

Town of Haxtun
February 5, 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; Dave Green, Bob Cionek, Tana Pope, Ryan Horton, Lori Lundgren. Mayor Ensminger led the group in the Pledge of Allegiance.

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

Jon Brammer and Darcy Garretson were also in attendance.

Approval of Agenda:

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

Consent Agenda:

A motion was made by D. Green and seconded by L. Lundgren to approve the consent agenda, which included the regular meeting minutes of January 2, 2024, special meeting minutes of January 15, 2024, the following monthly invoices to be paid, and transfers of cash. All present voted yes, and the motion carried.

February 5, 2024

January Payroll	Salary	\$	46,780.06
January Payroll	Taxes	\$	10,016.35
Akron Auto	2016 Chevy Silverado 2500	\$	33,495.00
Amazon	Well Heaters	\$	2,202.24
Black Hills Energy	Utilities	\$	567.34
CAMU	Dues	\$	398.25
CDPHE	Water/Waste Water Cert.	\$	170.00
Center Point	Book series '24/'25	\$	560.88
CGI Fence	BB Court/Pool Fence	\$	28,802.61
CHS	Fuel	\$	346.92
CIRSA	Supplemental Insurances	\$	2,803.76
CO State Treasurer	2023 4th Qtr. UITR	\$	278.90
Davis, Carolyn	Phone Stipend	\$	15.00
Edward R Hamilton	Books	\$	540.87

ESET	Computer Security	\$	211.00
Every Bloomin' Thing	Memorial Arrangement	\$	41.00
FPPA	Pension	\$	1,478.60
GWRS	Benefits	\$	2,551.77
GreenTek Energy Systems	Street Lights	\$	617.94
H-F Herald	Publications/Supplies	\$	225.96
Haxtun Car Wash	PD Fleet Wash	\$	17.00
Haxtun Supers	Supplies	\$	29.09
Haxtun Telephone	Phones	\$	163.82
Kuehn, Chris	December Cleaning	\$	360.00
Maguire Iron	Water Tower Repairs	\$	56,800.00
NMPP	December Power	\$	46,985.15
NMPP	2024 Distribution	\$	1,320.00
Phillips County Landfill	Dec. '23 Dumping	\$	1,999.20
Potter Portable	Port-A-Potties/Pool	\$	144.50
Roll, Emma	MD Refund	\$	200.00
Swim Harmony	Lifeguard certifications	\$	1,050.00
Systems & Software, Inc.	PowerManager Software	\$	7,461.36
Tax1099.com	2023 1099 Filing	\$	37.70
USPS	Postage	\$	132.00
Viaero	Cell Phones	\$	154.32
Wagner Equipment	Service/Repairs	\$	3,148.14
Wickham Tractor	Repairs	\$	572.70
4 Mile Ag	Curb & Gutter Reimbursement	\$	800.00
Altec Parts	Repairs	\$	296.35
Amazon	Supplies	\$	40.39
Black Hills Energy	Utilities	\$	567.34
Bobcat of the Rockies	Repairs	\$	471.04
Border States	Supplies	\$	13,333.64
Capital One	Road Rebuild	\$	27,379.15
CEBT	Benefits	\$	15,434.00
Cionek, Robert	Curb & Gutter Reimbursement	\$	550.00
CO Dept. Revenue	Jan Withholding	\$	1,659.00
CO Dept. Revenue	Jan Sales Tax	\$	3,474.41
CO Rural Water Assc.	2024 Water Conference	\$	320.00
Colorado Analytical	Water Testing	\$	76.00
Crossland, Deborah	Curb & Gutter Reimbursement	\$	1,646.40
Data Shield	Shredding	\$	360.00
Dee, Rob	2024 Annual Legal Service	\$	1,200.00
Every Bloomin' Thing	Memorial Arrangement	\$	43.00
FirstNet	PD Phones	\$	264.03
Food Basket	Pass thru Donation	\$	500.00

Gonzalez, Nancy	Library Cleaning	\$	75.00
Harms, Kelsey	TH fridge reimbursement	\$	99.51
Haxtun Building Center	Supplies	\$	1,703.32
Haxtun Super's	Supplies	\$	20.57
Haxtun Telephone	Phones	\$	622.99
H-F Herald	Publications/Supplies	\$	93.59
Highline Electric	Utilities/Supplies	\$	768.74
Kelly PC	Legal Services	\$	1,306.50
Krueger, Lynn	Curb & Gutter Reimbursement	\$	1,317.64
Kuehn, Chris	Cleaning	\$	390.00
Kurtzer's	Repairs	\$	1,627.47
Little Sprouts	Pass thru Donation	\$	500.00
MASA	Benefits	\$	196.00
NE Safety & Fire Equipment	Hood inspection	\$	161.00
NE, SK, CO Railway, LLC	Water pipeline easement	\$	1,153.05
NMPP	2024 Annual Conference	\$	200.00
PAK Enterprises	Utility Billing Postcards	\$	1,317.79
Phillips County Sheriff	2024 Victim's Assistance Fund	\$	2,000.00
Phillips County Treasurer	Jan Sales Tax	\$	352.81
Phillips Drilling & Pump	Maintenance/Fish Lake	\$	453.06
Precision Plumbing	Repairs	\$	646.36
PVS DX, Inc.	Sodium/drum cleaning	\$	1,140.44
Red J Welding	Repairs	\$	57.37
Rudy's	Repairs	\$	519.65
SIPA	Google Renewal	\$	323.40
Smoketrails	Supplies	\$	110.00
Storey Kenworthy	Tax forms	\$	271.70
UNCC	Transmissions	\$	2.58
VAP Construction	Final Building Payment	\$	23,607.70
Vine Print Studios	Decals	\$	63.54
VSP	Benefits	\$	126.23

