADO, FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY, 2025 ENDING ON THE LAST DAY OF DECEMBER, 2025.

WHEREAS, the TRUSTEES of the TOWN OF HAXTUN, have designated Ron Carpenter, Town Superintendent, and Kelsey Harms, Town Clerk/Treasurer, to prepare and submit a proposed budget to said governing body at the proper time; and;

WHEREAS, Ron Carpenter, Town Superintendent, and Kelsey Harms, Town Clerk/Treasurer, submitted a proposed budget to this governing body by October 15, 2023, for its consideration, and;

WHEREAS, upon due and proper notice, published or posted in accordance with the law, said proposed budget was open for inspection by the public at Town Hall, a public hearing was held on December 2, 2024 and interested taxpayers were given the opportunity to file or register any objections to said proposed budget, and;

WHEREAS, the budget is in balance, as required by law.

NOW, THEREFORE, BE IT RESOLVED BY THE Trustees of the TOWN OF HAXTUN, COLORADO:

Section 1. That estimated expenditures for each fund are as follows:

General Fund	\$1,739,062
Community Center Fund	80,625
Electric Fund	1,661,950
Water Fund	276,085
Sanitation Fund	213,425

Sewer Fund	183,680
Library Fund	47,600
Conservation Trust Fund	20,000
Total	\$ 4,222,427

Section 2. That estimated revenues for each fund are as follows:

<u>General Fund</u>	
From appropriated surpluses	\$ (58,452)
From sources other than general property tax	1,618,840
From the general property tax levy	<u>178,674</u>
Total General Fund	1,739,062

<u>Community Center Fund</u>	
From appropriated surpluses	\$ 28,375
From sources other than general property tax	<u>52,250</u>
Total Community Center Fund	80,625

<u>Conservation Trust Fund</u>	
From appropriated surpluses	\$10,540
From sources other than general property tax	<u>9,460</u>
Total Conservation Trust Fund	20,000

<u>Library Fund</u>	
From appropriated surpluses	\$ 12,517
From sources other than general property tax	19,550
From general property tax levy	<u>15,533</u>
Total Library Fund	47,600

<u>Electric Fund</u>	
From appropriated surpluses	\$ 570,550
From sources other than general property tax	<u>1,091,400</u>
Total Electric Fund	1,661,950

<u>Water Fund</u>	
From appropriated surpluses	\$ 4,585
From sources other than general property tax	<u>271,500</u>
Total Water Fund	276,085

<u>Sanitation Fund</u>	
From appropriated surpluses	\$ 14,075
From sources other than general property tax	<u>199,350</u>
Total Sanitation Fund	213,425

<u>Sewer Fund</u>	
From appropriated surpluses	\$ 50,648
From sources other than general property tax	<u>133,032</u>
Total Sewer Fund	183,680

Section 3. That the budget as submitted and hereinabove summarized by fund, hereby is approved and adopted as the budget of the TOWN OF HAXTUN for this year 2025.

ADOPTED, this 2nd day of December 2024.

TOWN OF HAXTUN

\_\_\_\_\_  
Michael Ensminger, Mayor

ATTEST

\_\_\_\_\_  
Kelsey Harms, Town Clerk/Treasurer

A motion was made by J. Brammer and seconded by T. Pope to adopt Resolution 2024-7 to appropriate sums of money. All present voted in favor, motion passed.

**TOWN OF HAXTUN  
RESOLUTION 2024-7**

RESOLUTION TO APPROPRIATE SUMS OF MONEY

A RESOLUTION APPROPRIATING SUMS OF MONEY TO THE VARIOUS FUNDS AND SPENDING AGENCIES, IN THE AMOUNTS AND FOR THE PURPOSE AS SET FORTH BELOW, FOR THE TOWN OF HAXTUN, COLORADO FOR THE 2025 BUDGET YEAR.

WHEREAS, THE TOWN OF HAXTUN has made provision therein for revenues in an amount equal to or greater than the total proposed expenditures as set forth in said budget, and;

WHEREAS, it is not only required by law, but also necessary to appropriate the revenues provided in the budget to and for the purposes described below, so as not to impair the operations of the Town.

