

Town of Haxtun
September 2, 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, Lori Lundgren, and Jon Brammer. Mayor Ensminger led the group in the Pledge of Allegiance.

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

Dean and Jennie Micheal were 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 B. Cionek to approve the consent agenda, which included the regular meeting minutes of August 4, 2025, the monthly invoices, and transfers of cash. All present voted yes, and the motion carried.

**TOWN OF HAXTUN
September 2, 2025**

August Payroll	Salaries	\$ 58,818.08
August Payroll	Taxes	\$ 12,527.17
Amazon	Supplies	\$ 251.44
American Legal Publishing	Annual web hosting	\$ 495.00
Arnold Pool Co	Repairs/Maintenance	\$ 1,451.88
Beck, Kevin	Softball Supply Reimb	\$ 432.44
Bivens, Trey	Mileage reimbursement	\$ 90.30
Black Hills Energy	Utilities	\$ 1,487.79
Carpenter, Ron	Clothing & Travel Reimbursement	\$ 275.50
CHS	Fuel	\$ 1,265.84
CIRSA	Insurance	\$ 52.63
Davis, Carolyn	Aug Cell Phone Stipend	\$ 15.00
Element	seepage analysis	\$ 150.00
Emrick, Mitchell	Mileage reimbursement	\$ 50.94
FPPA	Pension	\$ 920.56
Gall's	baseball supplies	\$ 532.89
Gonzalez, Nancy	July Cleaning	\$ 75.00

Great Copier Service	PD Copier	\$ 89.90
GWRS	Retirement	\$ 1,465.95
Harms, Kelsey	equipment reimbursement	\$ 161.37
Haxtun Car Wash	PD Fleet washes	\$ 34.12
Herrera, Rachel	MD/Utility refund	\$ 238.36
In Compliance Products	State/Fed. Compliance posters	\$ 105.00
Kelley's Kool Treats	supplies	\$ 78.55
Kuehn, Chris	Janitorial	\$ 360.00
Kurtzer's	Repairs/Maintenance	\$ 213.63
LEC	curb & street replacement	\$ 3,690.50
MRZ	tire repair	\$ 26.00
NMPP	July Power	\$ 53,547.59
PAK Enterprises	Billing Supply	\$ 1,354.49
PCTelcom	Phone/Internet	\$ 41.93
Positive Promotions	Halloween Safety	\$ 445.89
Pye-Barker	Hood inspection	\$ 221.00
Ring	Camera subscription	\$ 199.98
UPS	Shipping/metal detector	\$ 64.08
USPS	Postage	\$ 78.00
Velocity Systems	PD Uniform	\$ 1,017.00
Viaero	Cell phones	\$ 150.60
Wagner	Repairs	\$ 1,783.61
Weiss Electric	Repairs/Maintenance	\$ 1,034.93
Western United	Supplies	\$ 9.55
Wilson, Natasha	Refund - Pool Party	\$ 225.00
Wilson's Repair	supplies	\$ 189.06
Wyatt's Sprinkler	park sprinkler repairs	\$ 1,438.25
Amazon	Supplies	\$ 413.01
Arnold Pool CO	Supplies	\$ 339.50
Baier, Thea	Md Refund	\$ 140.57
CDR	Aug Sales Tax	\$ 3,772.82
CDR	Aug Withholding	\$ 1,767.00
CIRSA	Special Event coverage	\$ 148.18
Colorado Analytical	water testing	\$ 61.00
Dawson, Judd	MD Refund	\$ 200.00
FirstNet	PD VOIP phones	\$ 252.23
Freemyer, Vickie	Supply Reimbursement	\$ 68.00
Gonzalez, Nancy	Aug library cleaning	\$ 75.00
Haxtun Building Center	Supplies	\$ 1,140.09
Haxtun Chamber	Summer reading prizes	\$ 135.00
Haxtun Telephone	Phones/Internet	\$ 758.46

Haxtun-Fleming Herald	Publications/supplies	\$ 589.85
Highline Electric	Utilities	\$ 102.44
IIMC	Dues	\$ 135.00
Kelly PC	Attorney Fees	\$ 1,755.00
King, Jon	tree removal (reissue)	\$ 450.00
Kuehn, Chris	August cleaning	\$ 420.00
Kurtzer, Heather	Supply Reimbursement	\$ 27.33
MASA	Employee Benefits	\$ 182.00
MRZ	Repairs	\$ 26.00
PC Telcom	VOIP Phone/email	\$ 41.93
Phillips County Treasurer	Aug Sales Tax	\$ 508.53
PSHCG	Benefits	\$ 12,502.06
T&R Electric	Repairs	\$ 799.46
UNCC	Postive Response Re-Notification	\$ 4.65
USPS	Postage	\$ 322.00
VSP	Benefits	\$ 114.15
Western United Electric	supplies	\$ 51.46
Wickham Tractor	Kubota lease	\$ 19,773.14

