

**Town of Haxtun
December 18, 2023
SPECIAL MEETING
MINUTES**

The Haxtun Town Council met for a special 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, Dean Anderson, Tana Pope, Ryan Horton, Lori Lundgren, Dave Green. Mayor Ensminger led the group in the Pledge of Allegiance.

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

Darcy Garretson was also in attendance.

The regular meeting started with a public hearing for the 2024 budget. Discussion was held on any changes reflected in the budget worksheet, including the assessed valuation after the Colorado special legislative session, COLA increases for employees, the new siren grant opportunity, and the increase in water rates. After no further discussion, the hearing was closed at 7:09 pm

Mayor Ensminger then opened the public hearing for the special event liquor license for the Little Sprouts Learning Center Gala. A map for the event was presented to the Council, Chief Bullard had no issues with the event. No further discussion was held, and the hearing was closed at 7:10 pm.

A motion was made by L. Lundgren and seconded by R. Horton to approve the Special Event Liquor License for Little Sprouts Learning Center Gala. A roll call vote was held, motion passed.

D. Green: YES
L. Lundgren: YES
R. Horton: YES
T. Pope: YES

D. Anderson: YES
B. Cionek: YES
M. Ensminger: YES

Resolution 2023-8 to adopt the 2024 budget. There was no discussion following the hearing that took place earlier in the evening. A motion was made by D. Green and seconded by T. Pope to adopt the resolution. All present voted in favor, motion passed.

**TOWN OF HAXTUN
*Resolution 2023-8***

RESOLUTION TO ADOPT BUDGET

A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND AND ADOPTING A BUDGET FOR THE TOWN OF HAXTUN, COLORADO, FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY, 2024 ENDING ON THE LAST DAY OF DECEMBER, 2024.

WHEREAS, the TRUSTEES of the TOWN OF HAXTUN, have designated Ron Carpenter, Town Superintendent, and Kelsey Harms, Town Clerk/Treasurer, to prepare and submit a proposed budget to said governing body at the proper time; and;

WHEREAS, Ron Carpenter, Town Superintendent, and Kelsey Harms, Town Clerk/Treasurer, submitted a proposed budget to this governing body by October 15, 2023, for its consideration, and;

WHEREAS, upon due and proper notice, published or posted in accordance with the law, said proposed budget was open for inspection by the public at Town Hall, a public hearing was held on December 18, 2023 and interested taxpayers were given the opportunity to file or register any objections to said proposed budget, and;

WHEREAS, the budget is in balance, as required by law.

NOW, THEREFORE, BE IT RESOLVED BY THE Trustees of the TOWN OF HAXTUN, COLORADO:

Section 1. That estimated expenditures for each fund are as follows:

General Fund	\$1,820,285
Community Center Fund	30,725
Electric Fund	1,332,220
Water Fund	274,910
Sanitation Fund	198,665
Sewer Fund	188,880
Library Fund	45,075
Conservation Trust Fund	10,000
Total	\$ 3,900,760

Section 2. That estimated revenues for each fund are as follows:

General Fund

From appropriated surpluses	\$ 299,712
From sources other than general property tax	1,344,224
From the general property tax levy	<u>176,349</u>
Total General Fund	1,820,285

Community Center Fund

From appropriated surpluses	\$ 26,625
From sources other than general property tax	<u>4,100</u>
Total Community Center Fund	30,725

Conservation Trust Fund

From appropriated surpluses	\$ 540
From sources other than general property tax	<u>9,460</u>
Total Conservation Trust Fund	10,000

Library Fund

From appropriated surpluses	\$ (5,847)
From sources other than general property tax	35,591
From general property tax levy	<u>15,331</u>
Total Library Fund	45,075

Electric Fund

From appropriated surpluses	\$ 240,285
From sources other than general property tax	<u>1,091,935</u>
Total Electric Fund	1,332,220

Water Fund

From appropriated surpluses	\$ (2,520)
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From sources other than general property tax	<u>277,430</u>
Total Water Fund	274,910

Sanitation Fund

From appropriated surpluses	\$ 4,445
From sources other than general property tax	<u>194,220</u>
Total Sanitation Fund	198,665

Sewer Fund

From appropriated surpluses	\$55,983
From sources other than general property tax	<u>132,897</u>
Total Sewer Fund	188,880

Section 3. That the budget as submitted and hereinabove summarized by fund, hereby is approved and adopted as the budget of the TOWN OF HAXTUN for this year 2024.

