

Town of Haxtun

October 3, 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 Lori Lundgren at the Haxtun Community Center. Roll call was taken with the following council members present; Bob Cionek, Rob Martinez, Tana Pope, Ryan Horton, and Mike Ensminger. Mayor Lundgren led the group in the Pledge of Allegiance.

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

Don Foster, Jim Helfer, Kristin Hadeen, and Gay McDaniel with Haxtun Chamber and Trisha Herman, PCED were in attendance.

Before a motion to approve the agenda was made, IGA for the Comm Center was added to regular business and the Swimming pool was added to discussion items. A motion was made by T. Pope and seconded by M. Ensminger to approve the agenda, all present voted yes, and the motion carried.

A motion was made M. Ensminger and seconded by R. Horton to approve the consent agenda, which included the regular meeting minutes of September 6, 2022, the following monthly invoices to be paid, and transfers of cash. All present voted yes, and motion carried.

September Payroll	Salary	\$	44,723.72
September Payroll	Taxes	\$	10,499.55
13Fifty Apparel	PD Uniform	\$	74.36
Advanced Pools & Spas	Pool Rehab	\$	25,889.25
Amazon	Supplies	\$	788.52
Apex	Shredding	\$	60.00
Black Hills Energy	Utilities	\$	312.78
Bornhoft, Chris	Clothing Allowance	\$	148.02
CHS High Plains	Fuel	\$	1,355.11
FPPA	Pension	\$	1,559.12
Freemyer, Vickie	Reimburse/Parade	\$	180.51
GWRS	Retirement	\$	2,299.12
Haxtun Car Wash	PD Fleet Wash	\$	62.00
Haxtun Telephone	Phone	\$	683.72
Kelly PC	Legal Services	\$	925.00
Kuehn, Chris	Janitorial	\$	360.00
Microsoft	Software	\$	69.99
NMPP	August Power	\$	50,757.55
Simon Construction	2022 Street Project	\$	516,847.56
USA Blue Book	Transformer	\$	965.06
Viaero	Phone	\$	403.87
Wagner Equipment	Repairs	\$	68.43
Wilson's Repair	Repairs	\$	1,969.83

Wyatt's Sprinkler	Park	\$	56.39
Border States	Repairs	\$	427.36
CEBT	Insurance	\$	14,310.00
CIRSA	4th Qtr Workers Comp	\$	5,143.50
CIRSA	4th Qtr Property/Casualty	\$	12,963.48
City of Sydney, NE	Transformers Repair	\$	4,012.50
CO Police Protective Assc.	PD Legal Coverage	\$	60.00
Colorado Analytical	Water/Wastewater Reports	\$	231.00
Colorado Dept. of Revenue	Sept. Withholding	\$	1,571.00
Colorado Dept. of Revenue	Sept. Sales Tax	\$	3,421.89
Dana Kepner	Water Repairs	\$	2,341.51
Don's Repair	Repairs/Maint.	\$	808.84
Haxtun Locker Plant	Pool BBQ Fundraiser	\$	941.71
Highline Electric	Utilities	\$	93.66
Kinsco	PD Uniform	\$	290.00
MASA	Benefits	\$	196.00
Phillips County Treasurer	Sept. Sales Tax	\$	1,601.19
Rudy's	Repairs	\$	272.62
Simon Construction	2022 Street Project	\$	418,938.36
Smoketrails	Supplies	\$	207.00
Standard	Insurance	\$	79.25
Sun Life	Insurance	\$	116.32
The Engineering	Septic/New Shop	\$	2,400.00
VSP	Insurance	\$	204.14

Transfers of Cash

9/8/22 Transfer #1 - 25889.25 for pool rendering/plans

9/9/22 Transfer #2 - \$33,500 for accounts payable

9/9/22 Transfer #3 - \$750.00 for Church of Transient Account

9/15/22 Transfer #4 - \$18,000 for payroll

9/16/22 Transfer #5 - \$53,000 for accounts payable

9/20/22 Transfer #6 - \$1,500 for accounts payable

9/30/22 Transfer #7 - \$20,500 for payroll

CO Water Resources & Power	Loan	\$	9,277.46
Haxtun Telephone	Phone/Internet	\$	534.10
Kelly PC	Attorney	\$	888.00
L&L Ready Mix	Masonry	\$	525.00
NE Safety & Fire Equipment, Inc	Annual Inspections	\$	285.00
PC Telcom	Phone/Internet	\$	146.73
Simon Construction	New Shop	\$	4,111.77
UNCC	Notification Transmission	\$	24.70

Public Comment:

Trisha Herman wanted to say thank you to the Council for their support over the last 5 years. Trisha has given her resignation from PCED but is going to offer support through the end of the year to help complete some of the projects she started. She also wanted to voice her support for the Haxtun Chamber and the proposed changes.

