

Hugo, Colorado
December 12, 2016

The regular monthly meeting of the Board of Trustees, Town of Hugo, was called to order on December 12, 2016 at 7:00 P.M. in the Board Room of the Hugo Municipal Building by Mayor Tom Lee. The Pledge of Allegiance to the United States Flag was recited in unison. The following trustees answered roll call: Trustee Monroe; Trustee Johnson; Trustee Constance; and Trustee Thelen. Mayor Lee declared that there was a quorum of the Board present for the transaction of business. Trustee Bandy and Trustee Emmerling were not present.

Staff members present at the meeting were: Town Clerk, Maria Nestor and Public Works Director, Clayton Hale. Chief Marshal, Jesse Schier and Town Attorney, Stan Kimble were not present for the meeting.

Guests present at the meeting were: Nick Marcotte, Mike Hagger, Garald Ensign, July Thelen, Troy McCue, Jari Lee, Brenda Dutro and Will Bublitz representing the Eastern Colorado Plainsman.

A motion was made by Trustee Thelen and a second was made by Trustee Johnson to approve the agenda as presented. THE MOTION CARRIED UNANIMOUSLY.

A motion was made by Trustee Johnson and a second was made by Trustee Constance to approve the November 14, 2016 minutes as presented. THE MOTION CARRIED UNANIMOUSLY.

First on the agenda was Troy McCue who in his report showed he had 6 business retention visits in Hugo and is launching a housing project for medical personnel. LCEDC has secured a vista named James Russell and he will start on March 27, 2017.

Nick Macotte and Mike Hagger with RG and Associates LLC addressed the Board with some updates since the last meeting back in October 2016. They explained that they met with CDPH regarding the sewer lagoon project. At this meeting they discussed items that the Town needs to get done so that the project can begin. The Town first needs to submit a discharge permit application, which RG and Associates LLC has prepared. They also put together a project schedule that will go along with the discharge permit the Town will receive from CDPH. They also prepared a pre-qualification form for the Town which is for a \$10,000.00 planning grant. Also discussed was the need for a magnetic flow meter to be put on the forced main that comes from the lift station to the south pond. It would be set into a manhole and can be integrated into the existing scata system. A motion was made by Trustee Thelen and a second was made by Trustee Johnson to have RG Associates submit the \$10,000.00 grant application on behalf of the Town of Hugo. THE MOTION CARRIED UNANIMOUSLY. A motion was made by Trustee Johnson and a second was made by Trustee Thelen to move forward with the magnetic flow metering device. THE MOTION CARRIED UNANIMOUSLY. A motion was made by Trustee Johnson and a second by Trustee Monroe to move forward with an evaporated system for the sewer lagoons. THE MOTION CARRIED UNANIMOUSLY.

There were no unscheduled guests with business to come before the Board.

The title of proposed resolution number 250; "A RESOLUTION TO INCREASE THE SEWER USE CHARGE FOR RESIDENTS INSIDE AND OUTSIDE THE INCORPORATED LIMITS OF THE TOWN O HUGO, BEGINNING JANUARY 1, 2017, PER QUARTER WITH AN OPEN WATER ACCOUNT" was read by Mayor Lee. A motion was made by Trustee Monroe and a second by Trustee Johnson to adopt proposed resolution number 250. THE MOTION

December 12, 2016

Page 2

CARRIED UNANIMOUSLY. A true and correct copy of resolution number 250 is attached to the Record of Proceedings and made a part thereof.

The title for proposed resolution number 251; "A RESOLUTION TO INCREASE THE USER RATES FOR THE COLLECTION AND DISPOSITION OF REFUSE FOR RESIDENTS INSIDE THE INCORPORATED LIMITS OF THE TOWN OF HUGO, BEGINNING JANUARY 1, 2017 PER QUARTER WITH AN OPEN WATER ACCOUNT" was read by Mayor Lee. A motion was made by Trustee Constance and a second was made by Trustee Johnson to adopt proposed resolution number 251. THE MOTION CARRIED UNANIMOUSLY. A true and correct copy of resolution number 251 is attached to the Record of Proceedings and made part thereof.

