

Town of Haxtun

January 4, 2022
REGULAR MEETING
MINUTES

The Haxtun Town Council met for their regularly scheduled meeting at 7:00 p.m. The meeting was opened by Mayor Brandon Bieseemeier at the Haxtun Community Center. Roll call was taken with the following council members present: Bob Cionek, Ryan Horton, Lori Lundgren, Rob Martinez and Tana Pope. Mike Ensminger was absent. Mayor Bieseemeier led the group in the Pledge of Allegiance.

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

Also in attendance was Nathon Nadow and Tracy Oberle.

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

A motion was made by L. Lundgren and seconded by M. Ensminger to approve the consent agenda, which included the regular meeting minutes of December 13, 2021, the following monthly invoices to be paid, and transfers of cash. All present voted yes, and motion carried.

December Payroll	Taxes	\$8,056.31
December Payroll	Salary	\$36,566.50
Amazon	Bullard Uniform Allowance	\$111.65
Amazon	Police Cameras	\$257.73
Amazon	Police -HP Computer	\$554.81
Atchison, Jeremy	Clothing Allowance	\$63.60
Bivins, Trey	Clothing Allowance	\$128.81
Black Hills Energy	Utility	\$744.69
Ed Pearce, Inc	Wet Water Tap	\$1,086.00
Five Star Rentals	Concrete Saw/Breaker	\$310.00
FPPA	Pension	\$708.50
Freemyer, Vickie	Reimbursement	\$35.43
GWRS	Retirement	\$1,581.56
Haxtun Community Credit Union	Employee Gifts	\$3,050.00
Haxtun-Fleming Herald	Publications, Supply	\$212.74
McCallum, Cody	Meter Deposit Refund	\$101.18
LAWS	Decommission Charger	\$720.00
Maquire Iron	Repairs	\$24,500.00
NECALG	County Express	\$860.00
Office Service	Service	\$70.23
Phillips County Clerk	November 2021 Election	\$914.02
Sargent Drilling	Repairs	\$70,141.59
Viaero	Service	\$362.33
Wilson, Karie	Reimbursement	\$100.00
Border States	Electric Repairs	\$6,264.87

Buck's Painting	Repairs	\$18.00
Capital One	Street Bond Series 2011 Payoff	\$256,694.17
CEBT	Insurance	\$12,550.40
CO Analytical	water/wastewater testing	\$466.00
CO Dept of Revenue	December Sales Tax	
CO Dept of Revenue	December Withholding Tax	\$1,173.00
CIRSA	Workers Comp	\$5,143.50
CIRSA	Property Casualty	\$12,963.48
CML	Dues	\$709.00
Dana Kepner	Water Repairs	\$112.70
Easterly, Robert	Meter Deposit Refund	\$137.65
NMPP	Software Update	\$2,680.00
PCED	1st Quarter Contribution	\$1,375.00
PCTelcom	Service	\$207.16
Phillips County Treasurer	December Sales Tax	\$87.00
RBP Construction	Crane	\$1,500.00
Smith Hardware	Supply	\$93.74
Smith Hardware	Repairs	\$269.97
Standard	Supplemental Insurance	\$111.95
StoreyKenworth	Payroll Forms	\$325.23
Sun Life	Supplemental Insurance	\$253.60
US Postmaster	Stamps	\$276.00
VSP	Supplemental Insurance	\$115.96
Amazon	Police Clothing Allowance	396.31
Axon Enterprise	Taser	1889.66
Fetzer Electric	Repairs	8745.43
Galls	Badge	143.55
Haxtun Building Center	Repairs	22.05
Haxtun Telephone	Service	\$526.19
Psychological Dimensions	Test	\$350.00
UNCC	Transmissions	\$5.28

Transfers of Cash

12/8/2021 MM Savings to Business Checking \$85000 for accounts payable
12/8/2021 MM Savings to Business Checking \$11175 for accounts payable
12/14/2021 MM Savings to Business Checking \$18750 for payroll
12/22/2021 MM Savings to Business Checking \$101600 for accounts payable
12/30/2021 MM Savings to Business Checking \$16000 for payroll
12/1/2021 MM Savings to Swimming Pool account for cc donation \$50
12/6/2021 MM Savings to Swimming Pool account for pass through donation \$7000

Public Comment:

There was no public comment.