Regular Business:

Jim Helfer representing the Haxtun Chamber of Commerce was in attendance to present the potential collaboration with Holyoke Chamber to create a full-time Chamber Director position. The position would be split 50/50 but payroll and benefits would run through the County Admin office. The two Chambers would still be two separate entities the only change would be having one director that would work in both locations. The idea is the full-time position with the possibility of benefits would help attract a long-term employee that could help grow both Chambers. The two entities would then form an Executive Board that would oversee the director position. The Haxtun Chamber is asking the Council for their support and \$5,000.00 to contribute to the total salary. Holyoke would also pay \$5,000 and the County Commissioners would match that with \$10,000. The current Chamber Board of Directors believe this is a great opportunity and they know that the current situation is not sustainable. Logistics are still being worked out, but they are hoping to follow the lead of the local school districts since they are already implementing something similar with teachers. An MOU between the two entities will be formed, then an executive board, a strategic plan, and hopefully hiring the full-time position will all follow shortly after.

After much discussion and questions about the budget, a motion was made by R. Martinez and seconded by T. Pope to approve the \$5,000.00 in support of the Haxtun Chamber. All present voted in favor and the motion passed.

Resolution 2022-11 instructing the Town Clerk to cancel the November 8, 2022 election and declaring candidates elected. Since there were not more candidates than offices the election will be canceled and Robert Cionek, David Green, and Lori Lundgren are elected to the Offices of Trustee for a four-year term. The fourth seat will remain vacant and filled in accordance with State law. Michael Ensminger will be elected to the Office of Mayor for a four-year term. The terms will start at the regular meeting on December 5, 2022. The Town Clerk will publish such notice of the canceled election.

A motion was made R. Horton and seconded by T. Pope. All present voted in favor, motion passed.

TOWN OF HAXTUN
RESOLUTION NO 2022-11

**A RESOLUTION INSTRUCTING THE TOWN CLERK TO CANCEL THE
NOVEMBER 8, 2022 ELECTION AND DECLARING CANDIDATES ELECTED**

WHEREAS, the Town’s regular election is scheduled to be held on November 8, 2022;
and

WHEREAS, the election is to be conducted in accordance with the Municipal Election Code and the Haxtun Municipal Code; and

WHEREAS, the only matter before the electors at the election is the election of four seats on the Board of Trustees and one Mayor seat; and

WHEREAS, pursuant to C.R.S. § 31-10-507, the Town adopted Section 2-44-010 of the Haxtun Municipal Code, which requires that affidavits of intent of write-in candidates be filed

prior to sixty-four days before the election, which for the November 8, 2022 election is September 5, 2022; and

WHEREAS, as the date of this Resolution there are not more candidates than officers to be filled at the November 8, 2022 election and no write-in affidavits have been filed; and

WHEREAS, pursuant to its authority under Section 2-44-020 of the Haxtun Municipal Code, the Board of Trustees desires to instruct the Town Clerk to cancel the November 8, 2022 election and declare the candidates elected:

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

Section 1. Pursuant to Section 2-44-020 of the Haxtun Municipal Code, the Board of Trustees does hereby instruct the Town Clerk to cancel the November 8, 2022 election and declares Robert Cionek, David Green, and Lori Lundgren elected to the Offices of Trustee, each for a four-year term. The fourth Trustee seat is vacant and will be filled in accordance with State law. Michael Ensminger will be elected to the Office of Mayor for a four-year term. Such terms are to commence upon being sworn into office at the regular meeting of the Board of Trustees on December 5, 2022.

Section 2. The Board of Trustees does hereby further instruct the Town Clerk to publish such notice of the canceled election as required by law.

INTRODUCED, ADOPTED, AND RESOLVED THIS 3rd DAY OF OCTOBER, 2022.

TOWN OF HAXTUN

ATTEST:

Lori Lundgren, Mayor

Kelsey Harms, Town Clerk/Treasurer

Resolution 2022-12 authorizing participation in the Rural Jump Start Program. This program encourages economic development in rural Colorado. Businesses that are approved by the Colorado Economic Development Commission to participate in the program would receive 100% exemption of the municipal business personal property tax for a maximum of 8 years. The Council agreed that this fell in line with the current incentive policy that the Town already has in place. Trisha also mentioned that this allows businesses to apply for State money.

A motion was made by M. Ensminger and seconded by B. Cionek. All voted in favor, motion carried

**TOWN OF HAXTUN
RESOLUTION 2022-12**

A RESOLUTION FOR THE TOWN OF HAXTUN, COLORADO OF THE COUNTY OF PHILLIPS COUNTY AND STATE OF COLORADO AUTHORIZING PARTICIPATION IN THE RURAL JUMP START PROGRAM ON 10/3/2022

WHEREAS, the Town of Haxtun recognizes that it would be beneficial to increase economic development in the Town; and,

WHEREAS, the State of Colorado has recently enacted the Rural Jump-Start Zone program (CRS 39-30.5-106) for the express purpose of encouraging economic development in the rural areas of Colorado; and,

WHEREAS, the Town of Haxtun has determined that it is in the best interest of the town to participate in the Rural Jump-Start program,

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF HAXTUN, COLORADO, authorizes the municipality to participate in the Rural Jump-Start program; and,

BE IT FURTHER RESOLVED, in the course of this participation, the Town of Haxtun does hereby agree to provide incentive payments, exemptions, or refunds as appropriate, for 100% of the municipal business personal property tax imposed on all new business that are approved by the Colorado Economic Development Commission to participate in the Rural Jump-Start program, for as long as the Colorado Economic Development Commission designates these new businesses as approved for the Rural Jump-Start program, understanding that such tax relief is limited by statute to eight (8) years for each new business.

