

Hugo, Colorado  
January 9, 2017

The regular monthly meeting of the Board of Trustees, Town of Hugo, was called to order on January 9, 2017 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 Johnson; Trustee Bandy; Trustee Constance; and Trustee Thelen. Mayor Lee declared that there was a quorum of the Board present for the transaction of business. Trustee Monroe was not present for this meeting.

Staff members present at the meeting were: Town Clerk, Maria Nestor; Public Works Director, Clayton Hale; Chief Marshal, Jesse Schier; and Town Attorney, Stan Kimble.

Guests present at the meeting were: Jim Thelen, Lisa Thelen, Troy McCue, Jeanne Kinnaman, Linda Orrell, Ben Orrell, 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 December 12, 2016 minutes as presented. THE MOTION CARRIED UNANIMOUSLY.

Troy McCue addressed the Board and handed out his monthly report. In Hugo he had six business retention visits, and has one active SBDC client regarding housing development. He stated that he had made a housing presentation to the Lincoln Community Hospital and will participate in their upcoming strategic planning process.

As an unscheduled guest, Linda Orrell asked when the Town was going to have the town wide meeting. Clerk Nestor told her that it was on the "To Do" list that the administrative committee will be beginning to work on again this month.

Pursuant to Colorado Revised Statue 24-6-402, as amended; a motion was made by Trustee Johnson and a second by Trustee Thelen to designated the front entrance to the Hugo Municipal Building located at 522 2<sup>nd</sup> Avenue, Hugo Colorado as the place for posting all notices announcing any meetings of the board at which the adoption of any proposed policy, position, resolution, rule, regulation or formal action occurs or at which a majority or quorum of the Board of Trustees is in attendance, or expected to be in attendance. THE MOTION CARRIED UNANIMOUSLY.

A motion was made by Trustee Johnson and a second by Trustee Constance to nominate Trustee Thelen as Mayor Pro Tem. THE MOTION CARRIED UNANIMOUSLY.

An administrative committee meeting was set for Monday, January 23, 2017 at 6:30 PM. The committee will begin working on their "To Do" list again.

Proposed ordinance number 247 –TO SET RATES FOR THE PROVIDING OF WATER TO TOWN AND OUT OF TOWN USERS, SET RULES FOR THE OPERATION OF THE TOWN OF HUGO WATER WORKS, AND PRESCRIBE PENALTIES FOR THE VIOLATION OF THIS ORDINANCE- was read by Mayor Lee. A motion was made by Trustee Bandy and a second was made by Trustee Constance to approve proposed ordinance number 247. THE MOTION CARRIED UNANIMOUSLY. The ordinance will be posted in the Eastern Colorado Plainsman.

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Clerk Nestor stated that she has completed the 2016 reports; she purchased 10 new plastic tables for the Eastern Trails Depot; the community center floor had been re-done; and that so far she has received one letter of interest to fill the vacancy on the Board. The deadline for receiving letters is 4:00 PM on Thursday, January 12, 2017. She also stated that the Town is very close to being able to begin accepting credit cards for payments.

Public Works Director Hale told the Board that he hoped to have the flow meter installed next week; the sanitary survey went very well; and RG Engineering had submitted our permit and the paperwork for the planning grant.

Chief Marshal Schier stated his office is in compliance with POST; the crime reporting data has been entered with CBI and FBI; and will be getting together with the school in the next week or two and begin working on some emergency protocol. He also told the Board that the radar sign at the East end of Town was down due to a motorist sliding into it.

Attorney Kimble reported to the Board that in order to change the speed limit signs around the school, CDOT require a traffic study. He does believe that if a Town's population is under 5,000 then there is no cost to the Town to have the study done. A motion was made by Trustee Thelen and a second by Trustee Johnson to have Attorney Kimble make a request to CDOT to do the traffic study, as long as there is no cost to the Town. **THE MOTION CARRIED UNANIMOUSLY.** He also reported that the Roundhouse received another grant to finish up the window and doors.

There were no trustee or mayor reports.

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

|                                 |                              |          |
|---------------------------------|------------------------------|----------|
| Parmer's Automotive             | Repairs                      | 15.60    |
| Progressive 15                  | Membership Dues              | 100.00   |
| Eastern Slope Rural Telephone   | Telephone Service            | 273.69   |
| Hi Altitude Flooring            | Community Building Floor     | 4167.00  |
| Anthem Blue Cross & Blue Shield | Premiums                     | 3808.89  |
| Black Hills Energy              | Natural Gas                  | 687.36   |
| Colorado Municipal League       | 2017 Dues                    | 484.00   |
| KC Electric Association         | Electricity                  | 652.61   |
| Aspen Leaf Co.                  | Supplies                     | 17.80    |
| Eastern Colorado Plainsman      | Publishing                   | 179.28   |
| Eastern Colorado Plainsman      | Subscription                 | 23.00    |
| Witt Boys NAPA                  | Supplies/Parts               | 2630.30  |
| LC Economic Development         | First ½ 2017 Sponsorship     | 2916.00  |
| Hugo Lumber & Hardware          | Supplies                     | 381.01   |
| CIRSA                           | Property Liability Insurance | 16937.00 |
| 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    |