Regular Business:

A motion was made by M. Ensminger and seconded by R. Horton to post public meeting notices on the front door of the Town Hall, 145 S Colorado Ave, Haxtun, CO. Motion passed.

The Oath of Office was given to Nathon Nadow, our new Chief of Police. Nathon was welcomed by the council.

A motion was made by B. Cionek an seconded by T. Pope to pay off the existing 2011 Bonds in the amount of \$256,694.17. Payment will be made to Capital One by wire transfer on 1/5/2022. Motion passed.

The Haxtun Gun Club applied for a special event liquor permit for a fund raiser to be held on 2/26/2022 at the Haxtun Community Center. A motion was made by R. Horton and seconded by L. Lundgren to set a hearing date of 2/72022 for the special event liquor license. Motion passed.

Town of Haxtun employee job descriptions and pay scales were reviewed. The council would like to implement a consistent and written policy, including a step formula for pay increases, for all the employees. The department heads would be evaluated by council annually, and then in turn, the department heads would evaluate their employees annually.

The pay ranges per position presented to council as follows:

Pay Ranges per position	PW Operator 1	PW Operator 2	PW Operator 3	Superintendent	Town Clerk/Treasurer	Deputy Clerk	Police Officer	Chief of Police
Minimum	15	20	22	57000	55000	20	41000	63000
Medium	18	23	25	65000	60000	23	45000	67500
High	21	26	28	73000	65000	26	48000	72000

Annual step increase

Based on satisfactory eval \$0.50

plus

Cost of Living Allowance

A motion was made by L. Lundgren, and seconded by R. Martinez to adopt the pay range scales and the job descriptions as presented. Motion passed.

Discussion Items:

The council discussed the current personnel policy calling for all employees to live inside the current city limits. A policy will be written to allow employees to live outside city limits, with each of the 3 department heads having the flexibility to make the policy decision on how far away their employees may live.

Staff Reports:

Ron Carpenter, Town Superintendent

- Building Permits were reviewed as included in the board packet.

12/7	1214	Marilyn Michael	120 N Lava	Justin Stone	Replaced front deck steps	2000	25	90
	1220	Darlene Widgery	222 N Wayne	Manuel Gonzalez	Reroof	1800	25	81
	1221	John Chapdelaine	Grant Street Lot	Fetzer Electric	Electrical work	1000	10	45
13-Dec	1222	Jessica Sandoval	635 S Washington	Self	attic staircase	1500	25	67.5
17-Dec	1223	Tanya Mayhew	238 S Miller	Jose Pena	remodel bath	1500	25	67.5
	1224	Dwain Hansen	335 N Iris	Harry Paulis	Reroof	1200	25	54

- CDOT opened up grant applications for the Revitalize Main Street grants.
- Water Quality Control Division is working with communities to update their SWAP (Source Water Assessment Plans) plans. They are offering a \$5000 grant for completing the updates.
- As part of our street improvements for 2022, there are 13 properties that should have curb and gutter repairs. Ron is going to encourage each of the property owners to apply for the Curb & Gutter Replacement Program.
- Electrical upgrades and emergency generators for the community center, the EMS Building, the new shop and a well are items Ron is also actively seeking grants for. Fetzer Electric will run an analysis to see what type of wattage we will need for each location.

Tom Bullard, Interim Chief of Police

- The 4th quarter department stats were reviewed.

Karie Wilson, Town Clerk/Treasurer

- No report given

Council Concerns:

Ryan wondered if we had found another date to celebrate Tanya. Lori reported flickering street lights at the corner of Hwy 6 and S Washington. Brandon said lights were also out in the park.

A motion was made by L. Lundgren and seconded by R. Horton to adjourn. The meeting adjourned at 8:26 pm subject to the call of the Mayor.

Karie Wilson
Town Clerk/Treasurer