

Town of Haxtun

February 6, 2023
REGULAR MEETING
MINUTES

Mayor Ensminger opened the Public Hearing for the Haxtun Gun Club Special Event Liquor Permit at 7:00 pm at the Haxtun Community Center. The following citizens were present: Bob Cionek, Dave Green, Ryan Horton, Tana Pope, Ron Carpenter, Tom Bullard, Dean Anderson, Wayne Thompson, and Kelsey Harms.

A discussion was held on the map/event presented. After no further discussion, the hearing was closed at 7:01 pm.

The Haxtun Town Council met for their regularly scheduled meeting at 7:01 p.m. following the close of the Special Event Liquor Permit Hearing. The meeting was opened by Mayor Mike Ensminger at the Haxtun Community Center. Roll call was taken with the following council members present; Bob Cionek, Dave Green, Tana Pope, and Ryan Horton, Lori Lundgren was absent. Mayor Ensminger 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.

Dean Anderson and Wayne Thompson were in attendance.

Before a motion was made El Paso Mexican Restaurant was added to the agenda. A motion was made by R. Horton and seconded by T. Pope to approve the agenda with the addition, all present voted yes, and the motion carried.

A motion was made by T. Pope and seconded by D. Green to approve the consent agenda, which included the regular meeting minutes of January 03, 2023, and the following monthly invoices to be paid, and transfers of cash. All present voted yes, and the motion carried.

Town of Haxtun February 6, 2023

January Payroll	Salary	\$	45,535.58
January Payroll	Taxes	\$	9,742.22
Amazon	PD Supplies	\$	661.26
CAMU	Dues	\$	394.43
CHS	Fuel	\$	659.88
CO Rural Water Assc.	Water License	\$	300.00
CO. State Treasurer	4th Quarter Taxes	\$	287.70
Davis, Carolyn	Stipend	\$	15.00
Edward R Hamilton	Books	\$	469.93
Fetzer Electric	Repairs & Installation	\$	1,696.37
FPPA	Pension	\$	1,442.25
Frederick, Michael	Books	\$	20.00
GWRS	Retirement	\$	2,431.68
Haxtun Super's	Supplies	\$	3.69
H-F Herald	Publication/Supplies	\$	814.32
Kuehn, Chris	Cleaning/Supply Reimb.	\$	339.00

Main Street Athletics	5K Pool Shirts	\$	553.00
NE Safety & Fire	Supplies	\$	85.00
NMPP	Dec. Power	\$	50,282.93
Phillips County Landfill	Dec. Dumping	\$	1,420.20
Rudy's	Repairs	\$	56.00
Scholl Oil	Fuel	\$	15,812.23
USPS	Postage	\$	300.92
Vap Construction	Pool Demo Downpayment	\$	3,000.00
Viaero	Phones	\$	148.77
Wilson's Repair	Repairs & Maintenance	\$	489.02
Axon Enterprise	Equipment	\$	5,448.59
Bailey, Rodney	Curb & Gutter Reimb.	\$	800.00
Black Hills Energy	Utilities	\$	1,704.84
Border States	Repairs	\$	1,945.96
Bornhoft, Trilla	Curb & Gutter Reimb.	\$	263.48
Carpenter, Ron	Clothing Reimbursement	\$	165.18
CEBT	Insurance	\$	16,759.80
Center Point	Books	\$	560.88
Clayton Spelts, Clayton	Curb & Gutter Reimb.	\$	439.74
CMCA	Registration Dues	\$	130.00
CO Dept of Revenue	Withholding	\$	1,580.00
CO Dept of Revenue	Sales Tax	\$	3,948.01
Cody, Marsha	Curb & Gutter Reimb.	\$	240.00
Colorado Analytical	Water Testing	\$	335.20
Davis, Michael	Curb & Gutter Reimb.	\$	860.00
Dee, Robert	Salary	\$	1,200.00
Dye, Lawrence	Curb & Gutter Reimb.	\$	1,040.00
Edward R Hamilton	Books	\$	316.19
Edwards, Tom	Curb & Gutter Reimb.	\$	304.02
Everhart, Denise	Meter Deposit Refund	\$	50.00
First Net	PD Phones	\$	243.23
Fix, Trever	Curb & Gutter Reimb.	\$	225.51
FUSA	Airport Insurance	\$	1,999.00
Gonzalez, Nancy	Library Janitorial	\$	75.00
Harms, Ann	Curb & Gutter Reimb.	\$	1,200.00
Haxtun Chamber	Chamber Director Contribution	\$	2,500.00
Haxtun Chamber	Corn Fest Vendor Payment	\$	45.00
Haxtun School District	Curb & Gutter Reimb.	\$	2,147.50
Haxtun Telephone	Phones/Internet	\$	552.63
H-F Herald	Publication/Supplies	\$	377.90
Highline Electric	Utilities	\$	110.55
Ingram	Books	\$	353.80
Juarez, Walter	Meter Deposit Refund	\$	200.00
Kuehn, Chris	Janitorial	\$	330.00
L&L Ready Mix	Repairs	\$	198.00
Lambert, Gary	Curb & Gutter Reimb.	\$	1,747.66