ADOPTED, this 18th day of December 2023.

TOWN OF HAXTUN

Michael Ensminger, Mayor

ATTEST _____

Kelsey Harms, Town Clerk/Treasurer

A motion was made by L. Lundgren and seconded by T. Pope to adopt Resolution 2023-9 to Appropriate Sums of Money. All present voted in favor, motion passed.

**TOWN OF HAXTUN
RESOLUTION 2023-9**

RESOLUTION TO APPROPRIATE SUMS OF MONEY

A RESOLUTION APPROPRIATING SUMS OF MONEY TO THE VARIOUS FUNDS AND SPENDING AGENCIES, IN THE AMOUNTS AND FOR THE PURPOSE AS SET FORTH BELOW, FOR THE TOWN OF HAXTUN, COLORADO FOR THE 2024 BUDGET YEAR.

WHEREAS, THE TOWN OF HAXTUN has made provision therein for revenues in an amount equal to or greater than the total proposed expenditures as set forth in said budget, and;

WHEREAS, it is not only required by law, but also necessary to appropriate the revenues provided in the budget to and for the purposes described below, so as not to impair the operations of the Town.

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

Section 1. That the following sums are hereby appropriated from the revenue of each fund, to each fund, for purposes stated:

General Fund	
Current Operating Expenses	\$ 1,496,935
Capital Outlay	<u>323,350</u>
Total General Fund	1,820,285

Community Center Fund	
Current Operating Expenses	\$ 30,725
Capital Outlay	<u>0</u>
Total Community Center Fund	\$ 30,725
Conservation Trust	
Current Operating Expenses	\$ 10,000
Capital Outlay	<u>0</u>
Total Conservation Trust Fund	\$ 10,000
Library Fund	
Current Operating Expenses	\$ 45,075
Capital Outlay	<u>0</u>
Total Library Fund	\$ 45,075
Electric Fund	
Current Operating Expenses	\$1,332,220
Capital Outlay	<u>0</u>
Total Electric Fund	\$1,332,220
Water Fund	
Current Operating Expenses	\$ 274,910
Capital Outlay	<u>0</u>
Total Water Fund	\$ 274,910
Sanitation Fund	
Current Operating Expenses	\$198,665
Capital Outlay	<u>0</u>
Total Sanitation Fund	\$ 198,665
Sewer Fund	
Current Operating Expenses	\$ 188,880
Capital Outlay	<u>0</u>
Total Sewer Fund	\$ 188,880

ADOPTED, this 18th day of December 2023.

TOWN OF HAXTUN

Michael Ensminger, Mayor

ATTEST:

Kelsey Harms, Town Clerk/Treasurer

A motion was made by T. Pope and seconded by B. Cionek to adopt Resolution 2023-10 set mill levies. All present voted in favor; motion passed.

TOWN OF HAXTUN
RESOLUTION 2023-10

RESOLUTION TO SET MILL LEVIES

A RESOLUTION LEVYING GENERAL PROPERTY TAXES FOR THE YEAR 2024 TO HELP DEFRAID THE COSTS OF GOVERNMENT FOR THE TOWN OF HAXTUN, COLORADO, FOR THE 2024 BUDGET YEAR.

WHEREAS, the Board of Trustees of the Town of Haxtun have adopted a budget in accordance with Local Government Budget Law, on December 18th, 2023.

WHEREAS, the amount of money necessary to balance the budget for general operating expenses is \$191,680 and;

NOW THEREFORE, BE IT RESOLVED BY THE Board of Trustees of the Town of Haxtun, Colorado.

SECTION I: That the purpose of meeting all general operating expenses of the Town of Haxtun during the 2024 Budget Year, there is hereby levied a tax of 22.630 mills upon each dollar of the total valuation for assessment of all taxable property within the Town for the year 2024.

