

Hugo, Colorado
May 8, 2017

The regular monthly meeting of the Board of Trustees, Town of Hugo, was called to order on May 8, 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: Patsie Smith, Tom Nestor, Troy McCue, James Russell, Judy Thelen, Lisa Thelen, Jim Thelen, Leon Kelly, Jenny Stansbury, Ryan Bush, Todd Messer, Gillian Minick, 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 April 10, 2017 minutes as presented. THE MOTION CARRIED UNANIMOUSLY.

Troy McCue and James Russell with LCEDC addressed the Board after handing out their monthly report. In Hugo they did four business retention visits; will be helping out at the Welcome Center when it opens on May 26, 2017; will be attending the Hugo Improvement Partnership meeting on May 18, 2017; and held the first strategic planning meeting with the Town of Hugo.

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

Clerk Nestor presented building permit number 769 on behalf of Jeremy Forristall who resides at 729 6th Street, Hugo, Colorado. Mr. Forristall has set a building at this address, and according to Ordinance 171, in an R1 zone, the minimum width of a side yard adjacent to a street shall be twenty feet. Mr. Forristall is asking for a side yard variance. A motion was made by Trustee Johnson and a second was made by Trustee Bandy to approve a side yard variance. THE MOTION CARRIED UNANIMOUSLY with Trustee Monroe abstaining.

Leon Kelly appeared before the Board representing the United Methodist Church located at 125 5th Street, Hugo, Colorado. According to Ordinance 171, Article X, no free standing sign shall be located within ten feet from the street right-of-way line. The sign that members of the United Methodist Church installed is closer than ten feet, so they are asking the Board for a variance. A motion was made by Trustee Johnson and a second was made by Trustee Dobbs to grant a variance to the United Methodist Church. THE MOTION CARRIED UNANIMOUSLY.

Jenny Stansbury with Home Health and Hospice gave a little history about last year's Incredible History Race and told the Board the race this year will be on June 17, 2017. She stated that this year they would like to put the money they make in a fund to use to help families be with their loved ones at the time of their death.

Todd Messer representing Sandy Creek Properties some history about the land that use to be called The Solomon Addition, and was started by Willard and Jess Solomon. Mr. Messer would like to get one block of the land installed with water, sewer, gas and electricity, and then possibly sell it to a developer that would put some homes on it. The block he wants to get utilities to is Block

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12, which already has water to it, but would need a sewer main installed. He wanted to know that if he purchased and paid for the entire sewer pipe, if the Town of Hugo would install the main sewer line in Block 12. A motion was made by Trustee Johnson and a second was made by Trustee Bandy for the Town of Hugo to install the sewer main in the Block 12 at the Sandy Creek Properties, at the Town's convenience. All other blocks at the Sandy Creek Properties will be re-negotiated with property owners. Water tap fees and sewer tap fees will still be paid for by the property owners. Block 12 is between Ruby and Sapphire Streets. **THE MOTION CARRIED UNANIMOUSLY.** Attorney Kimble stated we should do a developer agreement between Mr. Messer and or Sandy Creek Properties.

Trustee Constance reported that the Administrative Committee met on April 25, 2017 and reviewed the pasture land bids, discussed the National Flood Insurance Plan, and re prioritized the "To Do" list.

Trustee Constance stated that the recommendation from the Administrative Committee was to lease the pasture land to Mr. Perry White with a bid of \$1,650.00 per year for five years. A motion was made by Trustee Johnson and a second by Trustee Dobbs to accept the recommendation from the Administrative Committee and accept the bid by Perry White. **THE MOTION CARRIED UNANIMOUSLY.** Attorney Kimble stated that since the lease was longer than a year an ordinance will need to be done. Clerk Nestor will write an ordinance and have Attorney Kimble review it.

A motion was made by Trustee Johnson and a second was made by Trustee Thelen to accept the proposal for professional engineering services with Element Engineering LLC. **THE MOTION CARRIED UNANIMOUSLY.**

A motion was made by Trustee Dobbs and a second by Trustee Johnson to accept and sign the Memorandum of Understanding between the Colorado Department of Local Affairs, University of Denver, Colorado Center for Community Development and the Town of Hugo for the hotel feasibility study. **THE MOTION CARRIED UNANIMOUSLY.** Clerk Nestor will also let them know that in the scope of work, they had the Hugo Daycare Center feasibility study instead of the Hotel feasibility study and would ask them to change that wording.

Clerk Nestor told the Board she had received a new lease for the Railroad Park from the UP Railroad, and that the railroad would like to include the dirt area just south of the park. After some discussion, a motion was made by Trustee Thelen and a second was made by Trustee Johnson to accept the lease as written by the UP Railroad for the Railroad Park and the dirt area south of it. **THE MOTION CARRIED UNANIMOUSLY.**

Clerk Nestor told the Board that she had sent the asbestos report to an abatement contractor but had not heard from him yet; she received a survey from CML for water prices in 2015 for 10,000 gallons of water used, the high being \$57.22 and the low being \$48.57. In 2017 the Town of Hugo's bill for that amount of water would be \$43.50. For the average monthly sewer bill the high was \$37.79 and the low was \$32.00-in 2015. In 2017, the Town of Hugo's monthly sewer bill is \$20.00; the dog vaccination clinic will be May 22, 2017; and she confirmed the Welcome Center's days and hours of operation for 2017.

