
RECORD OF PROCEEDINGS

Hugo, Colorado
December 11, 2017

The regular monthly meeting of the Board of Trustees, Town of Hugo, was called to order on December 11, 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; Trustee Dobbs 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 at this meeting.

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

Guests present at the meeting were: Judy Thelen, Lisa Thelen, Jim Thelen, Gillian Minick, Troy McCue 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 Johnson and a second by Trustee Constance to approve the minutes of the November 13, 2017 meeting as presented. THE MOTION CARRIED UNANIMOUSLY. A motion was made by Trustee Johnson and a second by Trustee Thelen to approve the minutes from the November 28, 2017 5:30 meeting as presented. THE MOTION CARRIED UNANIMOUSLY. A motion was made by Trustee Johnson and a second by Trustee Constance to approve the minutes from the November 28, 2017 6:30 meeting as presented. THE MOTION CARRIED UNANIMOUSLY.

Troy McCue with LCEDC presented his written report. In Hugo he has an active SBDC client: #17-005, Center for DD community; made 4 routine business retention visits; is helping to coordinate a meeting to discuss building codes; has a hotel RFP drafted and will be participating in the planning process.

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

There were various actions with respect to the proposed 2018 municipal budget undertaken by the Board. A draft copy of the proposed 2018 municipal budget has been reviewed by the Board; and a copy of the 2018 proposed budget has 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 2018 municipal budget was opened by Mayor Lee at 7:15 PM. All interested electors of the Town of Hugo were given an opportunity to file or register any objections to the proposed budget. There were no public comments received by the Board orally or in writing, therefore the public hearing was closed by Mayor Lee at 7:16 PM. The title for proposed resolution number 255 "RESOLUTION TO ADOPT A BUDGET" was read by Mayor Lee. A motion was made by Trustee Dobbs and a second by Trustee Johnson to adopt proposed resolution number 255. THE MOTION CARRIED WITH TRUSTEE DOBBS, CONSTANCE, AND BANDY VOTING IN FAVOR AND TRUSTEE THELEN AND JOHNSON VOTING AGAINST. **AMMENDMENT TO THIS MOTION: on December 12, 2017 Clerk Nestor called Attorney Kimble asking about the vote on the proposed resolution to adopt a budget. According to CRS 31-16-103 and repeated in 31-16-108 resolutions involving appropriations and contracts require a majority vote of the entire governing body. Therefore, proposed resolution number 255 "RESOLUTION TO ADOPT A BUDGET" needs four (4) votes to pass or fail. A special Board meeting was set for Wednesday, December 13, 2017 at 5:30 PM for reconsideration of proposed resolution number 255.**

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The title of proposed resolution number 256 “RESOLUTION TO SET MILL LEVY” was read by Mayor Lee. A motion was made by Trustee Dobbs and a second was made by Trustee Thelen to adopt proposed resolution number 256. THE MOTION CARRIED UNANIMOUSLY. A true and correct copy of resolution number 256 is attached to the Record of Proceedings and made a part thereof. The title of proposed resolution number 257 “RESOLUTION TO APPROPRIATE SUMS OF MONEY” was read by Mayor Lee. A motion was made by Trustee Dobbs and a second was made by Trustee Constance to adopt proposed resolution number 257. THE MOTION CARRIED UNANIMOUSLY. A true and correct copy of resolution number 257 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) (e) Mayor Lee appointed Terina Ensign to the Hugo Public Library to serve a term expiring on 01-01-2021, and appointed Bob Kraxberger to the Hugo Public Library Board to serve a term expiring on 01-01-2023.

Under the authority granted to him by Colorado Revised Statue 29-4-205 (30(a) Mayor Lee appointed Linda Blevins to the Hugo Housing Authority Board of Commissioners to serve a term to expire on 01-01-23.

The title of proposed resolution number 258 “A RESOLUTION TO CHANGE THE SEWER USE CHARGE FOR RESIDENTS INSIDE AND OUTSIDE THE INCORPORATED LIMITS OF THE TOWN OF HUGO BEGINNING JANUARY 1, 2018, PER QUARTER, WITH AN OPEN WATER ACCOUNT” was read by Mayor Lee. A motion was made by Trustee Bandy and a second was made by Trustee Dobbs to adopt proposed resolution number 258. THE MOTION CARRIED UNANIMOUSLY. (This will increase the sewer rate from \$60.00 per quarter to \$90.00 per quarter). A true and correct copy of resolution number 258 is attached to the Record of Proceedings and made part thereof.

