

Town of Haxtun

December 5, 2022

REGULAR MEETING

MINUTES

Mayor Lundgren opened the Budget Hearing for the 2023 Proposed Budget at 7:00pm at the Haxtun Community Center. The following citizens were present: Lori Lundgren, Bob Cionek, Rob Martinez, Tana Pope, Ryan Horton, Mike Ensminger, Ron Carpenter, Dave Green, Candi Fix, Rebecca Ensminger, Barb Ensminger, Darrell Smith, Nathon Nadow, and Kelsey Harms.

Discussion was held on any changes reflected in the budget worksheet since the last work session, including the assessed valuation and the COLA increase for employees. After no further discussion, the hearing was closed at 7:04pm.

The Haxtun Town Council met for their regularly scheduled meeting at 7:04 p.m. following the close of the Budget Hearing. The meeting was opened by Mayor Lori Lundgren at the Haxtun Community Center. Roll call was taken with the following council members present; Bob Cionek, Rob Martinez, Tana Pope, Ryan Horton, and Mike Ensminger. Mayor Lundgren led the group in the Pledge of Allegiance.

Staff members present were Ron Carpenter, Town Superintendent, Tom Bullard, Interim Police Chief, and Kelsey Harms, Town Clerk/Treasurer.

Dave Green, Darrell Smith, Nathon Nadow, Rebecca Ensminger, Barb Ensminger, Candi Fix, *Haxtun-Fleming Herald*, and Town Attorney Melinda Culley were in attendance.

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

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

Town of Haxtun December 5, 2022

November Payroll	Salary	\$ 47,574.25
November Payroll	Taxes	\$ 10,427.49
Amazon	Key Pad Lock	\$ 112.99
Bivens, Trey	Clothing Allowance	\$ 161.15
Black Hills Energy	Utilities	\$ 418.42
	Cloth.	
Bornhoft, Chris	Allow/Reimburse	\$ 80.66
Carpenter, Ron	Clothing Allowance	\$ 213.69
Chandler, Chase	MD Refund	\$ 200.00
CHS	Fuel	\$ 1,117.99
Fetzer Electric	Repairs	\$ 3,037.45
FPPA	Pension	\$ 2,007.08
GWRS	Retirement	\$ 2,295.68
Haxtun Car Wash	PD Fleet	\$ 45.00
Haxtun-Fleming Herald	Publications/Supplies	\$ 155.46

JEH Consulting	Investigation	\$ 2,538.84
Katom.com	Comm. Cent. Fridge	\$ 1,999.00
Larson, Jesse	MD Refund	\$ 71.85
Lone Cone Library	Book	\$ 11.63
MacDonald Equipment	Repairs	\$ 5,590.14
McBride, Lyle & Debbie	MD Refund	\$ 200.00
Shaw, Rex	MD Refund	\$ 3.48
Smith, Darrell	Benefit Reimb.	\$ 232.22
Smoketrails	Supplies	\$ 600.00
USPS	Certified Mail	\$ 78.91
Viaero	Town Cell Phones	\$ 526.28
Westbrook, Barb & Dale	MD Refund	\$ 95.19
Apex	Shredding	\$ 60.00
	Cloth Reim/MD	
Buccelli, Wyatt	Refund	\$ 253.08
CEBT	Insurance	\$ 14,310.00
Colorado Analytical	Water Testing	\$ 1,459.00
Colorado Dept of Revenue	Nov Withholding	\$ 1,670.00
Colorado Dept of Revenue	Nov Sales Tax	\$ 3,048.38
First Net	PD Cell Phones	\$ 502.49
	Meter Deposit	
Gibson, Kate	Refund	\$ 136.83
Haxtun Building Center	Supplies	\$ 741.25
Haxtun Telephone	Telephone	\$ 631.46
Haxtun-Fleming Herald	Publications/Supplies	\$ 649.42
Highline Electric	Utilities	\$ 88.06
Home Depot Pro	Supplies	\$ 256.10
Ingram	Books	\$ 63.58
Kelly PC	Attorney	\$ 3,903.50
Kuehn, Chris	Janitorial	\$ 360.00
Legg Creations	Golf Cart Tags	\$ 212.50
Lyle's Service	Repairs	\$ 150.00
MASA	Supplemental	\$ 196.00
NE Safety & Fire	Repairs/Maint.	\$ 73.80
Phillips County Treasurer	Nov Sales Tax	\$ 128.82
Phillips County Weed & Pest	Repairs	\$ 470.89
Red J Welding	New Shop Const.	\$ 280.00
Rudy's	Repairs	\$ 80.00
Standard	Supplemental	\$ 158.50
Sun Life	Supplemental	\$ 116.32
	Meter Deposit	
Tischer, Sarah	Refund	\$ 66.36
UNCC	Transmissions	\$ 3.90
USPS	Postage	\$ 296.00

VSP	Supplemental	\$ 25.97
Wilson's Repair	Repairs	\$ 1,111.78

Transfers of Cash

11/8/22 Transfer #1 - \$497,042.80 for Street Project
 11/8/22 Transfer #2 - \$33,500 for accounts payable
 11/15/22 Transfer #3 - \$8,600 for accounts payable
 11/15/22 Transfer #4 - \$20,500 for payroll
 9/16/22 Transfer #5 - \$53,000 for accounts payable
 11/23/22 Transfer #6 - \$2,000 for accounts payable
 11/30/22 Transfer #7 - \$23,500 for payroll

Public Comment:

None

Regular Business:

Resolution 2022-14 to adopt the 2023 Budget. There was no discussion following the hearing that took place earlier in the evening. A motion was made by T. Pope and seconded by R. Horton to adopt the resolution. All present voted in favor, motion passed.

