

Town of Haxtun
January 6, 2025
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 arriving late at 7:05 p. m. Mayor Ensminger led the group in the Pledge of Allegiance.

Staff members present were Ron Carpenter, Town Superintendent, Darrell Smith, Police Officer Sherri Wagoner, Deputy Clerk, and Kelsey Harms, Town Clerk/Treasurer.

Approval of Agenda:

A motion was made by D. Green and seconded by R. Horton to approve the agenda after the WAPA contract for purchasing and scheduling agent services arrangement was moved to discussion items and CAMU member designation was added to the regular business. All present voted yes, the motion carried.

Consent Agenda:

A motion was made by L. Lundgren and seconded by T. Pope to approve the consent agenda, which included the regular meeting minutes of December 2, 2024, special meeting minutes of December 16, 2024, the following monthly invoices, and transfers of cash. All present voted yes, and the motion carried.

Dec Payroll	Salaries	\$	51,387.59
Dec Payroll	Taxes	\$	11,414.02
Amazon	PD supplies	\$	308.22
Atchison, Jeremy	Clothing Allowance	\$	226.76
Bivens, Trey	Clothing Allowance	\$	218.83
Black Hills Energy	Utilities	\$	579.72
CHS	Fuel	\$	702.43
Colorado Analytical	Water testing	\$	76.00
Davis, Carolyn	Dec. Cell Phone Stipend	\$	15.00
Fetzer's	Repairs	\$	104.37
FPPA	Pension	\$	1,478.60
GWRS	Benefits	\$	2,532.42
Haxtun Car Wash	PD Fleet wash	\$	12.00
Haxtun Federal Credit Union	2024 Empl. Christmas Gifts	\$	4,300.00
Haxtun Supers	Supplies	\$	20.96
H-F Herald	Publication/Supplies	\$	474.00

MetLife	Benefits	\$ 50.00
NMPP	November Power	\$ 45,146.93
NMPP	2025 Annual Conf.	\$ 200.00
PAK Enterprises	Pet License books	\$ 108.00
Petty Cash	Supplies	\$ 77.94
Phillips County Landfill	November dumping	\$ 1,500.80
Pi Kappa Cino	Christmas Lunch	\$ 400.00
Productivity Plus	Finance Charge	\$ 10.00
PSHCG	Benefits	\$ 15,443.64
Red J Welding	Repairs to System	\$ 249.37
Simon Paving	Street paving	\$ 240,787.21
Smoketrails	PD Supplies	\$ 540.00
Staples.com	Supplies	\$ 114.75
Viaero	Phones	\$ 151.29
Wagoner, Sherri	Supply Reimb.	\$ 58.34
Wilson's Repair	Repairs	\$ 2,124.28
Border States	Supplies	\$ 2,231.06
CAMU	2025 Member Dues	\$ 390.78
CDR	Dec Sales tax	\$ 3,291.67
CDR	Dec Withholding	\$ 1,865.00
Center Point	Books	\$ 604.08
CIRSA	Insurance	\$ 24,124.00
Collins Control	Generator Maintenance	\$ 584.00
CML	2025 Dues	\$ 764.00
CO Police Protective Assc.	Dues	\$ 600.00
CO Rural Water Assc.	Dues	\$ 330.00
Colorado Analytical	Water testing	\$ 597.00
Data Shield	Shredding	\$ 60.00
Davis, Carolyn	Book Reimb.	\$ 111.26
ESET	Security Subscription	\$ 211.00
Fetzer Electric	Repairs	\$ 178.36
FirstNet	PD VOIP Phones	\$ 264.13
Gonzalez, Nancy	Dec '24 Library Clean	\$ 75.00
Haxtun Building Center	Supplies	\$ 324.24
Haxtun Car Wash	Fleet washes	\$ 24.00
Haxtun Supers	Supplies	\$ 47.97
Haxtun Telephone	Phones/Email	\$ 752.74
Highline Electric	Utilities	\$ 92.90
Ingram	Books	\$ 13.52
Hose Doctor	Repairs	\$ 510.37
Kelly PC	Attorney fees	\$ 507.00
Kuehn, Chris	December cleaning	\$ 690.00

Lauer, Szabo & Assc.	2025 PreBudget Mtg	\$	420.00
MASA	Benefits	\$	196.00
Mid America Books	Books	\$	592.79
Municipal Supply	Supplies	\$	118.50
NKC/Omnitrax	Fresh Water Pipeline	\$	1,222.23
PAK Enterp.	Supplies	\$	63.50
PCED	1st Qtr. Contribution	\$	1,750.00
PC Telcom	Phones/Email	\$	41.95
Phillips County Treasurer	Dec Sales Tax	\$	192.43
UNCC	Transmissions	\$	1.29
USPS	Postage	\$	297.00
Viaero	Cell Phones	\$	151.02
VSP	Benefits	\$	114.15
Wilson's Repair	Repairs	\$	1,250.94

Transfers of Cash

12/03/2024 Transfer #1: \$35,000.00 for accounts payable

12/13/2024 Transfer #2: \$20,700.00 for payroll

12/16/2024 Transfer #3: \$299,000.00 for accounts payable

12/30/2024 Transfer #4: \$23,500.00 for payroll

Public Comment:

None

Regular Business:

A motion was made by R. Horton and seconded by L. Lundgren to make the front door of Town Hall located at 145 S Colorado Ave the posting place for public notices. All present voted in favor, motion passes.