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|---------------------------|------------------------|---------|
| Lucy Monroe               | Trustee Expense Reimb. | 10.00   |
| Casey Thelen              | Salary                 | 2394.85 |
| Vicki Moore               | Salary                 | 507.92  |
| Maria Nestor              | Salary                 | 2565.27 |
| Jesse Schier              | Salary                 | 2412.96 |
| Dylan Maddalena           | Salary                 | 1954.79 |
| Town of Hugo Payroll Fund | Payroll Withholdings   | 2352.74 |
| Colorado Dept. of Revenue | State Withholdings     | 423.00  |
| CCOERA                    | Retirement             | 490.80  |
| Aflac                     | Premiums               | 156.45  |
| CCOERA                    | Retirement             | 50.00   |
| FPPA                      | Retirement             | 1284.74 |
| Family Support Registry   | Support                | 200.00  |
| Jesse Schier              | Health Savings Account | 562.50  |
| Maria Nestor              | Health Savings Account | 562.50  |
| Dylan Maddalena           | Health Savings Account | 283.30  |
| Casey Thelen              | Health Savings Account | 283.30  |
| Verizon Wireless          | Telephone Service      | 76.90   |
| Grainger                  | Supplies               | 462.90  |
| CCOERA                    | Retirement             | 283.80  |

WATER FUND

|  |                              |         |
|--|------------------------------|---------|
| Colorado Rural Water Association       | 2017 Conference              | 200.00  |
| Parmer's Automotive                    | Repairs                      | 42.52   |
| Lower Arkansas Water Management Assoc. | 2017 Dues                    | 1954.00 |
| Eastern Slope Rural Telephone          | Telephone Services           | 37.10   |
| Anthem Blue Cross & Blue Shield        | Premiums                     | 1196.88 |
| Black Hills Energy                     | Natural Gas                  | 103.57  |
| KC Electric Association                | Electricity                  | 763.87  |
| DPC Industries                         | Chlorine                     | 190.41  |
| Hugo Lumber & Hardware                 | Supplies                     | 31.36   |
| CIRSA                                  | Property Liability Insurance | 4000.00 |
| Jessica Konecney                       | Water Deposit Refund         | 85.00   |
| Clayton Hale                           | Salary                       | 2568.57 |
| Patricia Johnson                       | Salary                       | 2070.42 |
| Town of Hugo Payroll Fund              | Payroll Withholdings         | 1451.00 |
| Colorado Dept. of Revenue              | State Withholdings           | 189.00  |
| CCOERA                                 | Retirement                   | 360.00  |
| Colorado Dept. of Public Health        | Water Sample Fee             | 20.00   |
| DPC Industries                         | Cylinder Rental              | 40.00   |
| Clayton Hale                           | Per Diem for Conference      | 126.00  |
| Patricia Johnson                       | Health Savings Account       | 562.50  |
| Clayton Hale                           | Health Savings Account       | 283.30  |

SEWER FUND

|                                  |                              |         |
|----------------------------------|------------------------------|---------|
| Colorado Rural Water Association | 2017 Conference              | 200.00  |
| Anthem Blue Cross & Blue Shield  | Premiums                     | 669.70  |
| KC Electric Association          | Electricity                  | 268.82  |
| Hugo Lumber & Hardware           | Supplies                     | 75.00   |
| CIRSA                            | Property Liability Insurance | 3000.00 |
| Kenny Stroud                     | Salary                       | 1997.07 |
| Town of Hugo Payroll Fund        | Payroll Withholdings         | 506.85  |

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|                                |                         |         |
|--------------------------------|-------------------------|---------|
| Colorado Department of Revenue | State Withholdings      | 60.00   |
| CCOERA                         | Retirement              | 147.00  |
| Kenny Stroud                   | Per Diem for Conference | 126.00  |
| Kenny Stroud                   | Health Savings Account  | 562.50  |
| Earl Simon Pipe Cleaning       | Line Cleaning           | 1500.00 |

TRASH FUND

|                                 |                              |         |
|---------------------------------|------------------------------|---------|
| Anthem Blue Cross & Blue Shield | Premiums                     | 814.11  |
| S.E. & E.C. Recycling           | Recycling Fee                | 368.73  |
| Lincoln County Treasurer        | Landfill Fees                | 1040.00 |
| CIRSA                           | Property Liability Insurance | 1500.00 |
| Randy Trainer                   | Salary                       | 2204.77 |
| Town of Hugo Payroll Fund       | Payroll Withholdings         | 770.00  |
| Colorado Dept. of Revenue       | State Withholdings           | 108.00  |
| CCOERA                          | Retirement                   | 180.00  |
| Aflac                           | Premiums                     | 56.73   |
| Randy Trainer                   | Health Savings Account       | 283.30  |

STREET LIGHT FUND

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

LAW ENFORCEMENT ASSISTANCE FUND

|                         |           |        |
|-------------------------|-----------|--------|
| Pro Force Law Equipment | Equipment | 125.52 |
|-------------------------|-----------|--------|

The next regularly scheduled meeting of the Board of Trustees will be Monday, February 13, 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 Thelen to adjourn the meeting. THE MOTION CARRIED UNANIMOUSLY.

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Tom Lee/ Mayor

ATTEST:

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Maria Nestor/ Town Clerk