MASA	Supplemental	\$	182.00
Miracle Recreation	Park Repairs	\$	294.19
NECALG	County Express Contribution	\$	860.00
NMPP	2022/2023 Annual Conference	\$	200.00
NMPP	Electric Distribution Service	\$	1,320.00
Padgett, Charlene	Curb & Gutter Reimb.	\$	1,553.00
Phillips Cnty Commissioners	2023 Comm Center Support 2022 Victim Assistance	\$	9,000.00
Phillips County Sheriff	Program	\$	1,500.00
Phillips County Shop	Curb & Gutter Reimb.	\$	1,216.16
Precision Plumbing	New Shop Plumbing	\$	18,128.86
Rudy's	Repairs/Maint	\$	155.10
Standard	Supplemental	\$	79.25
Sun Life	Supplemental	\$	116.32
Thompson, Wayne	Curb & Gutter Reimb.	\$	620.14
VSP	Supplemental	\$	102.07
Wagner Equipment	Repairs	\$	1,234.00
Weers, Lester	Curb & Gutter Reimb.	\$	300.00
Widgery, Buck	Curb & Gutter Reimb.	\$	267.97
Wilson's Repair	Repairs	\$	244.69

Transfers of Cash

- 01/06/23 Transfer #1 - \$45,938.75 for pool down payment
- 01/06/23 Transfer #2 - \$60,000.00 for accounts payable
- 01/13/23 Transfer #3 - \$19,500.00 for payroll
- 01/17/23 Transfer #4 - \$74,200.00 for accounts payable
- 01/31/23 Transfer #5 - \$24,000.00 for payroll

Public Comment:

There was none.

Regular Business:

Dean Anderson was given his oath of office as Trustee. Dean will serve until the next election in 2024. Dean was welcomed to the Council table.

A motion was made by R. Horton and B. Cionek to approve the Special Event Liquor Permit application for the Haxtun Gun Club. All present voted in favor, and the motion passed.

Resolution 2023-3 Airport CDOT Grant. Ron applied for a grant from CDOT to help install a new lighting system at the airport. The resolution allows the Town to accept the grant and approves Ron Carpenter to sign the contract as the Project Director. Ron updated the Council this grant will be 90/10 split with a total project cost of \$65,000. A motion was made by D. Green and seconded by R. Horton to approve the Resolution. All voted in favor, and the motion passes.

EXHIBIT B, RESOLUTION

Town of Haxtun

RESOLUTION 2023-3

WHEREAS:

The General Assembly of the State of Colorado declared in Title 43 of the Colorado Revised Statutes, Article 10, 1991 in CRS §43-10-101 (the Act) "... that there exists a need to promote the safe operations and accessibility of general aviation in this state; that improvements to general aviation transportation facilities will promote diversified economic development across the state; and that accessibility to airport facilities for residents of this state is crucial in the event of a medical or other type of emergency..."

The Act created the Colorado Aeronautical Board ("the Board") to establish policy and procedures for distribution of monies in the Aviation Fund and created the Division of Aeronautics ("the Division") to carry out the directives of the Board, including technical and planning assistance to airports and the administration of the state aviation system grant program. SEE CRS §43-10-103 and C.R.S. §43-10-105 and CRS §43-10-108.5 of the Act.

Any eligible entity operating a public-accessible airport in the state may file an application for and be recipient of a grant to be used solely for aviation purposes. The Division is authorized to assist such airports as request assistance by means of a Resolution passed by the applicant's duly-authorized governing body, which understands that all funds shall be used exclusively for aviation purposes and that it will comply with all grant procedures, grant assurances and requirements as defined in the Division's Program and Procedures Manual, ("the Manual") and the Airport Sponsor Assurances for Colorado Discretionary Aviation Grant Funding ("Grant Assurances") attached hereto as Exhibit C.