Chief Bullard has expressed his interest in looking at other employment opportunities. The Town Council met in executive session in December to discuss possible personnel changes within the Police Department. Discussion was held by the Council to reclassify Bullard from Chief to Sargeant and adjust his salary. During the 2025 budget discussion the Council approved adjusting the Police salary pay ranges making the minimum \$48,000.00 and therefore adjusting the medium and high ranges as well and leaving the Chief Salary ranges for the time being.

Pay Range per Position	Police Officer	Chief of Police
Minimum	\$48,000.00	\$63,000.00
Medium	\$53,000.00	\$67,500.00
High	\$58,000.00	\$72,000.00

A motion was made by J. Brammer and seconded by D. Green to reclassify Bullard from Chief to Sargeant and adjust his annual salary to \$55,000.00. All present voted in favor, and the motion passed.

More discussion was held by the Council about the interim Police Chief position. Mayor Ensminger spoke with Officer Darrell Smith about interest in the position. Officer Smith said he was interested in helping fill the interim position but not permanently. Discussion continued until a motion was made by D. Green and seconded by R. Horton to appoint Darrell Smith Interim Police Chief with an annual salary of \$60,000.00. All present voted in favor; motion passed.

Mayor Ensminger gave D. Smith his oath of office as Interim Police Chief.

With the personnel changes made, the Council discussed the hiring process for the Chief of Police. A motion was made by L. Lundgren and seconded by R. Horton to appoint Ryan Horton, Jon Brammer, Rob Martinez, Marc Bornhoff, Brandon Bieseimeier, and Doug Bergstrom to the hiring committee and to leave the salary range at \$63,000.00-\$72,000.00. All present voted in favor; motion passed. The committee will meet and get a job posting set and hopefully start advertising the open position as soon as possible.

Each year the Colorado Association of Municipalities (CAMU) requests each of their members to designate a representative and an alternate. A motion was made by R. Horton and seconded by J. Brammer to name Ron Carpenter as the designated representative and Dave Green as the alternate. All present voted in favor, motion passed.

Discussion:

Western Area Power Administration (WAPA) sent a draft copy of a contract for the purchasing and scheduling agent services arrangement. According to R. Carpenter this agreement has been in place for several years, but WAPA would like to formalize the agreement moving forward. The agreement would allow Municipal Energy Agency of Nebraska (MEAN) to purchase energy from WAPA on the Town's behalf. When an official contract is sent, Carpenter will present it to the Council for approval.

Staff Reports:

Ron Carpenter, Town Superintendent

- Building Permits per Agenda Packet
- The emergency sirens are going to seem a little quieter than usual. The siren by the light plant is currently down. The sirens run off a battery, and Carpenter is working with Fetzer Electric to get them hard wired and have battery backup. These new sirens were designed to operate this way but will hopefully be fixed in the near future.

Darrell Smith, Interim Police Chief

- 4th quarter statistics were presented

Kelsey Harms, Town Clerk/Treasurer

- PCED onboard meeting is scheduled for 2/12/2025 at 6pm in Paoli, CO. If Council members would like to attend, they need to let Clerk Harms know
- R. Carpenter and K. Harms presented the basketball/pickleball court project to the Phillips County Rec District in December. The Town was awarded \$5,220.00 for the completion of that project.
- Golf Cart Registration and Animal Licensing are currently underway for 2025
- The 2025 audit is scheduled with Lauer, Szabo & Associates for 2/11-13/2025
- CIRSA Council training, Clerk Harms would like to get a date scheduled. The Council agreed on the February work session.

Council Concerns:

B. Cionek: Would like to know if it would be beneficial to write another letter to the railroad about the harsh crossings on Colorado Avenue. The Council agreed that it was time to send another letter, R. Carpenter and Clerk Harms would work on the letter to resend.

D. Green: After mentioning the basketball/pickleball project, Green was curious if a plan was made for the landscape on the West side. R. Carpenter informed the council we would like to get rock and xeriscape.

R. Horton: Wanted clarification on the hiring committee and the deadline. The Council all agreed that the sooner this task completed, the better.

M. Ensminger: Asked about the ballpark light project. R. Carpenter explained that the quote was going to be too expensive to complete this year, but he would like to save Conservation Trust money and apply for another grant from the Recreation District in the coming year.

Adjournment:

The meeting adjourned at 7:54 pm subject to the call of the Mayor.

Kelsey Harms
Town Clerk/Treasurer