

Hugo, Colorado
September 12, 2016

The regular monthly meeting of the Board of Trustees, Town of Hugo, was called to order on September 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 Bandy; Trustee Constance; Trustee Emmerling; 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; Public Works Director Clayton Hale; Chief Marshal, Jesse Schier and Town Attorney, Stan Kimble.

Guests present at the meeting were: Jim Thelen, Lisa Thelen, Patsie Smith, Jeannie Kinnaman, Judy Thelen, Jessica Weeks, Linda Orrell, Ben Orrell, Larry Gotschall, Ken Stroud, Dave Frisch, Tom McClernan and Will Bublitz representing the Eastern Colorado Plainsman.

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

A motion was made by Trustee Emmerling and a second was made by Trustee Johnson to approve the August 8, 2016 minutes, as presented. THE MOTION CARRIED UNANIMOUSLY.

After some discussion about the opening of a Welcome Center a motion was made by Trustee Johnson and a second was made by Trustee Emmerling to create a steering committee for the Welcome Center and to appoint three people to that committee. THE MOTION CARRIED UNANIMOUSLY. The Board appointed Judy Thelen, Lucy Monroe, and Tony Bandy.

A hearing for a special event permit was opened by Mayor Lee. Jessica Weeks representing HIP was sworn in. Clerk Nestor stated that Hugo Improvement Partnership had submitted an application for a special events permit to conduct a beer garden on Saturday, October 1, 2016 from 11:00 A.M. to 5:00 P.M. during the Fall Festival. She stated that the application was complete and public notice of this hearing had been posted and published in accordance with state statutes. There was no one in the audience that spoke in favor or against this event permit. After Trustee Bandy and Trustee Monroe asked Jessica Weeks a couple questions, a motion was made by Trustee Emmerling and a second was made by Trustee Johnson that the local licensing authority of the Town of Hugo approve the issuance of a special events permit to the Hugo Improvement Partnership for a one day use on October 1, 2016 for 11:00 AM to 5:00 PM. THE MOTION CARRIED UNANIMOUSLY.

Dave Frisch and Tom McClernan who represent GMS Engineering presented the Board with the preliminary engineering report they did on the Town's sewer lagoons. The Board decided they would schedule another meeting to discuss the findings.

There were no unscheduled guests with business for the Board.

A motion was made by Trustee Emmerling and a second was made by Trustee Johnson to appoint Terry Blevins, DeAnn Blevins, and Gary Ensign to the Hedlund House Museum steering committee, with the appointment ending on January 1, 2020. The Welcome Center steering committee appointments will also end January 1, 2020. THE MOTION CARRIED UNANIMOUSLY.

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A motion was made by Trustee Johnson and a second was made by Trustee Constance to approve Ordinance Number 246, "An ordinance to amend ordinance number 232 to redefine "Junk and rubbish." THE MOTION CARRIED UNANIMOUSLY.

Dates and times were set for the Mayor and the committee chairs to go over the department head's evaluations. Public Safety will be September 15, 2016 at 1:00 PM; Administrative will be September 27, 2016 at 6:30 PM; and Public Works will be September 27, 2016 at 7:00 PM.

Clerk Nestor reported that in the Board packets were written statements from herself and Clayton Hale regarding the water issue back in July 2016. Trustee Johnson stated that he handed out a draft of the After Action Report. He is waiting on some feedback from some people and some things from the state before he is able to complete the final report.

Trustee Thelen reported that the Public Safety Committee met on August 22, 2016 to discuss a written and signed complaint that was brought against the Chief Marshal. The complaint addressed the Chief Marshals participation, or lack of participation in the Hugo water incident that occurred in July. The committee is recommending to the Board to do a written reprimand. Chief Marshal asked what the reprimand would be for, and what he violated. Trustee Thelen stated that the committee decided it was for lack of participation in an emergency event, and that visibility is about 75% of the job. Chief Marshal Schier explained to the Board his participation from the beginning of the event and that he kept in contact with Lincoln County Sheriff Department PIO Michael Yowell during the following days and that the Hugo Marshals Office had Deputy Marshal Maddelena present on Friday and Saturday. After discussion, a motion was made by Trustee Monroe and a second was made by Trustee Johnson to take the committee's recommendation and continue with a written reprimand. THE VOTE WAS SPLIT WITH TRUSTEE MONROE, TRUSTEE JOHNSON, AND TRUSTEE THELEN VOTING IN FAVOR, AND TRUSTEE BANDY, TRUSTEE CONSTANCE, AND TRUSTEE EMMERLING VOTING AGAINST. THE MOTION CARRIED WITH MAYOR LEE VOTING IN FAVOR.