NOW, THEREFORE, BE IT RESOLVED THAT:

The **Town of Haxtun**, as a duly authorized governing body of the grant applicant, hereby formally requests assistance from the Colorado Aeronautical Board and the Division of Aeronautics in the form of a state aviation system grant. The **Town of Haxtun** states that such grant shall be used solely for aviation purposes, as determined by the State, and as generally described in the Application.

By signing this Grant Agreement, the applicant commits to keep open and accessible for public use all grant funded facilities, improvements and services for their useful life, as determined by the Division and stated in the Grant Agreement and Grant Assurances.

FURTHER BE IT RESOLVED:

That the **Town of Haxtun** hereby designates **Ron Carpenter** as the Project Director, as described in the Manual and authorizes the Project Director to act in all matters relating to the work project proposed in the Application in its behalf, including executions of the Grant Agreement and any amendments.

FURTHER:

The **Town of Haxtun** has appropriated or will otherwise make available in a timely manner all funds, if any, that are required to be provided by the Applicant under the terms and conditions of the Grant Agreement.

FINALLY:

The **Town of Haxtun** hereby accepts all guidelines, procedures, standards, and requirements described in the Manual as applicable to the performance of the grant work and hereby approves the Grant Agreement submitted by the State, including all terms and conditions contained therein.

By: Michael Ensminger, Mayor

Date: _____

ATTEST (if needed)

By: Kelsey Harms, Town Clerk

Ron presented a contract from Maguire Iron with two different options for water tower repairs. Option 1 includes making minor repairs to the interior, pressure washing and cleaning all the rusted areas, and reapplying the epoxy finish. They will also replace the old rigid rail/ladder system for \$30,000.00. Option 2 includes all the repairs to the interior as well as the additional \$56,800.00 to completely wash, clean and repaint the exterior of the water tower.

Ron informed the Council that he did account for the \$30,000 in the approved 2023 budget. Maguire Iron did agree if the Council voted to do both the interior and the exterior project, they would only charge 1 mobilization fee and would defer the \$56,800.00 to February of 2024 to help with the budget. Ron noted that the exterior would need to be repainted at some point, the primer is showing, and the next layer is steel. If the steel is exposed for too long, rust will become an issue.

After some discussion about the work needed to the water tower and the history of repairs to the water tower, a motion was made by D. Green and seconded by R. Horton to approve option 2 of completing the whole project of \$86,800.00 paying \$30,000 in 2023 and the remaining \$56,800 in 2024. All present voted in favor and the motion passed.

A motion was made by T. Pope and seconded by D. Green to sign the Engagement Letter with Lauer Szabo & Associates for the 2022 financial audit.

Colorado Association of Municipalities (CAMU) requires members to designate a representative and an alternate who act on behalf of each member for activities of the Association. A motion was made by T. Pope and seconded by R. Horton to designate Ron Carpenter as the CAMU representative and Mike Ensminger as the alternate. All that were present voted in favor and the motion passes.

Since October of 2022, Tom Bullard has been serving as the Interim Police Chief. After some discussion during a previous work session, the Council has decided to offer Tom Bullard the position permanently with the following conditions: starting level Police Chief Salary, a 6-month probationary period that follows the Police policy already in place, and will allow Tom to roll the 4 additional vacation days from 2022 forward to the 2023 year. A motion was made by D. Green and seconded by T. Pope to appoint Tom Bullard as Haxtun Police Chief with the conditions set. All present voted in favor, and the motion passed. Tom was then given his oath of office and congratulated by the Town Council.

Resolution 2023-4 authorizing signatures on banking documents. This resolution changes the signers on the bank accounts for the newly appointed mayor, mayor pro tem, and the Police Chief. A motion was made by T. Pope and seconded by B. Cionek to approve the resolution, motion passed.

TOWN OF HAXTUN RESOLUTION 2023-4

A RESOLUTION FOR THE TOWN OF HAXTUN, COLORADO DESIGNATING AUTHORIZED OFFICIALS TO SIGN ON THE TOWN'S BANK ACCOUNTS AT THE POINTS WEST COMMUNITY BANK and COLOTrust Fund

WHEREAS, the Town of Haxtun has checking, savings, loans, certificate of deposit and other accounts at Points West Community Bank and COLOTrust Fund, and

WHEREAS, the Town Council of the Town of Haxtun, has determined it to be in the best interest of the Town to update the Authorized Signing Officials on the bank accounts and other transactions; and

WHEREAS, the Town Council of the Town of Haxtun, has also determined that all banking transactions will also require two (2) signatures.