Transfers of Cash

- 01/04/2024 Transfer #1: \$61,400.00 for accounts payable
- 01/09/2024 Transfer #2: \$33,495.00 for accounts payable
- 01/15/2024 Transfer #3: \$19,900.00 for payroll
- 01/17/2024 Transfer #4: \$158,500.00 for accounts payable
- 01/31/2024 Transfer #5: \$20,650.00 for payroll

Public Comment:

None

Regular Business:

Jon Brammer was given his oath of office. Jon will serve on Town Council until the regular election in November 2024.

A motion was made by T. Pope and seconded by B. Cionek to sign the Audit Engagement Letter with Lauer, Szabo and Associates for the 2023 Audit. Clerk Harms is still working to confirm a date for the audit. All present voted in favor; motion passed.

Phillips County Emergency Manager, Broc Pelle is asking for the Town of Haxtun to participate in the regional Hazard Mitigation plan for 2025. By participating in this plan jurisdictions are able to participate in grants. The Town has previously participated but the plan is set to expire. To participate in the process a letter of intent to participate is needed from the Town. A motion was made by D. Green and seconded by R. Horton to participate and send the letter of intent. All present voted in favor, motion passed.

The Historic Preservation Ordinance was discussed. The Council wanted more clarification about a certificate of appropriateness before approving. A motion was made by D. Green and seconded by J. Brammer to table the ordinance until there was more clarification. All present voted in favor, motion passes.

Knode Realty and Auction submitted an application for Economic Incentives for their business façade renovation. The business applied for \$9,158.70 in incentives. These incentives included a use tax waiver, building permit waiver, and other infrastructure improvements that included exterior beatification. The total amount applicable for reimbursement was \$8,988.68 and a motion was made by J. Brammer and seconded by D. Green to pay the total applicable amount. All voted in favor, motion passed.

Discussion Items:

None

Staff Reports:

Ron Carpenter, Town Superintendent

- Pool Update: VAP Construction completed the insulation and construction of the building. Cochran and Vandenbark Construction is working on the framework, Precision Plumbing and Fetzer Electric have also been working on the interior. The slide and mechanical room installation will happen later this week. Black Hills Energy will hopefully be on site soon to install the gas lines.
- A water main on Colorado Avenue broke. The repair turned into a larger project than anticipated when a 1960s steel water pipe rusted and broke. The main is repaired and the street has been temporarily patched.

- Supplies for the 2024 Electrical Rebuild have been ordered. R. Carpenter is currently learning about a CO Clean Energy Grant to possibly rebuild the whole electrical system.
- The Town was awarded two grants: \$900 from MEAN for energy efficiency and \$5,000.00 from CDPHE for water security.

Tom Bullard, Chief of Police

- The PD was awarded a grant for NARCAN spray for every patrol vehicle as well as the fire department trucks.
- Vickie Freemyer, the PD Clerk has been working on a grant for a new siren system for the Town and that was awarded. She has been working with R. Carpenter to get the supplies ordered.

Kelsey Harms, Town Clerk/Treasurer

- El Paso Mexican Restaurant has submitted their liquor license renewal.
- A thank you note was received from the Thompson family.
- Jess Smith with the NE Colorado Junk Jaunt has set the last weekend in September for the inaugural NECO Junk Jaunt
- Currently working with CIRSA to update the employee policy, will be working with R. Carpenter to make and bring suggestions to the Council for approval.
- Continuing work on the ordinance codification. Could take 12-18 months but will update the Council as progress continues.
- Town Hall and Shop will be closed 2/19/24 for Presidents' Day and residential trash pickup will be on Tuesday.

Council Concerns:

D. Green: Curious if there was an update for the basketball hoops since the new court was poured and the fence was installed. R. Carpenter updated that the local FFA chapter is working on the backboards and hopes to have them installed soon.

M. Ensminger: Thanked R. Carpenter for working to get the water main fixed. Also wanted to update the Council that while the water main was being repaired a new water control system was installed that will be much more accurate and efficient than the old mercury system that was being used.

Adjournment:

The meeting was adjourned at 7:46 pm subject to the call of the Mayor.

Kelsey Harms
Town Clerk/Treasurer