

Hugo, Colorado  
March 13, 2017

The regular monthly meeting of the Board of Trustees, Town of Hugo, was called to order on March 13, 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 Monroe; Trustee Johnson; Trustee Bandy; Trustee Constance; Trustee Dobbs; and Trustee Thelen. Mayor Lee declared that there was a quorum of the Board present for the transaction of business.

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

Guests present at the meeting were: Troy McCue, Lisa Thelen, Jim Thelen, Jeannie Kinnaman, Sam Emmerling, Linda Orrell, Ben Orrell, Gillian Minick, Maye Gene Lee, and Will Bublitz representing the Eastern Colorado Plainsman.

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

A motion was made by Trustee Monroe and a second was made by Trustee Dobbs to approve the February 13, 2017 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, attended the HIP meeting in February; signed up to assist with the welcome center; and attended a public strategic planning session with Percival consultants for the LCHNH. A motion was made by Trustee Dobbs and a second was made by Trustee Johnson to pay half of the cost of a hotel study. THE MOTION CARRIED UNANIMOUSLY. HEDG has offered to pay the other half of the cost for the study.

A motion was made by Trustee Johnson and a second was made by Trustee Thelen to approve the side set back variance for building permit number 761. This building permit was for Mr. Mike Mosher who resides at 6 4<sup>th</sup> Avenue, Hugo.

Ben Orrell asked the Board to look at the curb and gutter along Hwy 40/287 which is the main street going through Hugo. Attorney Kimble stated that C.R.S. 43-2-135(1)(a) states: **Division of authority over streets.** The jurisdiction, control, and duty of the state, cities, cities and counties, and incorporated towns with respect to streets which are a part of the state highway system is as follows: The city, city and county, and incorporated town shall exercise full responsibility for and control over any such street beyond and including the curbs and, if no curb is installed, beyond the traveled way, its contiguous shoulders, and appurtenances, etc. He also stated that ordinance number 87 passes the cost of curb and cutter to the adjacent landowner. This will be discussed more in the next Public Works Committee meeting.

As an unscheduled guest, Sam Emmerling asked the Board in regards to the new water ordinance that was approved, who will put down the deposit- the property owner or the tenant. He was told that the property owners will put down the deposit.

Trustee Constance told the Board that the Administrative Committee met on February 20, 2017 to discuss some wording and dates in the pasture land lease; the Town wide meeting to be held on April 24, 2017; time limits on building and demolition permits; and listened to Mrs. Doris McDonnell who had some concerns about the new water ordinance.

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Clerk Nestor reported that the notice for bids for the pasture land will go into the paper the end of March with a return deadline of April 21, 2017; the Town will be advertising for two summer maintenance employees, three lifeguards, and one head lifeguard; Economic Development annual meeting is March 14, 2017; the personnel hand book had been updated with the new approved changes; the asbestos inspector was here and took samples from the house located at 513 3<sup>rd</sup> Avenue; three large trees by the swimming pool have been removed; there will be a lunch with CIRSA members on April 6, 2017; she composed a letter to Mrs. Doris McDonnell concerning the new water ordinance; credit card payments are going well; we have received the Town's 2016 Consumer Confidence Report; and we had a CIRSA review of our policies and trainings.

Trustee Bandy asked if a property owner could receive a notice that their tenant is delinquent on a water bill. Attorney Kimble stated that the delinquent notice could be sent to both the tenant and the property owner. He also stated that PUC is different than municipalities. Clerk Nestor will check with other clerks if they have a bill delivery system or not.

Public Works Director Hale reported to the Board that he received a letter from RG & Associates. The letter stated that the incident from 1985 with the flood plain had been cleared up and they will be moving forward with CDPHE for the planning grant. Mr. Hale also stated that they have been working on the awning at the swimming; the pool will have a new commercial diving board put in this spring; and they have been in the process of installing the flow meter. A Public Works Committee meeting was scheduled for Wednesday, March 15, 2017.

Chief Marshal Schier stated his report was at the trustee's seats tonight, and that the search for a deputy continues.

