

Town of Haxtun
July 1, 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, Tana Pope, Ryan Horton, Lori Lundgren and, Jon Brammer. Bob Cionek was absent. Mayor Ensminger led the group in the Pledge of Allegiance.

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

Candie Fix HF Hearld was also present.

Approval of Agenda:

A motion was made by L. Lundgren and seconded by R. Horton to approve the agenda. All present voted yes, the motion carried.

Consent Agenda:

A motion was made by D. Green and seconded by J. Brammer to approve the consent agenda, which included the regular meeting minutes of June 3, 2024, the following monthly invoices with the memo amendment to the list of bills to be paid, and transfers of cash. All present voted yes, and the motion carried.

**TOWN OF HAXTUN
July 1, 2024**

BILL	BILL MEMO	COST
June Payroll	Salaries	\$ 67,261.85
June Payroll	Taxes	\$ 13,709.70
Advanced Pools & Spas	Pool	\$ 81,877.50
Amazon	Pool Supplies	\$ 324.13
Arnold Pool Company	Supplies	\$ 1,535.41
Bella Asphalt	striping/pool	\$ 1,199.98
Black Hills Energy	Utilities	\$ 156.44
Cash-Wa	Concessions	\$ 2,195.58
CDR	May Sales Tax	\$ 2,637.69
CDR	May withholding	\$ 1,854.00
CGI Fence	Fencing	\$ 14,311.00
CHS	Fuel	\$ 1,002.30

CML	Annual Conference	\$ 380.00
Cochran & Vandembark	Well house doors	\$ 1,800.00
Davis, Carolyn	Cell Phone Stipend	\$ 30.00
DGA Disc Golf	Supplies	\$ 4,010.00
Embassy Suites	CML Annual Conf. D. Green	\$ 522.00
Fetzer Electric	repairs	\$ 2,571.46
FirstNet	PD Cell Phones	\$ 264.84
FPPA	Pensions	\$ 1,478.60
GWRS	Benefits	\$ 2,283.24
Haxtun Building Center	Supplies	\$ 24,108.03
Haxtun Car Wash	Fleet wash	\$ 46.00
Haxtun Chamber	Haxtun Bucks - Summer Fun	\$ 155.00
Haxtun Supers	Supplies	\$ 195.27
H-F Herald	Publications/Supplies	\$ 755.16
Home Depot	Pool supplies	\$ 1,161.32
Ingram	Books	\$ 159.21
Kelly PC	Legal	\$ 1,345.50
Klimek Carpentry	Repairs	\$ 6,385.00
Koffler Sales	Pool supplies	\$ 180.99
Kuehn, Chris	May cleaning	\$ 630.00
Kurtzer, Heather	Pool Equip Reimb/Training	\$ 2,833.22
Kurtzer, Holly	Summer Fun	\$ 144.00
Lauer, Szabo & Assoc.	Completion of 2023 Audit	\$ 4,770.00
Microsoft	PD Software	\$ 99.99
NE Safety & Fire Equip.	Inspection	\$ 95.00
NECALG	County Express Contrib.	\$ 860.00
Nichols, Brandy	Summer Fun	\$ 144.00
Night Bright USA	Signage	\$ 74.90
NMPP	Training	\$ 95.50
NMPP	May Power	\$ 38,098.54
Pak Enter.	Summer Fun Guides	\$ 247.50
PC Telcom	Email/VOIP	\$ 41.49
Pepsi	Supplies	\$ 235.60
Petty Cash	Pool Concessions	\$ 300.00
Phillips County Landfill	May Dumping	\$ 2,521.60
Ring	Supplies	\$ 762.72
Salvador, Rod	Economic Incentive	\$ 6,000.00
Starkebaum, Stephanie	Summer Fun	\$ 144.00
UNCC	Transmissions	\$ 10.32
Userway	ADA compliance software	\$ 1,190.00
Viaero	Cell Phones	\$ 151.02
Wernsman, Andy	Refund	\$ 205.56
Wilson's Repair	Repairs	\$ 7,326.04

Workman, Rod	CC carpet cleaning	\$	600.00
Amazon	Pool supplies	\$	160.78
CIRSA	Property/Casualty	\$	17,124.63
CIRSA	Work Comp	\$	4,878.10
CO Dept. Revenue	June Sales Tax	\$	3,296.50
CO Dept. Revenue	June Withholding	\$	1,856.00
Cochran & Vandembark Const.	pool interior finishing	\$	3,920.00
Colorado Analytical	Water testing/coliform	\$	704.00
Davis, Dana	summer fun	\$	72.00
ESET	Computer security	\$	338.00
Gonzalez, Nancy	June Library cleaning	\$	75.00
Green, Dave	mileage reimbursement	\$	192.96
Harms, Kelsey	Recording Reimb	\$	82.00
Harry S Marshall Consulting	Meter verifications	\$	268.00
Haxtun Locker Plant	Bball concessions	\$	2,009.40
HD Supply	pool supplies	\$	784.51
Henry, Michelle	summer fun	\$	144.00
Highline Electric	Utilities	\$	92.24
Klimek Carpentry	Westridge Well house repairs	\$	2,625.00
Kurtzer, Heather	Pool supply reimbursement	\$	190.37
LEC Construction	Street repairs	\$	1,750.00
Marty, Clayton	MD Refund	\$	126.03
MASA	benefits	\$	182.00
Nelson, Melyssa	summer fun	\$	72.00
Pepsi	concessions supplies	\$	1,629.20
Phillips County Treasurer	June Sales Tax	\$	1,136.50
Precision Plumbing	pool install	\$	61,120.64
Red J Welding	pool handrails	\$	4,796.25
Simon Materials	Repairs	\$	807.23
The Dog House	uniforms	\$	578.00
Thompson, Paige	summer fun	\$	72.00
USPS	Postage	\$	280.00
Van Diest Supply CO.	Mosquito Spray	\$	1,585.00
VSP	Benefits	\$	114.15
Wilcox, Carl	MD Refund	\$	1.71

