

RECORD OF PROCEEDINGS

Hugo, Colorado

August 11, 2025, 7:00 PM

Hugo Town Hall Board Room

The regular meeting of the Board of Trustees, Town of Hugo, Colorado was called to order on August 11, 2025, at 7:00 P.M. by Mayor Emmerling. The Pledge of Allegiance to the United States Flag was recited in unison. The following Trustees answered roll call: Trustee Emmerling, Trustee Ehlers, Trustee Piper, Trustee Mohan, and Trustee Messer. Mayor Emmerling declared that there was a quorum of the Board present for the transaction of business.

Staff present at this meeting were Clerk Administrator Lancaster and Attorney LeBuhn.

Guests present were Kevin Stansbury, Fred Lundy, Brent White, Troy McCue, and Dannah Koeniger.

A motion was made by Trustee Messer and a second was made by Trustee Ehlers to amend the agenda to move Guest Reports after Public Comment. THE MOTION CARRIED UNANIMOUSLY.

GUEST REPORTS:

Kevin Stansbury Lincoln Health presented the monthly newsletter highlighting new patient statements, immunization awareness month and funding

Troy McCue with Lincoln County Economic Development presented the monthly report highlighting Licensed At-Home Daycare efforts with CKLECC.

ACTION ITEMS:

PUBLIC HEARING: Town of Hugo Community Development Block Grant Application

Mayor Emmerling opened the Public Hearing for The Town of Hugo's Water System Improvements Project at 7:35 P.M.

Dannah Koeniger, with GMS presented the Town of Hugo Community Development Block Grant Application. (Attachment to minutes was provided by GMS.)

CDBG funds are intended to provide decent housing, suitable living environments and economic opportunities, principally for low and moderate-income persons through rehabilitation and preservation, economic/job development and public facilities improvements.

The application being considered would request \$100,000 for the design and engineering and environmental clearance for wastewater system improvements on behalf of the Town of Hugo.

Mayor Emmerling asked for public comment. There were no public comments.

Mayor Emmerling asked for Board comment. There were no Board comments.

The Public Hearing was closed at 7:55 P.M.

EXECUTIVE SESSION:

A motion was made by Trustee Emmerling and a second was made by Trustee Piper to go into executive session Pursuant to 24-6-402(4)(b) for conferences with the Town Attorney for purposes of receiving legal advice on specific legal questions, and pursuant to C.R.S. 24-6-402(4)(f) to discuss a personnel matter where the subject employees have not requested the meeting be open, regarding filling the role of court clerk. THE MOTION CARRIED UNANIMOUSLY.

The time is now 8:30 P.M. and the executive session has concluded. The participants in the executive session were: Mayor Emmerling, Trustee Emmerling, Trustee Piper, Trustee Ehlers, Trustee Messer, Trustee Mohan, Attorney Le Buhn, and Clerk Administrator Lancaster.

A motion was made by Trustee Messer and a second was made by Trustee Ehlers to approve Resolution 2025-06, a Resolution of the Board of Trustees of the Town of Hugo, Colorado Appointing Trustee Andy Piper as Mayor Pro Tem. THE MOTION CARRIED UNANIMOUSLY.

A motion was made by Trustee Ehlers and a second was made by Trustee Mohan to designate Mayor Pro Tem Andy Piper as the third authorized signer on the Town of Hugo financial accounts. THE MOTION CARRIED UNANIMOUSLY.

A motion was made by Trustee Messer and a second was made by Trustee Ehlers to adjust the Clerk Administrator payroll allocation for fiscal year 2025 to 60% General Fund, 20% Water Fund, and 20% Sewer Fund. THE MOTION CARRIED UNANIMOUSLY.

A motion was made by Trustee Emmerling and a second was made by Trustee Mohan to table Resolution 2025-07, a Resolution of the Board of Trustees of the Town of Hugo Adopting a purchasing Policy for the Town, until the September 8, 2025, Regular Meeting. THE MOTION CARRIED UNANIMOUSLY.