Transfers of Cash

08/04/2025 Transfer #1: \$123,000.00 for accounts payable

08/14/2025 Transfer #2: \$26,700.00 for payroll

08/19/2025 Transfer #3: \$68,400.00 for accounts payable

08/29/2025 Transfer #4: \$23,300.00 for payroll

Public Comment:

None

Regular Business:

Dean and Jennie Michael appeared before the Council to request a variance to Ordinance 71.01, which governs the parking and storage of trailers, trucks, oversized and recreational vehicles. The Michaels are currently residing in a recreational vehicle parked behind their home, which is undergoing renovations. Ordinance 71.01 states *"It shall be unlawful for any recreation vehicle to be used for living, sleeping, or house keeping purposes for longer than two weeks during any one-year period when parked in any location not zoned and approved for such use."* Dean presented a signed statement from neighbors expressing support for the variance. The Michaels stated the renovations should be done in 6-10 months. After some discussion from the Council, a motion was made by L. Lundgren and seconded by T. Pope to allow the variance for 10 months after which the Michaels would need to return to the Council to request an extension if needed. All present voted in favor, motion passes.

The council voted to participate in the national opioids settlement agreement with Purdue Pharma L.P. & Sackler Family. A motion was made by D. Green and seconded by J. Brammer. All present

voted in favor, motion passed. This agreement does not change the decision to direct funds to the Regional Opioid Abatement Council that was agreed on in 2021.

Resolution 2025-7 adopting a new employee handbook. Clerk Harms has been working to update employee policies. Some discussion was held before a motion was made by J. Brammer and seconded by T. Pope to approve the resolution. All present voted in favor, motion passed. Clerk Harms will be holding an employee meeting and updating all employees of the changes.

RESOLUTION NO. 2025-7

A RESOLUTION OF THE TOWN OF HAXTUN BOARD OF TRUSTEES ADOPTING A NEW EMPLOYEE HANDBOOK APPLICABLE TO EMPLOYEES OF THE TOWN OF HAXTUN

WHEREAS, the Board of Trustees has approved personnel policies in the past; and

WHEREAS, the Board of Trustees desires to rescind the existing personnel policies and approve a new employee handbook applicable to employees of the Town.

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

Section 1. Adoption of Employee Handbook. The Board of Trustees hereby rescinds all prior Personnel Policies and approves and adopts the attached Town of Haxtun Employee Handbook, dated September 2, 2025 (the “Employee Handbook”)

Section 2. Employment At-Will. Unless otherwise provided in a written contract approved by the Town Board of Trustees, employment with the Town is at will. Nothing in the Employee Handbook or this Resolution is intended to modify the Town’s at-will employment policy.

Section 3. Town May Interpret, Amend, Change, or Rescind Employee Handbook. The guidelines, procedures, and benefits outlined in the Employee Handbook do not represent a contract, nor should they be relied upon as binding, inflexible promises made by the Town, or the Town Board of Trustees. The Town reserves the right to interpret, amend, change, or rescind any and all provisions, procedures, or benefits in the Employee Handbook at any time, as well as the right to determine their meaning, purpose, and effect. The Town also reserves the right, in its sole discretion, to determine whether, and to what extent, these policies, procedures, and guidelines should be applied in any given circumstance. Any modification to these policies and procedures may be made only pursuant to formal action of the Board of Trustees as reflected in the official records of the Board of Trustees. No employee or agent of the Town is authorized to modify these policies by agreement, practice, or any other means.

Section 4. Severability. If any part or provision of this Resolution is adjudged to be unenforceable or invalid, such judgment shall not affect, impair, or invalidate the remaining provisions of this Resolution, it being the intention of the Board of Trustees that the various provisions hereof are severable.

Section 5. Repeal. All acts, orders, and resolution, or parts thereof, of the Board of Trustees that are inconsistent or in conflict with this Resolution are hereby repealed to the extent only of such inconsistency or conflict.

Section 6. Effective Date. The provisions of this Resolution shall take effect immediately.

INTRODUCED, READ, and ADOPTED this 2nd day of SEPTEMBER, 2025.

TOWN OF HAXTUN

Michael Ensminger, Mayor

ATTEST:

Kelsey Harms, Town Clerk

Resolution 2025-8 Setting Electric Tap Fees was presented to the Council. At a work session in August R. Carpenter presented the idea of raising the electric tap fees, due to the increase in electric supplies the tap fees were no longer covering the cost of materials. The new fees cover the material cost and stay competitive with other municipalities in the area. A motion was made by D. Green and seconded by R. Horton to approve the resolution. All present voted in favor, motion passed.

**RESOLUTION NO. 2025-8
A RESOLUTION OF THE TOWN OF HAXTUN BOARD OF TRUSTEES SETTING
ELECTRICAL TAP FEES**

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

1. The Electric Tap Fee for a normal residential/commercial single phase 200-amp service will be \$2,000.00. The applicant will be charged time and material for all additional electrical needs above the normal service.