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

Section 1. That the following sums are hereby appropriated from the revenue of each fund, to each fund, for purposes stated:

General Fund	
Current Operating Expenses	\$ 1,587,562
Capital Outlay	<u>151,500</u>
Total General Fund	1,739,062

Community Center Fund	
Current Operating Expenses	\$ 32,625
Capital Outlay	<u>48,000</u>
Total Community Center Fund	\$ 80,625

Conservation Trust	
Current Operating Expenses	\$ 20,000
Capital Outlay	<u>0</u>
Total Conservation Trust Fund	\$ 20,000

Library Fund	
Current Operating Expenses	\$ 47,600
Capital Outlay	<u>0</u>
Total Library Fund	\$ 47,600

Electric Fund	
Current Operating Expenses	\$1,491,950
Capital Outlay	<u>170,000</u>
Total Electric Fund	\$1,661,950

Water Fund	
Current Operating Expenses	\$ 276,085
Capital Outlay	<u>0</u>
Total Water Fund	\$ 276,085

Sanitation Fund	
Current Operating Expenses	\$213,425
Capital Outlay	<u>0</u>
Total Sanitation Fund	\$ 213,425

Sewer Fund	
Current Operating Expenses	\$ 183,680
Capital Outlay	<u>0</u>
Total Sewer Fund	\$ 183,680

ADOPTED, this 2nd day of December 2024.

TOWN OF HAXTUN

\_\_\_\_\_  
Michael Ensminger, Mayor

ATTEST:

\_\_\_\_\_  
Kelsey Harms, Town Clerk/Treasurer

A motion was made by D. Green and seconded by B. Cionek to approve Resolution 2024-8 to set mill levies. All present voted in favor, motion passed.

**TOWN OF HAXTUN  
RESOLUTION 2024-8**

RESOLUTION TO SET MILL LEVIES

A RESOLUTION LEVYING GENERAL PROPERTY TAXES FOR THE YEAR 2025 TO HELP DEFRAID THE COSTS OF GOVERNMENT FOR THE TOWN OF HAXTUN, COLORADO, FOR THE 2025 BUDGET YEAR.

WHEREAS, the Board of Trustees of the Town of Haxtun have adopted a budget in accordance with Local

Government Budget Law, on December 2, 2024.

WHEREAS, the amount of money necessary to balance the budget for general operating expenses is \$194,207 and;

NOW THEREFORE, BE IT RESOLVED BY THE Board of Trustees of the Town of Haxtun, Colorado.

SECTION I: That the purpose of meeting all general operating expenses of the Town of Haxtun during the 2025 Budget Year, there is hereby levied a tax of 22.630 mills upon each dollar of the total valuation for assessment of all taxable property within the Town for the year 2025.

SECTION II: That the Mayor is hereby authorized and directed to immediately certify to the County Commissioners of Phillips County, Colorado, the mill levies for the Town of Haxtun as herein above determined and set.

ADOPTED, this 2nd day of December, 2024.

TOWN OF HAXTUN

\_\_\_\_\_  
Michael Ensminger, Mayor

ATTEST:

\_\_\_\_\_  
Kelsey Harms, Town Clerk/Treasurer

Resolution 2024-9 to adopt 2024 Supplement Budget was needed for the General Fund and Community Center Funds to meet unappropriated expenditures including the Town Hall parking lot, the new emergency sirens, completing the pool project, disc golf in the park, and the emergency generator at the community center. A motion was made by J. Brammer and seconded by L. Lundgren to approve Resolution 2024-9. All present voted in favor, motion passed.

**TOWN OF HAXTUN, COLORADO**  
**Resolution 2024-9**

**2024 SUPPLEMENTAL BUDGET APPROPRIATIONS**

**WHEREAS**, authority is granted by the Colorado Revised Statutes to amend the adopted budget for the current fiscal year, and

**WHEREAS**, those adjustments to the 2024 Budget which are necessary for the Town's 2024 operations could not have been reasonably foreseen at the time of the adoption of the 2024 Budget; and

**WHEREAS**, the Town Council has been advised by the Town Clerk/Treasurer that the revision to the 2024 Budget as contained within this resolution can adequately be implemented as set forth herein.

**NOW, THEREFORE, BE IT RESOLVED** by the Town Trustees of the Town of Haxtun, Colorado, that

The 2024 appropriations for the General Fund shall be increased \$400,000.00 from \$1,820,285 to \$2,220,285 to meet unappropriated expenditures of the General Fund including the Town Hall parking lot, the new Emergency Sirens, the pool project, and disc golf in the park.

The 2024 appropriations for the Community Center Fund shall be increased \$30,000.00 from \$30,725 to \$60,725 to meet unappropriated expenditures of the Community Center Fund including the Emergency Generator Grant expense.

**ADOPTED** this 2<sup>nd</sup> day of December 2024

**TOWN OF HAXTUN, COLORADO**

\_\_\_\_\_  
Michael Ensminger, Mayor

**ATTEST:**

\_\_\_\_\_  
Kelsey Harms, Town Clerk/ Treasurer

A motion was made by T. Pope and seconded by R. Horton to approve the following 2024 Cash Fund Balance Transfers. All present voted in favor; motion passed.