There were various actions with respect to the proposed 2017 municipal budget undertaken by the Board. A draft copy of the proposed 2017 municipal budget has been reviewed by the Board; and a copy of the 2017 proposed budget had been placed on file at the Town Clerk's Office for public review and inspection. Pursuant to proper public publication in the Eastern Colorado Plainsman, a public hearing on the entire proposed 2017 municipal budget was opened by Mayor Lee at 7:32 PM. All interested electors of the Town of Hugo were given an opportunity to file or register any objections to the proposed budget. There was no public comment received by the Board orally or in writing, therefore, the public hearing was closed by Mayor Lee at 7:34 PM. The title for proposed resolution number 252; "RESOLUTION TO ADOPT A BUDGET" was read by Mayor Lee. A motion was made by Trustee Johnson and a second by Trustee Thelen to adopt proposed resolution number 252. THE MOTION CARRIED UNANIMOUSLY. A true and correct copy of resolution 252 is attached to the Record of Proceedings and made a part thereof. The title of proposed resolution number 253; "RESOLUTION TO SET MILL LEVY" was read by Mayor Lee. A motion was made by Trustee Monroe and a second by Trustee Constance to adopt proposed resolution number 253. THE MOTION CARRIED UNANIMOUSLY. A true and correct copy of resolution number 253 is attached to the Record of Proceedings and made a part thereof. The title of proposed resolution number 254; "RESOLUTION TO APPROPRIATE SUMS OF MONEY" was read by Mayor Lee. A motion was made by Trustee Thelen and a second was made by Trustee Johnson to adopt proposed resolution number 254. THE MOTION CARRIED UNANIMOUSLY. A true and correct copy of resolution number 254 is attached to the Record of Proceedings and made a part thereof.

Under the authority granted to him by Colorado Revised Statue 24-90-108(2)(a) Mayor Lee appointed Linda Grauberger to continue to serve as a Trustee of the Hugo Public Library for a term of office to expire January 1, 2022. A motion was made by Trustee Johnson and a second was made by Trustee Constance to endorse this appointment. THE MOTION CARRIED UNANIMOUSLY. Under the authority granted to him by Colorado Revised Statue 29-4-205 (3) (a) Mayor Lee appointed Roxi Devers as a Commissioner of the Hugo Housing Authority with a term to expire on January 1, 2022. A motion was made by Trustee Monroe and a second was made by Trustee Thelen to endorse this appointment.

Trustee Constance reported that the Administrative Committee met on November 28, 2016 and discussed a new water policy. Clerk Nestor told the Board that she and Clayton are still trying to determine some wording on the policy and will hopefully have it ready to come before the Board at the January meeting.

December 12, 2016

Page 3

In her report to the Board, Clerk Nestor stated that a citizen had asked her if the Town wanted to sell the house at 533 3rd Ave. It was decided to let the Administrative Committee discuss this. Clerk Nestor also told the Board that in their packet was a letter from Nicole Hood addressing concerns on dogs running at large. This letter was given to Marshal Schier and Clerk Nestor knew he had called Mrs. Hood, but did not know the contents of the conversation. She also stated that in the Board packets were statements from the Hugo Marshal's Office, the Sheriff Department, and CBI on the water incident from July 2016 and a letter from Susan Kelly from Lincoln County Department of Public Health. Clerk Nestor then read aloud the resignation letter from Trustee Emmerling that he had submitted to her earlier in the evening. She told the Board they had sixty days to appoint a new board member or have an election. She read the policy the Town has for a trustee vacancy, and stated she will get the position advertised in the Eastern Colorado Plainsman.

Public Works Director Hale reported to the Board that the sanitary survey will be December 21, 2016, and they have been busy hanging up holiday lights.

Trustee Johnson handed out some booklets called An Elected Official's Policy Guide for Disasters and Emergencies.

Trustee Thelen asked when we were going to have the community forum. Clerk Nestor stated that it is on her list to discuss at an Administrative Committee meeting.

There was no unfinished business to come before the Board.

Trustee Johnson made a motion and Trustee Constance made a second to pay the list of bills presented to the Board, and pay any additional bills not on the list upon approval of the Treasurer and Mayor. THE MOTION CARRIED UNANIMOUSLY.

GENERAL FUND		
Black Hills Energy	Natural Gas	427.08
Eastern Slope Rural Telephone	Telephone Service	272.95
KC Electric Association	Electricity	553.02
Hugo Lumber & Hardware	Supplies	239.47
Stan Kimble	Attorney Fees	482.82
Witt Boys NAPA	Parts	28.85
Farm Gas, Inc	Fuel	375.63
Pinnacol Assurance	Workman Compensation	900.00
Anthem Blue Cross & Blue Shield	Premiums	2908.89
Pro Force Law Enforcement	Public Safety Guns	748.22
Midwest Radar & Equipment	Public Safety Expense	120.00
NEVE'S	Public Safety Expense	141.94
Jenny Hoefler	Holiday Gathering	104.00
Osborne's Supermarket	Supplies	23.63
Chase Card Services	Card Charges	174.35
Hugo Volunteer Fireman Pension	2016 Contribution	2000.00
Hugo Volunteer Fire Dept.	2016 Donation	4000.00
VFW Post #68	Holiday Gathering	50.00
Tom Lee	Mayor Expense Reimb.	20.00
Kristie Constance	Trustee Expense Reimb.	10.00
John Thelen	Trustee Expense Reimb.	10.00
Tony Bandy	Trustee Expense Reimb.	10.00
Richard Johnson	Trustee Expense Reimb.	10.00