In Clerks Nestor’s report a date of January 10, 2018 at 7:00 PM was set to have a community meeting concerning building codes. Clerk Nestor told the Board that there will be a municipal election on April 3, 2018. There are three trustee seats up for election. Nomination petitions can be picked up and began circulation on January 2, 2018 and must be returned by January 22, 2018. She reminded the Trustees that Jim Gunning who is running in the republican primary for the 4th Congressional District will be here to visit with them on January 18, 2018 at 10.00 AM. She also told the Board she had \$20,000.00 worth of pledges in donations/grant money for the cost of a new boiler for the swimming pool and its installation.

Public Works Director Hale told the Board that he and Jeremy Forristall are now certified pool operators; he is looking at other options to heat the swimming pool; have been working on 2nd Avenue and 4th Avenue; he would like to call an executive meeting at the end of the regular meeting. Trustee Dobbs told the Board that Ben Schafer would like to be on the Town water system for his ranch-residential. He would be willing to pay to put the pipeline in. Clerk Nestor told the Board that there are records of a Board voting not to extend any water lines outside the Town limits. This will be discussed more at a later date.

Trustee Dobbs would like to re visit the Town bill on empty buildings, and also discuss increasing the Town of Hugo sales tax. This will be put on the administrative committees “To Do” list.

Trustee Thelen told the public works department that the Holiday lights they have put up look very nice.

There was no unfinished business to come before the Board.

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A motion was made by Trustee Johnson and a second was made by Trustee Thelen 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

KC Electric Association	Electricity	545.04
Black Hills Energy	Natural Gas	313.90
Eastern Slope Rural Telephone	Telephone Expense	283.79
Farm Gas, Inc.	Fuel	328.38
Office Works	Office Furniture	721.78
Stan Kimble	Attorney Fees	936.73
Chase Card Services	Card Charges	180.01
Flagler Coop	Cemetery Expense	88.39
Osborne's Supermarket	Supplies	168.58
Center for Education Employment Law	PS Expense	254.95
Parmer's Automotive	Repair	11.70
Jennie Hoefler	Holiday Gathering	215.00
V.F.W. Post 6612	Holiday Gathering	50.00
Patsy Tompkins	Dinner at Meeting	130.00
Progressive 15	2018 Dues	100.00
Hugo Lumber & Hardware	Supplies	387.87
Midwest Radar & Equipment	Public Safety Equipment	120.00
Pinnacol Assurance	Workman Compensation	882.00
Tom Lee	Mayor Reimb. Expense	20.00
Kristie Constnce	Trustee Reimb. Expense	10.00
John Thelen	Trustee Reimb. Expense	10.00
Tony Bandy	Trustee Reimb. Expense	10.00
Richard Johnson	Trustee Reimb. Expense	10.00
Lucy Monroe	Trustee Reimb. Expense	10.00
David Dobbs	Trustee Reimb. Expense	10.00
Witt Boy's NAPA	Parts	33.62
Hoffman Publications	Publications	46.92
Casey Thelen	Salary	2394.85
Vicki Moore	Salary	550.00
Maria Nestor	Salary	2565.27
Jesse Schier	Salary	2412.96
Steven Ryan	Salary	2031.60
Town of Hugo Payroll Fund	Payroll Withholdings	2307.29
Colorado Department of Revenue	State Withholdings	407.00
Aflac	Premiums	97.30
CCOERA	Pension	771.60
CCOERA	Pension	50.00
Fire & Police Pension Fund	Pension	1274.63
Family Support Registry	Support	200.00
Grainger	Supplies	304.00
Motorola Solutions Inc.	Radios	2434.86
Anthem Blue Cross & Blue Shield	Premiums	4128.43
Wagner Equipment Co.	Supplies	129.25
Hugo Volunteer Fire Dept. Pension Fund	2017 Contribution	2000.00
Jesse Schier	Health Savings Account	562.50
Maria Nestor	Health Savings Account	562.50
Casey Thelen	Health Savings Account	283.30
Steven Ryan	Health Savings Account	283.30