2024 Fund Balance Cash Transfers

Electric Fund to General Fund	325,000.00
Water Fund to General Fund	25,000.00
Sewer Fund to General Fund	50,000.00

Electric Fund to Capital Savings	\$ 10,000.00
Sanitation to Capital Savings	\$ 2,500.00
Sewer to Capital Savings	\$ 5,000.00

Mayor Ensminger gave the oath of office to re-elected trustees Jon Brammer, Ryan Horton, and Tana Pope. The election was cancelled earlier in the year by Resolution. All three Trustees will serve 4-year terms.

Mayor Ensminger then gave the oath of office to Chief of Police Tom Bullard, Deputy Clerk Sherri Wagoner, and Town Clerk/Treasurer Kelsey Harms.



During the November work session Council Members discussed a possible sewer rate increase. The last rate increase was in 2015 and with increasing input costs and the new upcoming regulations from CDPHE, the rate would need to be increased to offset the rising costs. A motion was made by R. Horton and seconded by T. Pope to approve Resolution 2024-10 to set monthly sewer rates beginning January 1, 2025, increasing from \$21.00 per month to \$30.00 per month. All present voted in favor, motion passed.

A motion was made by D. Green and seconded by L. Lundgren to approve the first reading of Ordinance 2024-8 to adopt by reference 2024 Edition of the Colorado Model Traffic Code and set the public hearing for the February 3, 2025 meeting. All present voted in favor; motion passed.

The PCED Board of Director appointment is up for renewal. Currently L. Lundgren serves as the Town's representative. Lundgren volunteered to continue serving on the board, and a motion was made by J. Brammer and seconded by R. Horton to appoint Lori Lundgren to be the PCED Board appointment. All present voted in favor, motion passed.

B. Cionek recused himself from the Prairie Winds Liquors, LLC retail liquor store discussion and vote due to his involvement with the Liquor Store. A motion was made by R. Horton and seconded by J. Brammer to approve the Retail Liquor Store License Application. A roll call vote was taken, motion passed.

D. Green: YES  
L. Lundgren: YES  
R. Horton: YES  
T. Pope: YES  
J. Brammer: YES  
M. Ensminger: YES  
B. Cionek: RECUSED

Earlier in the year, the Council passed a Historic Preservation Ordinance. As part of that ordinance a Historic Preservation Advisory board needed to be created. In conjunction with the Main Street Group, this board would work hand in hand advising the Council. A motion was made by D. Green and seconded by L. Lundgren to appoint Darcy Garretson, Tana Pope, Pat Meakins, Mike Salyards, and Lori Allphin to the Historic Preservation Advisory board. All present voted in favor, motion passed.

A motion was made by T. Pope and seconded by R. Horton to approve employee Christmas gifts. Full-time employees would receive a \$400 VISA gift card and part-time employees \$300 VISA gift card from the Haxtun Community Credit Union. All present voted in favor, and motion passed.

**Discussion Items:**

None

**Staff Reports:**

Ron Carpenter, Town Superintendent

- Building Permits per Agenda Packet
- Since the Division of Oil and Public Safety fuel tank inspection in early October, the Town is not currently able to meet the requirements and at this time would not be financially reasonable. R. Carpenter will continue to use the fuel on hand before the tank facility is closed.
- Upcoming meeting with the regional IHOP committee to discuss the recommendations regarding building codes.
- An upcoming meeting with MEAN for resource sharing in Imperial if Council would like to attend they need to let Clerk Harms know.

Tom Bullard, Police Chief

- Currently there are no new applicants for the 3<sup>rd</sup> officer position.
- Sedgwick County Sheriff is retiring in January 2025 and the Sheriff's Office is looking for shift coverage when conflicts on the schedule. The Council let Chief Bullard they are concerned with how far that would stretch our small department. If our PD was fully staffed, then the situation would be entirely different.

Kelsey Harms, Town Clerk/Treasurer

- The Council/Employee Luncheon will be 12/19
- Holiday Hours for the Town Hall & Shop are 7am – 11 am 12/24/24 and Closed 12/25/24 and 7am – 11am 12/31/24 and closed 01/01/25
- Home Town Christmas is 12/3 and the Christmas Cantata is 12/8

**Council Concerns:**

J. Brammer: Has received some questions about the truck route and the confusion drivers are having, specifically how to get trucks in and out of the tire repair shop. Chief Bullard was going to talk with the business and see if they can clear up any confusion. This also brought up discussion about getting weight restrictions added to the signs. Chief Bullard and R. Carpenter will continue to work on the signage.

R. Horton: Asked about getting an ice machine at the community center. R. Carpenter and Clerk Harms noted that it was budgeted for in the 2025 budget.

**Adjournment:**

The meeting adjourned at 8:02 pm subject to the call of the Mayor.

Kelsey Harms  
Town Clerk/Treasurer