SECTION II: That the Mayor is hereby authorized and directed to immediately certify to the County Commissioners of Phillips County, Colorado, the mill levies for the Town of Haxtun as herein above determined and set.

ADOPTED, this 18th day of December, 2023.

TOWN OF HAXTUN

Michael Ensminger, Mayor

ATTEST:

Kelsey Harms, Town Clerk/Treasurer

Resolution 2023-11 Supplemental Budget was needed for the Water and Sanitation Fund to meet unappropriated expenditures for necessary interior and exterior water tower repairs, additional wages, and higher landfill expenses. A motion was made by D. Green and seconded by T. Pope to adopt the resolution. All present voted in favor; motion passed.

TOWN OF HAXTUN, COLORADO
Resolution 2023-11

2023 SUPPLEMENTAL BUDGET APPROPRIATIONS

WHEREAS, authority is granted by the Colorado Revised Statutes to amend the adopted budget for the current fiscal year, and

WHEREAS, those adjustments to the 2023 Budget which are necessary for the town's 2023 operations could not have been reasonably foreseen at the time of the adoption of the 2023 Budget; and

WHEREAS, the Town Council has been advised by the Town Clerk/Treasurer that the revision to the 2023 Budget as contained within this resolution can adequately be implemented as set forth herein.

NOW, THEREFORE, BE IT RESOLVED by the Town Trustees of the Town of Haxtun, Colorado, that

The 2023 appropriations for the Water Fund shall be increased \$5,000.00 from \$260,767 to \$265,767 to meet unappropriated expenditures of the Water Fund including necessary interior and exterior water tower repairs.

The 2023 appropriations for the Sanitation Fund shall be increased \$5,000.00 from \$188,540 to \$193,540 to meet unappropriated expenditures of the Sanitation Fund including additional wages and higher landfill expenses.

ADOPTED this 18th day of December 2023

TOWN OF HAXTUN, COLORADO

Michael Ensminger, Mayor

ATTEST:

Kelsey Harms, Town Clerk/ Treasurer

A motion was made by D. Green and seconded by B. Cionek to approve the following 2023 Cash Fund Balance Transfers. All present voted in favor; motion passed.

2023 Fund Balance Cash Transfers

Electric Fund to General Fund	350,000.00
Sewer Fund to General Fund	25,000.00
Electric Fund to Capital Savings	10,000.00
Water Fund to Capital Savings	5,000.00
Sewer Fund to Capital Savings	<u>5,000.00</u>
	\$395,000.00

At the December 4 meeting, the Council reviewed a title commitment and warranty deed for the 205 S Colorado Ave property that is to be donated to the Town. The title commitment statement needed to be updated to show the appropriate fees and the Council was also informed that the current owners would be paying the 2023 taxes. With the updates, the council agreed

that the information presented was correct. A motion was made by T. Pope and seconded by R. Horton to approve the title commitment and warranty deed with the closing costs of \$908.82. All present voted in favor, motion passed.

V. Freemyer the Police Department Clerk was working on an emergency siren grant that would update the emergency sirens in the Town. Freemyer and the Town were awarded the 90/10 Division of Homeland Security and Emergency grant, the total project cost is \$49,078.85. The grant needed the Council to appoint someone to be the small dollar grant agreement signer. A motion was made by D. Green and seconded by R. Horton to appoint Ron Carpenter as the approved signer. All present voted in favor, motion passed.

A letter of resignation from Dean Anderson was read by Mayor Ensminger. The council will have 60 days to fill the vacant seat or hold a special election. A motion was made by D. Green and seconded by R. Horton to accept the resignation. All present voted in favor; motion passed. Dean was thanked by the Council for his year of service to the Town.

Discussion Items

The Council further discussed a draft preservation ordinance. The ordinance will work with the Main Street Dola program. The Council liked two examples and wants to work those examples into an ordinance that will work for Haxtun. Kelsey would work on the draft and bring it back to the Council at the next meeting.

There were no other items on the agenda. The meeting adjourned at 7:40 pm subject to the call of the Mayor.

Kelsey Harms
Town Clerk