2. Residential/commercial customers who have an existing overhead electrical service can upgrade to a new single phase 200-amp underground service for a fee of \$1,000.00 to cover the cost of materials. Labor provided by the Town of Haxtun for installation will be provided at no charge to the customer.

3. The fees set by this Resolution shall supersede and replace any fees previously set or adopted by the Board of Trustees for the same purpose. However, the same shall not be deemed to release, extinguish, alter, modify, or change in whole or in part any liability which shall have been previously incurred, and the superseded or replaced provision shall be treated and held as still remaining in force for the purpose of sustaining any judgment, decree, or order.

4. If any portion of this resolution is held to be invalid for any reason, such decisions shall not affect the validity of the remaining portions hereof.

5. This Resolution shall become effective upon adoption.

INTRODUCED, READ, and ADOPTED this 2nd day of SEPTEMBER, 2025

TOWN OF HAXTUN

Michael Ensminger, Mayor

ATTEST:

Kelsey Harms, Town Clerk

Ordinance 2025-1 Adopting by reference the 2018 Editions of the International Building Codes, the 2021 Editions of the International Energy Conservation Code and the International Plumbing Code, the CO Model Solar Ready and Electric Code, and the 2023 Edition of the National Electric Code. R. Carpenter discussed the ordinance at the August Work session, and the Town was currently following the 1991 Building Code. This was the first reading of the ordinance and after some discussion from the Council a motion was made by D. Green and seconded by R. Horton to approve the first reading and set the public hearing for the October 6th meeting. All present voted in favor, motion passed.

2026 CIRSA workers' comp and property/casualty quotes were presented to the Council. A total 2.57% increase was quoted. After brief discussion about the coverage, a motion was made by J. Brammer and seconded by L. Lundgren to approve the 2026 quotes. All present voted in favor, motion passed.

A brief update was given from the Town Clerk/Treasurer hiring committee. D. Green informed the Council there were 3 applicants and the ads will go out for another week and then interviews will be scheduled. At the work session in August Clerk Harms informed the Council she would be willing to stay on board to assist during budget season. A motion was made by D. Green and seconded by R. Horton to classify the Town Clerk/Treasurer position as hourly rather than salaried until the position is permanently filled all other terms of employment remain unchanged. All present voted in favor, motion passed.

Discussion:

R. Carpenter presented the updated numbers for the MEAN 2025 Green Energy Update. If the Council decided to go 50% green energy there would be roughly a 1% increase or 30% green energy and a .7% increase. Carpenter and Harms will be working on the budget and making suggestions to the Council soon.

R. Carpenter is still waiting on the final sewer liner study from Element Engineering. Carpenter hoped to have the information for the September meeting but is still waiting.

Clerk Harms presented DR 8500 the Colorado Department of Revenue's Liquor Enforcement Division Fee Schedule. The Town has not updated the liquor license fee in many years and is falling behind. Clerk Harms will reach out to surrounding municipalities and report back at the work session.

Staff Reports:

Ron Carpenter, Town Superintendent

- Building Permits per Agenda Packet
- The airport apron project started today 9/2, projected to be completed by 9/5
- Basketball/Pickleball court line painting will be done this week
- The swimming pool closed after another successful season on 8/31, the Town crew will be working to winterize the pool and building soon
- Town crews are working non-stop on the utility locates for the Pctelcom project, these locates take priority since State law requires they are done within 3 days of notification
- FEMA started a flood plain survey in June. The preliminary map shows a vacant lot on Grant would fall in the flood plain. Carpenter has recently received a call from a potential buyer for the property. Carpenter did inform the individual to be issued a building permit the Town would need to see engineered building plans for flood mitigation. Carpenter is hoping to have the finalized study results from FEMA soon. Council also suggested if it came to time for a building permit, the Town could also issue a harmless hold agreement at the same time.

Darrell Smith, Interim Police Chief

- Cadet Emrick is at the Academy and should be done in early December
- The PD has 3 applicants for the 3rd officer position, hoping to have a successful hire by the end of the year
- YTD stats were presented
- The Colorado Rangers will be in Haxtun to assist during Corn Festival

Kelsey Harms, Town Clerk/Treasurer

- Haxtun Chamber submitted a special event permit for Corn Festival and a special meeting will be held September 15, 2025
- Zip Trip successfully renewed their liquor license
- The CML district meeting is scheduled for 9/17 in Yuma, for those interested in attending they need to let Harms know.

Council Concerns:

D. Green: curious if there has been any update when the next e911 meeting would be.

M. Ensminger: believes people have been looking to purchase the restaurant and how can the Council make the Town appealing to business owners. We need to make sure we are informing businesses about the opportunities with the economic incentive and Main Street Community opportunities.

Adjournment:

The meeting adjourned at 8:12 pm subject to the call of the Mayor.

Kelsey Harms
Town Clerk/Treasurer