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

The following are hereby designated as Authorized Officers for the purpose of signing certain accounts and transactions at the Points West Community Bank and COLOTrust.

Name	Title	Signature
Michael Ensminger	Mayor	_____
Lori Lundgren	Mayor Pro Tem	_____
Kelsey Harms	Town Clerk/Treasurer	_____
Sherri Wagoner	Administrative Assistant	_____
Tom Bullard	Chief of Police	_____

The Points West Community Bank checking and savings accounts will have the following signers:

- #430 Church of Transient Fund – Kelsey Harms, Sherri Wagoner, Tom Bullard
- #14744 Haxtun Police Grant – Kelsey Harms, Sherri Wagoner, Tom Bullard and Michael Ensminger
- #6017101 Haxtun Summer Ball – Kelsey Harms, Sherri Wagoner, Michael Ensminger, and Lori Lundgren
- #6980061 Business Checking – Kelsey Harms, Sherri Wagoner, Michael Ensminger, and Lori Lundgren
- #7980870 MMDA Plains Savings - Kelsey Harms, Sherri Wagoner, Michael Ensminger, and Lori Lundgren
- #7981087 Capital Savings – Kelsey Harms, Sherri Wagoner, Michael Ensminger, and Lori Lundgren
- #8014277 Haxtun Police Education – Kelsey Harms, Sherri Wagoner, Michael Ensminger, and Tom Bullard
- #565140 Swimming Pool – Kelsey Harms, Sherri Wagoner, Michael Ensminger, and Lori Lundgren

#566653 Conservation Trust Fund – Kelsey Harms, Sherri Wagoner, Michael Ensminger, and Lori Lundgren
COLOTrust – Kelsey Harms, Sherri Wagoner, Michael Ensminger, and Lori Lundgren

**INTRODUCED, ADOPTED AND RESOLVED THIS 6 DAY OF
February, 2023.**

TOWN OF HAXTUN

Michael Ensminger, Mayor

ATTEST:

Kelsey Harms, Deputy Town Clerk

In January it was identified that the Haxtun Old Hire Police Pension Plan no longer has any participating members or beneficiaries. In order for the Town to close the account and distribute the funds, there are procedures that must be followed set by Colorado Statutes. Because this process will take several months, the Council can vote to move the Plan assets out of the short-term pool into a cash account. After some discussion, a motion was made by B. Cionek and seconded by R. Horton to move the assets to the cash account. All voted in favor and the motion passed.

A liquor license application for El Paso Mexican Restaurant was received. A public hearing for the hotel/restaurant liquor license will be held Tuesday, February 21, 2023 at 7:00 pm at the Haxtun Town Hall.

Discussion Items:

Ordinance 2021-4 section 06.06.07 Keeping of backyard chicken hens. Kelsey has had some inquiries about the keeping of chickens. In 2020 HB20-1343 was passed in Colorado Egg-laying Hen Confinement Standards and by 2025 all egg-laying hens in Colorado will be required to be cage-free. Also due the avian flu egg prices are on the raise. In the current ordinance, it states facilities shall be at least 10 feet from any other structure and 10 feet from any side or rear property line. Kelsey and Ron had some discussion after citizen questions, and if a resident owns a smaller lot with these restrictions, it would not be possible for these residents. It was suggested to the Council to make this fit more like the current zoning ordinance which would allow chicken facilities to be at least 5 feet from side property lines and 1 foot from the rear property line. The Council felt that this was a good compromise. A new ordinance will be drafted for the March meeting.

Staff Reports:

Ron Carpenter, Town Superintendent

- The new shop is having it's plumbing inspection tomorrow. Ron is hoping to be out of the old shop by the end of this month.
- Both loaders are down at the moment. When the equipment is operable, Ron and

the Crew will continue with snow removal. They are doing their best to get the snow moved.

Tom Bullard, Chief of Police

- Presented the Council with 2022 4th quarter stats.
- Tom is working with Vickie to get some policies updated and reinstated with this change.

Kelsey Harms, Town Clerk/Treasurer

- Council training with CIRSA will be Tuesday, February 21st.
- Pet licenses are due by April 30, 2023
- The audit with Laur and Szabo is scheduled for April 3-6

Council Concerns:

None

A motion was made by D. Green and seconded by R. Horton to adjourn the meeting. The meeting adjourned at at 8:04 pm subject to the call of the Mayor.

Kelsey Harms
Deputy Town Clerk