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Chase Card Services	Card Charges	1615.40
Verizon Wireless	Telephone	138.61
Blue 360 Media	Public Safety Expense	106.50
L.A.W.S.	Public Safety Expense	340.00
US Postal Service	Envelopes	297.25
Parmer's Automotive	Dump Truck Tires	542.16
Osborne's Supermarket	Supplies	46.07
Eastern Slope Rural Telephone	Telephone Expense	279.02

WATER FUND

KC Electric Association	Electricity	647.89
Black hills Energy	Natural Gas	61.30
Eastern Slope Rural Telephone	Telephone Expense	39.40
Farm Gas, Inc.	Fuel	59.85
Colorado Dept. of Public Health	November Environmental	31.50
DPC Industries	Cylinder Rental	40.00
Wanda Harris	Deposit Refund	85.00
Leslie Patton	Deposit Refund	85.00
Jennifer Rodriquez	Deposit Refund	85.00
Town of Hugo General Fund	2017 Transfer	5000.00
Clayton Hale	Salary	2541.94
Patricia Johnson	Salary	2070.42
Town of Hugo Payroll Fund	Payroll Withholdings	1445.00
Colorado Dept. of Revenue	State Withholdings	189.00
CCOERA	Pension	360.00
Aflac	Premiums	32.63
Anthem Blue Cross & Blue Shield	Premiums	1426.49
Colorado Rural Water Association	Conference (Casey)	300.00
Clayton Hale	Health Savings Account	283.30
Patricia Johnson	Health Savings Account	562.50
Automation Services	VFD for Well and Installation	2684.41
Chase Card Services	Backup Batteries	159.98
Grainger	Chlorinator Pump	1383.00
Eastern Slope Rural Telephone	Telephone Expense	39.59
US Postal Service	Envelopes	200.00
Dana Kepner Co.	Water Pipe	2414.94

SEWER FUND

KC Electric Association	Electricity	230.21
Black Hills Energy	Natural Gas	12.13
Colorado Dept. of Public Health	Annual Fee	845.00
Town of Hugo General Fund	2017 Transfer	2000.00
Jeremiah Forristall	Salary	1731.40
Town of Hugo Payroll Fund	Payroll Withholdings	499.20
Colorado Dept. of Revenue	Sate Withholdings	54.00
CCOERA	Pension	144.00
Family Support Registry	Support	227.00
Anthem Blue Cross & Blue Shield	Premiums	1161.27
Jeremiah Forristall	Health Savings Account	562.50

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TRASH FUND

Farm Gas, Inc.	Fuel	249.76
Town of Hugo General Fund	2017 Transfer	2000.00
Witt Boy's NAPA	Supplies	85.14
Randy Trainer	Salary	2204.77
Town of Hugo Payroll Fund	Payroll Withholdings	770.00
Colorado Dept. of Revenue	State Withholdings	108.00
CCOERA	Pension	180.00
Aflac	Premiums	56.73
Anthem Blue Cross & Blue Shield	Premiums	879.48
LC Treasurer	Landfill Fees	780.00
Randy Trainer	Health Savings Account	283.30
US Postal Service	Envelopes	100.00

STREET LIGHT FUND

KC Electric Association	Provider Charge	1157.95
KC Electric Association	LED Lights	1822.36

SALES AND USE TAX FUND

McCormick Excavation & Paving	Asphalt/Milling	46575.92
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CONSERVATION TRUST FUND

DJ Bodyworks	Museum Sign Frame	1475.28
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A motion was made by Trustee Thelen and a second by Trustee Johnson go into executive session to discuss the purchase, acquisition, lease, transfer or sale of real, personal, or other property interest under CRS 24-6-402(4)(a). The topic or topics is possible purchase of real property for the Town's sanitation system. THE MOTION CARRIED UNANIMOUSLY.

After the conclusion of the executive session Mayor Lee stated "the time is now 7:55PM, and the executive session has been concluded. The participants in the executive session, in addition to the Mayor and Trustees, were: Maria Nestor and Clayton Hale. For the record, any person who participated in the executive session believes that any substantial discussion of any matters not included in the motions to go into executive session occurred during the executive session, or that any improper action occurred during the executive session in violation of the Open Meetings Law, I would ask that you state your concerns for the record. Seeing none, the next agenda item is:"

The next regularly scheduled meeting of the Board of Trustees will be Monday, January 8, 2018, 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