Attorney Kimble reported that CDOT is doing a speed study on 1-70 this summer and also doing a school speed zone study at some schools. He has notified them of Hugo wanting a study done at our school and asked Clerk Nestor and Chief Marshal Schier to also send emails reminding them of the study the Town would like to have. He also elaborated on codifying ordinances. Clerk Nestor will try to get some information on this.

Mayor Lee reported to the Board that some comments were made to him that the Town does nothing for the summer baseball program. Clerk Nestor and Public Works Director stated the Town finds coaches, buys uniforms and hats for the players, buys equipment, lines the fields, finds umpires, pays umpires, and pays all the cost of fees and insurance.

In unfinished business, Clerk Nestor reported to the Board that she has been in contact with Jason Mashek from the Union Pacific Railroad regarding re naming the Railroad Park. He stated that it is okay to re name the park provided no additional structures, monuments, or signage is installed on the site. This will be discussed later at an Administrative Committee meeting.

Trustee Johnson made a motion and Trustee Dobbs 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. Trustee Bandy asked a question about a deposit refund and account refund. Clerk Nestor explained that the account was no longer in his name and his deposit was being returned, and that he had a credit on his account. **THE MOTION CARRIED UNANIMOUSLY.**

GENERAL FUND

|                               |                         |         |
|-------------------------------|-------------------------|---------|
| Tyler Cochran                 | Tree Cutting & Disposal | 1800.00 |
| Eastern Slope Rural Telephone | Telephone Expense       | 274.65  |
| KC Electric Association       | Electricity             | 540.13  |
| Black Hills Energy            | Natural Gas             | 858.82  |

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|---------------------------------|------------------------|---------|
| Chase Card Services             | Card Charges           | 82.32   |
| Anthem Blue Cross & Blue Shield | Premiums               | 3808.89 |
| Hugo Lumber & Hardware          | Supplies               | 943.66  |
| Express Toll                    | Public Safety Expense  | 8.95    |
| Osborne's Supermarket           | Supplies               | 94.90   |
| Farm Gas, Inc.                  | Fuel                   | 236.48  |
| Witt Boy's NAPA                 | Parts                  | 380.51  |
| Parmer's Automotive             | Repairs                | 75.93   |
| Doheny's Pool Supplies          | Diving Board           | 1012.99 |
| Eastern Colorado Plainsman      | Publications           | 52.12   |
| Mutt Mitt                       | Bags For Park          | 83.00   |
| Security Mills Locksmith        | Lock & Keys for Depot  | 125.93  |
| Us Postal Service               | Stamped Envelopes      | 150.25  |
| 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   |
| Lucy Monroe                     | Trustee Expense Reimb. | 10.00   |
| David Dobbs                     | Trustee Expense Reimb. | 10.00   |
| Colorado Dept. of Agriculture   | Tuning Forks           | 40.00   |
| Pinnacol Assurance              | Workman Compensation   | 897.00  |
| Verizon Wireless                | Telephone              | 138.43  |
| Office Works                    | Office Floor Mats      | 272.00  |
| Jesse Schier                    | Health Savings Account | 562.50  |
| Maria Nestor                    | Health Savings Account | 562.50  |
| Casey Thelen                    | Health Savings Account | 283.30  |
| Casey Thelen                    | Salary                 | 2394.85 |
| Vicky Moore                     | Salary                 | 507.92  |
| Maria Nestor                    | Salary                 | 2565.27 |
| Jessie Schier                   | Salary                 | 2412.96 |
| Town of Hugo Payroll Fund       | Payroll Withholdings   | 1975.00 |
| Colorado Dept. of Revenue       | State Withholdings     | 318.00  |
| CCOERA                          | Retirement             | 603.00  |
| Aflac                           | Premiums               | 97.30   |
| CCOERA                          | Retirement             | 50.00   |
| Town of Hugo Payroll Fund       | FPPA                   | 709.03  |
| Family Support Registry         | Support                | 200.00  |
| Nestor Carpentry, LLC.          | Museum Floor           | 1200.00 |
| East Central Cal Ripken         | Baseball League Dues   | 250.00  |