A motion was made by Trustee Johnson and a second was made by Trustee Thelen to change number thirty three (33) in the Chief Marshals job description to include "participates in perceived emergencies". THE MOTION CARRIED WITH TRUSTEE EMMERLING VOTING AGAINST THE MOTION.

Clerk Nestor asked to have a Board Workshop on September 19, 2016 at 6:30 to begin discussing the 2017 budget. She also asked the Board to set a fee for a liquor license transfer application. A motion was made by Trustee Monroe and a second by Trustee Johnson to set the fee for a liquor license transfer application at \$150.00. THE MOTION CARRIED UNANIMOUSLY. She also told the Board that she had forwarded them some information from Attorney Kimble about adding ATV's and Side by Sides to ordinance number 216. An administrative committee meeting was set for October 4, 2016 at 6:30 PM to readdress this ordinance.

Public Works Director, Clayton Hale reported that curb and gutter is almost completed; with help from Colorado Rural Water, we may get a homeland security grant for fencing around the water wells; overlaying should begin the first week in October; and the only finding with the sewer inspection that we had, is that we have not been taking in discharging sample, which we are aware of.

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Chief Marshal Schier asked Attorney Kimble to help him determine what needs to be done to have a school zone put in place, or to lower the speed going in and out of the Genoa-Hugo Public School. He also wanted to discuss the chain of command. If there is an issue with him please come and talk to him. If there is a problem with the department, or Deputy Maddalena, please contact him (Jesse). This is the appropriate way to handle things. Stepping outside of that and discussing department issues and complaints with the Deputy Marshal without him (Jesse) ever hearing about it is not an appropriate way to handle things. Trustee Bandy asked if that happened with one of the Board members and Jesse said that was what he understood. Chief Marshal Schier stated if there are any questions about the Marshals office please come to him.

Attorney Kimble stated that the County Commissioners asked him to bring the subject of marijuana to the Board. When the amendment passed making marijuana legal in Colorado, although it remains a federal offence, the municipalities and counties were given the option to prohibit commercial activity. In the amendment each individual was allowed to have six plants provided that they were hidden from view and met certain other requirements. The Lincoln County Sheriff is convinced that there are people interpreting the laws to have illegal grows. People are growing more than six plants in a dwelling, stating they are the caretaker for several other folks and therefore having huge grows in certain areas. The commissioners are looking at passing an ordinance that will not allow more than 12 marijuana plants per dwelling. The Sherriff is concerned if just the county does this, but the municipalities do not, then everything would be driven into the Town's to try and keep the process going. The Sheriff and the commissioners would like a united front.

Trustee Bandy would like the administrative committee to re look at the complaint policy and set a time limit that it needs completed.

Trustee Emmerling reported that there is a serious issue with a floor at the Hedlund House Museum. He has asked Wayne Nestor to give the Board a bid on this repair.

Mayor Lee had asked the Clerk to check into our insurance coverage when the marshal's cars are out of Town. CIRSA, who is the insurance company, states that if our department is called to assist another department, we are covered. If we are not asked to assist and do it on our own, it will probably go back to the department's policies and wether they were followed or not. Mayor Lee asked Trustee Monroe to start working on how we could get the word out to residents that we will be having a meeting with residents to see what they want from the Town.