TOWN OF HAXTUN

Resolution 2022-14

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, 2023 ENDING ON THE LAST DAY OF DECEMBER, 2023.

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, 2022 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 5, 2022 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	\$2,609,353
Community Center Fund	30,230
Electric Fund	1,354,470
Water Fund	260,767

Sanitation Fund	188,540
Sewer Fund	170,680
Library Fund	41,435
Conservation Trust Fund	63,000
 Total	 \$ 4,718,475

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

General Fund

From appropriated surpluses	\$ 235,164
From sources other than general property tax	2,199,836
From the general property tax levy	<u>174,353</u>
Total General Fund	2,609,353

Community Center Fund

From appropriated surpluses	\$ 26,130
From sources other than general property tax	<u>4,100</u>
Total Community Center Fund	30,230

Conservation Trust Fund

From appropriated surpluses	\$ 0
From sources other than general property tax	<u>9,460</u>
Total Conservation Trust Fund	0

Library Fund

From appropriated surpluses	\$ 6,008
From sources other than general property tax	20,260
From general property tax levy	<u>15,167</u>
Total Library Fund	41,435

Electric Fund

From appropriated surpluses	\$ 262,535
From sources other than general property tax	<u>1,091,935</u>
Total Electric Fund	1,354,470

Water Fund

From appropriated surpluses	\$ 33,337
From sources other than general property tax	<u>227,430</u>
Total Water Fund	260,767

Sanitation Fund

From appropriated surpluses	\$(1,680)
From sources other than general property tax	<u>190,220</u>
Total Sanitation Fund	188,540

Sewer Fund

From appropriated surpluses	37,783
From sources other than general property tax	<u>132,897</u>
Total Sewer Fund	170,680

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 2023.

ADOPTED, this 5th day of December, 2022.

TOWN OF HAXTUN

Lori Lundgren, Mayor

ATTEST _____
Kelsey Harms, Town Clerk/Treasurer

A motion was made by M. Ensminger and seconded by R. Horton to adopt Resolution 2022-15 Appropriate Sums of Money. All present voted in favor; motion passed.

TOWN OF HAXTUN
RESOLUTION 2022-15

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 2023 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	\$ 1,325,953
Capital Outlay	<u>1,283,400</u>
Total General Fund	2,609,353
Community Center Fund	
Current Operating Expenses	\$ 30,230
Capital Outlay	<u>0</u>
Total Community Center Fund	\$ 30,230
Conservation Trust	
Current Operating Expenses	\$ 63,000
Capital Outlay	<u>0</u>
Total Conservation Trust Fund	\$ 63,000

Library Fund	
Current Operating Expenses	\$ 41,435
Capital Outlay	<u>0</u>
Total Library Fund	\$ 41,435
Electric Fund	
Current Operating Expenses	\$1,354,470
Capital Outlay	<u>0</u>
Total Electric Fund	\$1,354,470
Water Fund	
Current Operating Expenses	\$ 260,767
Capital Outlay	<u>0</u>
Total Water Fund	\$ 260,767
Sanitation Fund	
Current Operating Expenses	\$188,540
Capital Outlay	<u>0</u>
Total Sanitation Fund	\$ 188,540
Sewer Fund	
Current Operating Expenses	\$ 170,680
Capital Outlay	<u>0</u>
Total Sewer Fund	\$ 170,680

ADOPTED, this 5th day of December, 2021.

TOWN OF HAXTUN

Lori Lundgren, Mayor

ATTEST:

Kelsey Harms, Town Clerk/Treasurer

A motion was made R. Horton and seconded by T. Pope to adopt Resolution 2022-16 to set mill levies. All present voted in favor; motion passed.

TOWN OF HAXTUN
RESOLUTION 2022-16

RESOLUTION TO SET MILL LEVIES

A RESOLUTION LEVYING GENERAL PROPERTY TAXES FOR THE YEAR 2023 TO HELP DEFRAID THE COSTS OF GOVERNMENT FOR THE TOWN OF HAXTUN, COLORADO, FOR THE 2023 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 5th, 2022.

WHEREAS, the amount of money necessary to balance the budget for general operating expenses is \$189,520 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 2023 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 2023.

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 5th day of December, 2022.

TOWN OF HAXTUN

Lori Lundgren, Mayor

ATTEST:

Kelsey Harms, Town Clerk/Treasurer

Resolution 2022-17 Supplemental Budget was needed for the Community Center. This year there were some unexpected costs in replacing the hot water heater, damaged flooring from the hot water heater, and replacing a refrigerator. A motion was made by R. Horton and seconded by B. Cionek to adopt the resolution. All present voted in favor; motion passed.