Public Works Director Clayton Hale told the Board he hired Austin Clymer, and Damon Gossett for the two summer maintenance positions; and hired Heather Graham, Taran Book, Nick Knutson, and Greg Tidquest as the lifeguards for the swimming pool. The pool will open June 6, 2017. He also stated that the speed limit sign has been put back together and is functional, but we had to order a base for it.

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Chief Marshal Schier reported that he gave a conditional employment offer to Steven Ryan. Assuming he passes his medical exam and his psychological evaluation, he will begin work on May 11, 2017. He will be sworn in on Friday, May 12, 2017 if the Judge Edwards can come that day.

Attorney Kimble stated that he believes everything that can be done has been done to get CDOT to do traffic study for the road by the school.

Trustee Dobbs apologized to Marshal Schier that he was not able to attend the interviews.

Mayor Lee wanted to thank Judy Thelen for all the volunteering she does and for helping at the Town Hall meeting.

There was no unfinished business to be discussed by the Board.

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

GENERAL FUND		
Eastern Slope Rural Telephone	Telephone Service	275.44
Black Hills Energy	Natural Gas	248.38
KC Electric Association	Electricity	528.23
Anthem Blue Cross & Blue Shield	Premiums	3489.38
Farm Gas, Inc.	Fuel	148.13
Hugo Lumber & Hardware	Supplies	667.70
East Central Council of Local Govt.	2 nd Quarter Dues	319.00
Osborne's Supermarket	Supplies	201.46
US Postal Service	Box Renewal	92.00
Ricoh U.S.A. Inc	Copier Contract	110.18
Chase Card Services	Card Charges	433.70
Grainger	Supplies	199.30
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
Vern's T.V. & Radio TD Works	Baseball Shirts	140.58
Pinnacol Assurance	Premiums	897.00
Eastern Colorado Plainsman	Publications	556.26
NEVE'S Uniforms	Public Safety Expense	103.87
Verizon Wireless	Telephone Expense	138.47
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
Vicki Moore	Salary	550.00
Maria Nestor	Salary	2565.27
Austin Clymer	Salary	295.52

Jesse Schier	Salary	2412.96
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Steven Ryan	Salary	1755.10
Town of Hugo Payroll Fund	Payroll Withholdings	2281.75
Colorado Department of Revenue	State Withholdings	389.00
CCOERA	Retirement	603.60
Aflac	Premiums	97.30
CCOERA	Retirement	50.00
FPPA	Retirement	1173.63
Family Support Registry	Support	200.00

WATER FUND

Eastern Slope Rural Telephone	Telephone Expense	37.18
Black Hills Energy	Natural Gas	32.14
KC Electric Association	Electricity	677.24
Anthem Blue Cross & Blue Shield	Premiums	1196.88
Farm Gas, Inc.	Fuel	78.60
Hugo Lumber & Hardware	Supplies	4.11
Parker St. Clair Realty Company	Water Deposit Refund	85.00
Dana Kepner Co.	Supplies	1092.50
Witt Boy's NAPA	Supplies	81.98
DPC Industries	Chlorine Cylinder Rental	40.00
Patricia Johnson	Health Savings Account	562.50
Clayton Hale	Health Savings Account	283.30
Colorado Dept. of Public Health	Water Sample Fee	20.00
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

SEWER FUND

Black Hills Energy	Natural Gas	12.06
KC Electric Association	Electricity	210.39
Anthem Blue Cross & Blue Shield	Premiums	872.59
Farm Gas, Inc.	Fuel	41.65
Hugo Lumber & Hardware	Supplies	425.98
Chase Card Services	Card Charges	7.25
Dana Kepner Co.	Supplies	373.53
Kenny Stroud	Health Savings Account	562.50
Kenny Stroud	Salary	2032.75
Town of Hugo Payroll Fund	Payroll Withholdings	518.50
Colorado Dept. of Revenue	State Withholdings	65.00
CCOERA	Retirement	150.00

TRASH FUND

Anthem Blue Cross & Blue Shield	Premiums	814.11
Farm Gas, Inc.	Fuel	155.90
Lincoln County Treasurer	Landfill Fees	780.00
Randy Trainer	Health Savings Account	283.50
Randy Trainer	Salary	2204.77

Town of Hugo Payroll Fund	Payroll Withholdings	770.00
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Colorado Department of Revenue	State Withholdings	108.00
CCOERA	Retirement	180.00
Aflac	Premiums	56.73

STREET LIGHT FUND

KC Electric Association	Street Lights	1212.20
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CONSERVATION TRUST FUND

Union Pacific Railroad	Park Lease	250.00
Green Horizon Turf & Tree Care	Lawn Services	775.20

The next regularly scheduled meeting of the Board of Trustees will be Monday, June 12, 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 Monroe to adjourn the meeting. THE MOTION CARRIED UNANIMOUSLY.

Tom Lee/ Mayor

ATTEST:

Maria Nestor/ Town Clerk