WATER FUND

|                                 |                      |         |
|---------------------------------|----------------------|---------|
| Eastern Slope Rural Telephone   | Telephone Expense    | 37.10   |
| KC Electric Association         | Electricity          | 705.17  |
| Chase Card Service              | Card Charges         | 609.56  |
| Anthem Blue Cross & Blue Shield | Premiums             | 1196.88 |
| Hugo Lumber & Hardware          | Supplies             | 19.99   |
| Farm Gas, Inc.                  | Fuel                 | 75.85   |
| Witt Boy's NAPA                 | Parts                | 15.67   |
| US Postal Service               | Stamped Envelopes    | 150.00  |
| Black Hills Energy              | Natural Gas          | 66.97   |
| DPC Industries                  | Cylinder Rental      | 40.00   |
| OCPO                            | Water Certificate    | 55.00   |
| Christina Lopez                 | Water Deposit Refund | 85.00   |

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|                                 |                                   |         |
|---------------------------------|-----------------------------------|---------|
| Gayla Sykes                     | Water Deposit Refund              | 85.00   |
| Bruce Presgrave                 | Water Deposit Refund/Acct. Refund | 283.01  |
| Colorado Dept. of Public Health | Water Sample Fee                  | 20.00   |
| Patricia Johnson                | Health Savings Account            | 562.50  |
| Clayton Hale                    | Health Savings Account            | 283.30  |
| 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  |

SEWER FUND

|                                 |                                    |         |
|---------------------------------|------------------------------------|---------|
| KC Electric Association         | Electricity                        | 270.34  |
| Black Hills Energy              | Natural Gas                        | 12.06   |
| Anthem Blue Cross & Blue Shield | Premiums                           | 872.59  |
| Farm Gas, Inc.                  | Fuel                               | 41.28   |
| Dana Kepner Co.                 | Sewer Material/Flow Meter Plumbing | 2638.60 |
| Micro Motion Inc.               | Flow Meter                         | 3233.70 |
| Vaughn Concrete Products, Inc.  | Flow Meter Vault                   | 1889.00 |
| Kenny Stroud                    | Health Savings Account             | 562.50  |
| Kenny Stroud                    | Salary                             | 1997.07 |
| Town of Hugo Payroll Fund       | Payroll Withholdings               | 506.85  |
| Colorado Dept. of Revenue       | State Withholdings                 | 60.00   |
| CCOERA                          | Retirement                         | 147.00  |

TRASH FUND

|                                 |                        |         |
|---------------------------------|------------------------|---------|
| Chase Card Services             | Card Charges           | 67.29   |
| Anthem Blue Cross & Blue Shield | Premiums               | 814.11  |
| Lincoln County Treasurer        | Landfill Fees          | 650.00  |
| Farm Gas, Inc.                  | Fuel                   | 142.52  |
| Witt Boy's NAPA                 | Parts                  | 105.23  |
| Duerst Machine Works            | Trash Truck Repairs    | 404.15  |
| Randy Trainer                   | Health Savings Account | 283.30  |
| 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                           | Premium                | 56.73   |

STREET LIGHT FUND

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

LAW ENFORCEMENT ASSISTANCE FUND

|                    |                     |        |
|--------------------|---------------------|--------|
| Police One Academy | Annual Subscription | 320.00 |
| NEVE'S             | Uniform             | 84.00  |

CONSERVATION TRUST FUND

|                        |            |        |
|------------------------|------------|--------|
| Hugo Lumber & Hardware | Pool Paint | 527.88 |
|------------------------|------------|--------|

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An Administrative Committee meeting was scheduled for Tuesday, April 4, 2017.

The next regularly scheduled meeting of the Board of Trustees will be Monday, April 10, 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 Constance and a second was made by Trustee Johnson to adjourn the meeting. THE MOTION CARRIED UNANIMOUSLY.

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Tom Lee/ Mayor

ATTEST:

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Maria Nestor/ Town Clerk