TOWN OF HAXTUN, COLORADO
Resolution 2022-17

2022 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 2022 Budget which are necessary for the town's 2022 operations could not have been reasonably foreseen at the time of the adoption of the 2022 Budget; and

WHEREAS, the Town Council has been advised by the Town Clerk/Treasurer that the revision to the 2022 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 2022 appropriations for the Community Center shall be increased from \$29,130.00 to \$37,000.00 for the following purpose:

The council purchased a hot water heater, replaced the flooring, and purchased a new refrigerator.

ADOPTED this ___ day of December, 2022

TOWN OF HAXTUN, COLORADO

Lori Lundgren, Mayor

ATTEST:

Kelsey Harms, Town Clerk/ Treasurer

A motion was made by M. Ensminger and seconded by R. Horton to approve the transfer of funds from and closing account from ColoTrust 2011 Reserve Account to Capital Savings. All present voted in favor; motion passed.

A motion was made by T. Pope and seconded by R. Horton to approve the following 2022 Cash Fund Balance Transfers. All present voted in favor; motion passed.

2022 Fund Balance Cash Transfers

Electric Fund to General Fund	\$350,000.00
Sanitation Fund to Capital Savings	5,000.00
Sewer Fund to Capital Savings	<u>5,000.00</u>
	\$360,000.00

Oaths of office were given to Trustees Lori Lundgren, Bob Cionek, and newly elected Dave Green. An oath of Office was also given to the newly elected Mayor, Mike Ensminger. They will each serve a four-year term. Rob Martinez was thanked for his time serving on the Council. Rob moved from the Council table to the audience and Dave Green joined the Council. There is a vacant seat left on the Council and they will now have 60 days to fill the vacancy.

Mayor M. Ensminger continued with the next item on the agenda. Moving the date of the January meeting due to New Year's Day being observed on the first Monday. A motion was made by L. Lundgren and seconded by B. Cionek to move the meeting to Tuesday, January 3, 2023. All voted in favor; motion passed.

A motion was made by T. Pope and seconded by L. Lundgren to give the full-time

employees a \$400 and the part-time employee \$300 in a VISA gift card from the Haxtun Community Credit Union for Christmas gifts. All voted in favor; motion passed.

The time is 7:26pm and a motion was made by L. Lundgren and seconded by R. Horton to enter into executive session for (1) a conference with the town attorney for the purpose of receiving legal advice on specific legal questions under C.R.S. Section 24-6-402(4)(b); and (2) discussion of a personnel matter under C.R.S. Section 24-6-402(4)(f) and not involving: any specific employees who have requested discussion of the matter in open session; any member of this body or any elected official; the appointment of any person to fill an office of this body or of an elected official; or personnel policies that do not require the discussion of matters personal to particular employees – Police Chief.

Roll call vote was taken:

B. Cionek: YES
L. Lundgren: YES
R. Horton: YES

T. Pope: YES
D. Green: YES
M. Ensminger: YES

Motion passed.

The time is now 8:38 pm and the executive session has been concluded. The participants in the executive session were Kelsey Harms, Melinda Culley, Bob Cionek, Ron Carpenter, Tom Bullard, Dave Green, Tana Pope, Ryan Horton, and Mike Ensminger. Mayor Ensminger made the following statement for the record, if any person who participated in the executive session believes that any substantial discussion of any matters not included in the motion to go into the executive session occurred during the executive session, or that any improper action occurred during the executive session in violation of the Open Meetings Law, I would ask that you state your concerns for the record. No concerns were stated.

Town Attorney, Melinda Culley gave a report in open meeting after the executive session that no action will be taken during this time and the Council will plan to meet again in executive session at a special meeting scheduled for December 19, 2022.

Discussion Items:

HB21-1162 Plastic Pollution Reduction Act: a letter was sent to the 3 establishments that will be affected by the new Colorado State Law. Kelsey updated the council that she was still working on a way to make the reporting easy for everyone involved.

Staff Reports:

Ron Carpenter, Town Superintendent

- Recently requested the gas service be shut-off at the pool. We are still waiting to hear from GOCO, their board meeting is later this week.
- The crew has been working on electrical for 2 new homes that are being built.
- The generator removal project prep work has started.

Tom Bullard, Interim Chief of Police

- The new Durango needs to replace a battery.

Kelsey Harms, Town Clerk/Treasurer

- The Town received a thank you card from the family of Orville Tonsing
- Town Hall/Shop Holiday Hours: 12/23/22 7am-11am, 12/26/22 closed, 12/30/22 7am-11am, 01/02/23 closed

Council Concerns:

- R. Horton asked about setbacks from Town including wind towers? The Town does not currently have an ordinance. Ron and Kelsey have been looking through past documents.
- D. Green asked about plans for the pool. Ron gave him the updated project scope and we are just waiting for the official word from GOCO that a grant has been awarded before we move forward.

The meeting adjourned at 8:51 pm subject to the call of the Mayor.

Kelsey Harms
Deputy Town Clerk