Trustee Emmerling made a motion and Trustee Johnson 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		
Town of Stratton, Colorado	CML Meeting & Dinner	120.00
Black Hills Energy	Natural Gas	86.58
Eastern Slope Rural Telephone	Telephone Service	277.38
KC Electric Association	Electricity	805.13
Stan Kimble	Attorney Fees	680.58
Osborne's Supermarket	Supplies	140.22
Parmer's Automotive	Repairs	970.50
Farm Gas, Inc.	Fuel	825.88
MAC Equipment	Sweeper Parts	453.67
Anthem Blue Cross & Blue Shield	Premiums	3408.16

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Chase Card Services	Card Charges	1077.98
Tom Lee	Mayor Expense Reimb.	20.00
Kristie Constance	Trustee Expense Reimb.	10.00
Sam Emmerling	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
Hi Altitude Flooring, LLC	½ Down on Flooring	669.33
Credit Card Receipt Fund	Opening of a New Fund	50.00
Casey Thelen	Reimbursement	59.88
Witt Boys NAPA	Parts	332.49
Iunes Abdennabi	Fine Overpayment	5.00
Pinnacol Assurance	Premiums	991.00
Verizon Wireless	Telephone Service	80.02
East Central Council of Local Governments	Dues	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
Kenny Stroud	Health Savings Account	562.50
Casey Thelen	Salary	2366.06
Vicki Moore	Salary	507.92
Maria Nestor	Salary	2524.60
Jesse Schier	Salary	2464.65
Dylan Maddalena	Salary	1980.00
Town of Hugo Payroll Fund	Payroll Withholdings	2272.70
Colorado Department of Revenue	State Withholdings	398.00
CCOERA	Retirement	762.66
Aflac	Premium	97.30
CCOERA	Retirement	50.00
Fire & Police Pension Association	Retirement	1226.96
Family Support Registry	Support	200.00

WATER FUND

Black Hills Energy	Natural Gas	10.89
Eastern Slope Rural Telephone	Telephone Charges	37.25
KC Electric Association	Electricity	993.99
Farm Gas, Inc.	Fuel	48.75
Anthem Blue Cross & Blue Shield	Premiums	1587.41
Chase Card Services	Card Charges	34.53
John Palmer	Water Deposit Refund	85.00
Gene Bennett	Water Deposit Refund	85.00
DPC Industries	Cylinder Rental	30.00
Dana Kepner Company	Water Supplies	242.12
Colorado Dept. of Public Health	Water Sample Fee	20.00
Maria Nestor	Health Savings Account	281.25
Patricia Johnson	Health Savings Account	562.50
Fred Lundy	Water Deposit Refund	85.00
Clayton Hale	Salary	2427.87
Patricia Johnson	Salary	2031.75

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Town of Hugo Payroll Fund	Payroll Withholdings	1377.75
Colorado Dept. of Revenue	State Withholdings	180.00
CCOERA	Retirement	345.00

SEWER FUND

KC Electric Association	Electricity	179.10
Parmer's Automotive	Repairs	23.00
Farm Gas, Inc.	Fuel	38.51
Anthem Blue Cross & Blue Shield	Premiums	886.49
Colorado Dept. of Public Health	Annual Billing for Waste Water Treatment	845.00
Earl Simon Pipe Cleaning	Sewer Line Cleaning	5000.00
Clayton Hale	Health Savings Account	279.16
Kenny Stroud	Salary	1955.40
Town of Hugo Payroll Fund	Payroll Withholdings	496.20
Colorado Dept. of Revenue	State Withholdings	60.00
CCOERA	Retirement	144.00

TRASH FUND

Parmer's Automotive	Repairs	311.78
Farm Gas, Inc.	Fuel	265.10
Anthem Blue Cross & Blue Shield	Premiums	792.00
Randy Trainer	Health Savings Account	279.16
Lincoln County Treasurer	Landfill Fees	910.00
Randy Trainer	Salary	2160.52
Town of Hugo Payroll Fund	Payroll Withholdings	775.35
Colorado Dept. of Revenue	State Withholdings	108.00
CCOERA	Retirement	177.00
Aflac	Premiums	43.30

STREET LIGHT FUND

KC Electric Association	Street Lights	1212.20
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SALES AND USE TAX FUND

Martin Marietta	Asphalt	4208.00
McCormick Excavation & Paving	Asphalt	619.92
Martin Marietta	Asphalt	1021.02

The next regularly scheduled meeting of the Board of Trustees will be Monday, October 10, 2016, 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 Monroe and a second by Trustee Constance to adjourn the meeting. THE MOTION CARRIED UNANIMOUSLY.

Tom Lee/ Mayor

ATTEST:

Maria Nestor/ Town Clerk

