

RECORD OF PROCEEDINGS

Hugo, Colorado

July 9, 2026, 6:00 PM

Hugo Town Hall Board Room

The regular meeting of the Board of Trustees, Town of Hugo, Colorado was called to order on July 9, 2026, at 6:01 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 Boyd, Trustee Piper, Trustee Emmerling, Trustee Thelen, Trustee Ehlers and Trustee Mohan. 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 via Zoom Attorney LeBuhn.

Guests present were Mark Allis, and via Zoom Stephanie Zwick, Attorney Katherine Struthers and Judge Stephen Jones.

A motion was made by Trustee Emmerling and a second was made by Trustee Mohan to approve the agenda. THE MOTION CARRIED UNANIMOUSLY.

No guest reports.

ACTION ITEMS:

A motion was made by Trustee Thelen and a second was made by Trustee Mohan to approve Ordinance 301, an Ordinance of the Board of Trustees of the Town of Hugo, Colorado Approving the Disconnection of Certain Tracts of Land from the Town Owned by the Hugo Fire Protection District. THE MOTION CARRIED UNANIMOUSLY.

A motion was made by Trustee Mohan and a second was made by Trustee Piper to waive one water tap and one sewer tap at the Hugo Fire Protection District property located at 5th Street and 9th Avenue. THE MOTION CARRIED UNANIMOUSLY.

A motion was made by Trustee Emmerling and a second was made by Trustee Piper to approve Resolution 2026-08, a Resolution of the Board of Trustees of the Town of Hugo, Colorado Approving a Contract with Stephen Jones for Employment as the Municipal Judge for the Town of Hugo. THE MOTION CARRIED UNANIMOUSLY.

Direction was given to the Clerk Administrator to reshare the Code Enforcement Official job posting and to create and publish a Code Enforcement Services RFP.

Direction was given for staff to draft an Ordinance to amend the water restriction days to water three days in a row.

A motion was made by Trustee Emmerling and a second was made by Trustee Thelen to approve the Korinek Konstruktion Change Order Estimate for paving 5th Avenue option ABC/RCO Option A-1. THE MOTION CARRIED UNANIMOUSLY.

A motion was made by Trustee Piper and a second was made by Trustee Thelen to approve Resolution 2026-09, a Resolution of the Board of Trustees of the Town of Hugo, Colorado Approving a Contract to Donate Real Estate to the Town from Lincoln, County, Colorado. THE MOTION CARRIED UNANIMOUSLY. THE MOTION CARRIED UNANIMOUSLY.

The Rules of Order and Procedure and Code of Ethics were discussed with changes. Staff will draft the changes.

PUBLIC HEARING: Palmore Variance Application 729 6th Street

Mayor Emmerling opened the Public Hearing for the Palmore Variance Application at 7:27 P.M.

Clerk Administrator Lancaster presented the application.

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

The public comment portion of the public hearing closed at 7:30 P.M.

Mayor Emmerling asked for Board comment. Trustee Emmerling asked for clarification on the location of the greenhouse. It was stated that the greenhouse will face Hwy 109. The greenhouse is under 120 square feet and will not require a building permit.

A motion was made by Trustee Emmerling and a second was made by Trustee Thelen to approve the Palmore Variance application request based on a finding that the application meets the requirements of the review criteria under section 403 of the Hugo Land Development Code. THE MOTION CARRIED UNANIMOUSLY.

The Public Hearing was closed at 7:34 P.M.

The Trash Ordinance draft was discussed. The revised draft will be presented at the August regular meeting.

OLC’s recommendations regarding the survey and geotechnical evaluation were discussed. Direction was given for OLC to move forward dependent on the Colorado Historical Grant outcome.

A motion was made by Trustee Piper and a second was made by Trustee Mohan to approve the June 8, 2026, minutes. THE MOTION CARRIED UNANIMOUSLY.

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

OLD BUSINESS:

We have a Board Retreat with Colorado Main Street on August 17 from 4pm-6pm. This meeting will determine whether we can move forward with the program. Kara will be attending as the Town Board liaison. Any other Board member and the community are welcome to attend.

The trash ordinance will be considered at the August regular meeting.

STAFF REPORTS:

For the Maintenance Supervisor’s report it was requested that the weeds on 4th Avenue by the post office be removed.

Trustee Thelen asked about plans to tear down the old trailer at the Y and discussion was had that it will be down before the Water Improvement Project is complete.

Clerk Administrator Lancaster reviewed the Clerk Administrator report and, reported that the Water Improvements Project is waiting for another pier design for the tower to come back, Kiewit and Martin Marietta will be batching an approved CDOT mix for our sidewalk project and we still need the CMO signed, was asked what Thompson easements meant in her report and responded that through the Water Improvements Project GMS is resurveying our property to ensure we have the correct documentation for our infrastructure, was asked about signing documents for upcoming projects and responded that those are signed as they come in for projects already approved by the Board, was asked when the playground equipment might be installed and responded that they should arrive in August and staff is working on scheduling the demo of the old equipment which must be done by someone who carries insurance, was asked how football registrations are coming along and responded we need several more kids for tackle and a coach and we have enough kids and a coach for flag.

MAYOR AND TRUSTEE REPORTS:

Mayor Emmerling reported that she attended the CML Conference and learned a lot. Her favorite class was on Quasi-Judicial Proceedings and she appreciates being able to have the opportunity to attend. She will be at the Lincoln County Tourism presentation for the playground on July 21. She brought her ideas for the strategic plan and encouraged everyone to bring theirs to the August meeting.

Trustee Piper asked if we had alarms such as if someone’s water was continuously running for days, asked when the traffic study equipment will be redone and that during the last study CSP had an operation set up that affected the study results the Port had a traffic thing last time, asked about an unclaimed property junk email, and asked to buy from local businesses as much as possible.

The Meeting was adjourned.

Kara Emmerling, Mayor

ATTEST:

Sara Lancaster, Town Clerk Administrator