December 12, 2016

Page 4

Lucy Monroe	Trustee Expense Reimb.	10.00
Sam Emmerling	Trustee Expense Reimb.	10.00
Casey Thelen	Salary	2366.06
Vicki Moore	Salary	507.92
Maria Nestor	Salary	2524.60
Jesse Schier	Salary	2464.65
Dylan Maddalena	Salary	1992.85
Town of Hugo Payroll Fund	Payroll Withholdings	2216.70
Colorado Department of Revenue	State Withholdings	382.00
CCOERA	Retirement	762.66
Aflac	Premiums	156.45
CCOERA	Retirement	50.00
Town of Hugo Payroll Fund-FPPA	Retirement	1226.96
Family Support Registry	Support	200.00
Maria Nestor	Health Savings Account	281.25
Jesse Schier	Health Savings Account	562.50
Dylan Maddalena	Health Savings Account	279.16
Casey Thelen	Health Savings Account	279.16
Ken Stroud Jr.	Health Savings Account	562.50
Eastern Colorado Plainsman	Publications	1010.87
Ed's Towing Service	Public Safety Towing	100.00
Vern's TV and Radio	Baseball Shirts	220.00
Farm Gas, Inc	Fuel	613.03
Colorado State Treasurer	4 th Quarter Unemployment Tax	224.29
Osborne's Supermarket	Supplies	186.11
Office Works	Office Chairs	1130.00
Chase Card Services	Card Charges	2639.54

WATER FUND

Black Hills Energy	Natural Gas	64.61
Eastern Slope rural Telephone	Telephone Services	37.18
KC Electric Association	Electricity	583.93
Hugo Lumber & Hardware	Supplies	124.64
Farm Gas, Inc	Fuel	136.70
Anthem Blue Cross & Blue Shield	Premiums	1673.53
DPC Industries	Cylinder Rental	40.00
Dana Kepner	Water Materials	65.40
Town of Hugo General Fund	Transfer	5000.00
Clayton Hale	Salary	2533.90
Patricia Johnson	Salary	2031.75
Town of Hugo Payroll Fund	Payroll Withholdings	1424.70
Colorado Dept. of Revenue	State Withholdings	184.00
CCOERA	Retirement	354.00
Maria Nestor	Health Savings Account	281.25
Patricia Johnson	Health Savings Account	562.50
Colorado Dept. of Public Health	Water Sample Fee	20.00
Colorado Dept. of Public Health	Water Testing Fee	105.00
Denver Windpump Co.	Pump for a Well	1496.00
RVS Software	Billing Supplies	77.78
Witt Boy's NAPA	Parts	446.53
Chase Card Services	Card Charges	328.88

December 12, 2016

Page 5

SEWER FUND

Black Hills Energy	Natural Gas	9.13
KC Electric Association	Electricity	189.79
Anthem Blue Cross & Blue Shield	Premiums	1093.05
Dana Kepner	Sewer Supplies	217.39
Town of Hugo General Fund	Transfer	2000.00
Ken Stroud Jr.	Salary	1955.40
Town of Hugo Payroll Fund	Payroll Withholdings	3214.01
Colorado Dept. of Revenue	State Withholdings	60.00
CCOERA	Retirement	144.00
Clayton Hale	Health Savings Account	279.16
Black Hills Energy	Natural Gas	3.18
Hugo Lumber & Hardware	Panels for Sewer	1578.01

TRASH FUND

Lincoln County Treasurer	Landfill Fees	520.00
Parmer's Automotive	Trash Truck	48.85
Witt Boys NAPA	Parts	249.76
Farm Gas, Inc	Fuel	117.22
Anthem Blue Cross & Blue Shield	Premiums	814.11
Town of Hugo General Fund	Transfer	2000.00
Randy Trainer	Salary	2165.09
Town of Hugo Payroll Fund	Payroll Withholdings	757.35
Colorado Dept. of Revenue	State Withholdings	108.00
CCOERA	Retirement	177.00
Aflac	Premiums	56.73
Randy Trainer	Health Savings Account	279.16
Witt Boy's NAPA	Tools for Trash Truck	363.00

STREET LIGHT FUND

KC Electric Association	Street Lights	1212.20
-------------------------	---------------	---------

LAW ENFORCEMENT ASSISTANCE FUND

Neve's	Public Safety Equipment	800.00
Pro Force Law Enforcement	Public Safety Equipment	77.00

The next regularly scheduled meeting of the Board of Trustees will be Monday, January 9, 2017, commencing at 7:00 P.M. in the Board Room of the Hugo Municipal Building.

There being no further business to come before the Board, a motion was made by Trustee Johnson and a second was made by Trustee Constance to adjourn the meeting. THE MOTION CARRIED UNANIMOUSLY.

Tom Lee/ Mayor

ATTEST:

Maria Nestor/ Town Clerk