Transfers of Cash

06/05/2024 Transfer #1: \$349,300.00 for accounts payable

06/14/2024 Transfer #2: \$27,240.00 for payroll

06/14/2024 Transfer #3: \$123,700.00 for accounts payable

06/28/2024 Transfer #4: \$33,100.00 for payroll

Public Comment:

None

Regular Business:

Mayor Ensminger opened the public hearing for the Special Event Liquor permit for the Haxtun Chamber of Commerce. Clerk Harms presented the map of the beer garden, which is the same as it has been in previous years. There were no other comments, and the hearing was closed.

A motion was made by L. Lundgren and seconded by T. Pope to approve the Special Event Liquor License for the Haxtun Chamber of Commerce Old Fashioned Saturday Night. A roll call vote was taken, and all present voted yes. Motion passed.

A motion was made by D. Green and seconded by J. Brammer to approve the Intergovernmental Agreement with the Phillips County Clerk and Recorder to serve as Coordinated Election Official for the General November 5, 2024, election. The Town Council will have 3 seats open for the November election. All present voted in favor, and the motion passed. The nomination petitions can be picked up at Town Hall on August 6th.

Western Area Power Administration (WAPA) and Municipal Energy Agency of Nebraska (MEAN) drafted a Purchasing and Scheduling Agent Services contract for MEAN members such as Haxtun that receive Loveland Area Projects' (LAP) firm electric service allocation. The contract designates MEAN as the purchasing and scheduling agent and associated responsibilities. This policy has been in place but will now have a formal contract. A motion was made by D. Green and seconded by T. Pope to approve the contract, all present voted in favor and motion passed.

State Law requires the Director of Research of the Legislative Council Staff to adjust the Colorado Open Records Act maximum hourly fee for the research and retrieval of public documents for inflation starting July 1, 2019 and each five years thereafter. Effective July 1, 2024, the maximum hourly fee will increase to \$41.37. The new increase is reflected in the updated Policy that Clerk Harms presented to the Council. A motion was made by J. Brammer and seconded by L. Lundgren to approve the updated Public Records Policy and Procedures. All present voted in favor, motion passed.

Discussion Items:

None

Staff Reports:

Ron Carpenter, Town Superintendent

- Building Permits per Agenda Packet
- The pool project is finished! The pool will be closed 7/9 to fix a couple of small things such as adding a ladder in the 3 foot water, the splash pad for the toddler slide, and a bubbler that has needed replaced. Advanced Pools and Spas will also be performing a leak test, just to check pool water levels and that there are no leaks in the new system.

The final GOCO report is due mid-July, but the total project was roughly \$22,000 over budget a majority of this was the change orders and extra concrete work that was done.

- Truck Route signs have been ordered, as soon as those are delivered crews will work to get them installed
- The old emergency sirens will be demoed the week of 7/8 and the new sirens will be installed the week of 7/15. There will not be any emergency sirens during that time.
- Frisbee Golf was installed in the Haxtun Public Park and will have a grand opening on 7/4.
- The mosquito sprayer needed replaced, R. Carpenter was able to find a new sprayer for \$4,000.00

Darrell Smith, Police Officer

- The security cameras were installed at the Pool
- Chief Bullard completed his walk-thru of the liquor store with the State Rep and will be presenting his finding to the Council
- Working on nuisance ordinances and pet licensing

Kelsey Harms, Town Clerk/Treasurer

- June 10 Open House for the pool was a success!
- 2024 Summer Border League finished in June with Haxtun teams winning all divisions for baseball and softball
- Continuing to work on the website and ADA compliance
- Received the memo back for codification today and working through the audits to present to the Council
- The Town Hall and Shop will be closed on Thursday, July 4, 2024

Council Concerns:

D. Green: attended the CML Annual Meeting and gave a quick recap of the events.

T. Pope: Gave thanks for the help they have received while cleaning out the old Drake Building.

J. Brammer: Was curious if there were plans to paint the new basketball court, and suggested talking to Phillips County Rec District, because they could be looking for a new project.

M. Ensminger: Gave his appreciation to the Town Staff on the new pool. All the feedback has been positive, and it looks to be very popular this summer.

Adjournment:

The meeting adjourned at 7:38 pm subject to the call of the Mayor.

Kelsey Harms
Town Clerk/Treasurer