INTRODUCED, ADOPTED, AND RESOLVED THIS 3rd DAY OF October, 2022.

TOWN OF HAXTUN

Lori Lundgren, Mayor

ATTEST:

Kelsey Harms, Town Clerk/Treasurer

Starting on January 1, 2023, the state will have two new exemptions added which are optional for local municipalities to adopt if they so choose. The exemptions are for sales of incontinence products and diapers and sales of period products. Currently, the Town of Haxtun does not have any exemptions and after some discussion, the Council all felt at this time they would not adopt the exemption.

Colorado Department of Revenue, MOU Update. Kelsey is the appointee for Control of Confidential Data for the sales tax reports. The MOU was signed in May, but the CDR requires annual updates. This would give Kelsey the ability to collect the sales tax reports.

A motion was made T. Pope and seconded by R. Horton to let Kelsey stay the appointee. All voted in favor and the motion passed.

IGA with the County for the Communications Center Operational Budget. Rob and Ron have both attended several meetings with the County trying to come up with a fair amount for each entity to contribute to the budget. The IGA is a year-to-year agreement currently asking the Town for a \$12,636 annual contribution. After much discussion, the Council feels that they are more comfortable offering to double the current annual contribution of \$4,500.00 making it

\$9,000.00 annually. Ron will reach out to the County and discuss the contribution amount further before the Board will act on the IGA.

Discussion Items:

Ordinance 2020-5 Golf Carts: The current ordinance has a driving age of 18 years or older with a valid driver's license. After reaching out to Marsha Cody, Haxtun School District Superintendent, she feels the golf carts would not pose an issue with the school and potentially would be safer to drive than a car. The Council discussed with Chief Nadow the driving age and the rules that apply to newly licensed drivers. Nadow assured the Council the PD would strictly enforce the safe driving of the carts. While working on the ordinance, the Council has been approached about why a windshield is required on a golf cart, but on the highway, a motorcycle is not required to have one in place. After some discussion with Chief Nadow and amongst themselves the Council would like to change the ordinance to drop the driving age to 16 and remove the windshield requirement for licensing.

Mobile Food Vendor Ordinance and Application: Kelsey presented an ordinance and application sample from the Town of Mead. The Council liked the sample and agreed they want the process as simplified as possible. Kelsey will start working on an ordinance and application.

The swimming pool is still waiting to hear from GOCO if the grant was awarded. Ron will be calling Advanced Pools and Spas later this week. In the last meeting held with the pool company, the Town did not pay them the 3% down with the letter of intent due to scheduling conflicts on their end. A rendering was emailed, and Ron was notified late last week the engineered plans are ready. Ron wants to discuss what is next before the Town pays the 3% down and hopefully in the meantime the grant awards will be announced.

The proposed 2023 budget was presented to the Council as they went over each account.

Staff Reports:

Ron Carpenter, Town Superintendent

- Building Permits were reviewed as included in the board packet.
- Phase 4, the final phase of the street project started today! Hope to have it paved and finished by end of the month.
- The new shop is getting closer to being finished. Ron hopes to start moving things soon
- A scheduled walk-thru with the Daycare on Tuesday. Still working with the director and the Health Department to get a hot water heater replaced.

Nathon Nadow, Chief of Police

- Introduced the new hire, Darrell Smith. Darrell completes the Police Department and brings lots of experience with him. He was previously with the Sheriff Department. He and his wife have two kids that are enrolled at Haxtun School District, and he is excited to be closer to home.

Kelsey Harms, Town Clerk/Treasurer

- The Town Hall will be closed 10/5 and 10/6 from 7:30 am – 12:00 pm for training.
- The Town received a thank you from CIRSA for the 2023 renewal.
- The Librarian's report was emailed to everyone
- CML Annual Conference has been scheduled for June 25-28. CML turns 100 in 2023. Haxtun representatives were present at the first annual convention in 1923 and helped in the founding of the League.

Council Concerns:

- R. Horton wanted to see when a good time would be for the department heads to complete their evals. Times would be discussed at a later time.

A motion was made by R. Horton and seconded by T. Pope to adjourn. The meeting adjourned at 9:08 pm subject to the call of the Mayor.

Kelsey Harms
Deputy Town Clerk