A motion was made by Trustee Ehlers and a second was made by Trustee Messer to accept the July financial report. THE MOTION CARRIED UNANIMOUSLY.

OLD BUSINESS:

Kara is working on information from GOCO for possible playground upgrades.

We will work on language to possibly expand the Sales Tax Streets ballot language for maintenance and safety.

We will work on language to possibly add a 1% sales tax for the pool and Culture and Recreation with the pool as a priority.

We are waiting on Attorney LeBuhn to review our draft of the Natural Medicine Ordinance.

Clerk Administrator Lancaster was given direction to sign the Investment Grade Audit Report and Energy Performance Contracting Project Proposal Contract with Veregy.

We will wait for a discussion with our ORC, Mark Foxworthy, before contracting with All About Backflow.

STAFF REPORTS:

Clerk Administrator Lancaster reviewed the Clerk Administrator report and stated that Public Works Director interviews will be Wednesday morning. She received direction from the Board to fill a part time mowing position.

Youth football team signups are going out to see what teams may be possible. The Brownfields meeting was last week and we are reaching out to a qualifying property to possibly submit a multiuse application that then any property in Town could participate in.

MAYOR AND TRUSTEE REPORTS:

Mayor Emmerling discussed ballot items, GOCO for the playground and possibly moving meeting start times to 6:00 P.M.

The Meeting was adjourned.

Kara Emmerling, Mayor

ATTEST:

Sara Lancaster, Town Clerk Administrator

TOWN OF HUGO

PUBLIC HEARING ON WASTEWATER SYSTEM IMPROVEMENTS

August 11, 2025

- The Town of Hugo owns and operates a sanitary sewer collection system and a wastewater treatment facility (WWTF) providing service to 411 customers. The Town's sanitary sewer collection system consists of gravity flow pipelines as well as two small lift stations and a third larger lift station that pumps sewage to the WWTF. The Town's WWTF is a three-cell, stabilization, evaporative lagoon system.
- The purpose of this public hearing is for the submission of an application to the Department of Local Affairs (DOLA) Community Development Block Program (CDBG) Design and Engineering, Environmental Clearance (DEEC) for collection system replacement.
- The Town of Hugo has undertaken smoke testing, sewer cleaning, and videoing to determine the condition of its collection system. The cost of the video inspection is covered by the current project as the system's condition is only known after this type of inspection. Only about one third of the system was videoed due to time constraints by the Contractor but the most critical lines were videoed, i.e. the ones with known problems and carrying the most flow.
- The review of the system found one source of infiltration, 42 sources of inflow, and three potential blockages.
- The improvements in this project **may include** the replacement of various pipe segments and manholes, including the alley between 4th St. and 5th St. from the Loaf N'Jug to 4th Ave.; the alley between 5th and 6th Street from west of 2nd Ave to 3rd Ave. (includes the line south of Town Hall); between 6th and 7th Street from the Hospital to 4th Ave; line under the Highway and Railroad at 5th Ave; and between 7th and 8th Street between 3rd Ave to 4th Ave.

This scope will still be refined based on the affordability and the need, with Board approval later.

- The proposed improvements will benefit public health and safety as the replacement pipe will prevent future inflow/infiltration, blockages, and potential sewer line failure. The estimated cost for the project is \$700,000 to \$1,200,000, based on whether the Town chooses to pursue and receives additional outside funding. This has not been determined yet, but will be known before pursuing construction funding through CDBG.
- Construction/Environmental Impacts
 - This portion of the project, for which grant money will be pursued, has no construction. During this project, design will be included, and environmental clearance as well.
 - Environmental clearance will be completed for the entire town to enable the ease of utilizing CDBG construction funds again.
 - Submit CDBG-DEEC application.....September 1, 2025
 - Finalize the scope of the project.....October 2025
 - Award of CDBG grant.....November 2025
 - Initiate Environmental ProcessNovember 2025
 - Initiate DesignDecember 2025
 - Receive Environmental ClearanceMarch 2025
 - Apply for CDBG Construction funds.....May 2025

Note: this hearing and schedule are only for the design and environmental phase.