

**Minutes
Regular Meeting
May 10, 2022**

The Village of Capitan Board of Trustees met in a Regular Meeting on Tuesday, May 10, 2022 at the Village Hall in Capitan, New Mexico at 6:00 PM

Mayor Lowrance called the meeting to order at 6:03 PM.

Roll Call: Mayor Lowrance – present, Trustee Kearns – present, Trustee Shearer – not present, Trustee Fraley – not present (arrived at 6:11), Trustee Hair – present. Al Cavazos – Village Clerk, Officer, Donna Weekley – Administrative Assistant, Angela Autrey – Court Clerk/Human Resources Clerk, Johnathan LaMay – Street Department Supervisor, Randy Spear – Police Chief, and Kevin Kennedy – Fire Chief/Projects Administrator. A list of others in attendance is attached.

Item #1 on the Agenda: Approval of the Agenda.

Trustee Kearns made a motion to Approve the Agenda. Trustee Hair seconded the motion.

Roll Call: All were in favor, the motion carried.

Item #2 on the Agenda: Public Input. (2 Minute Limit per Speaker).

The Humane Society representative thanked The Village for giving \$15,000 last year and said they are asking for the same amount this year. They also are asking for \$1000 for a Lincoln County Spay/Neuter Day. They had a World Spay/Neuter Day on February 22 and did almost 125 spay/neuters. She also invited people to come and see the new shelter what has been paid off by the Hubbard Foundation. The Humane Society is debt free.

Item #3 on the Agenda: Mayor and Trustee Comments.

Trustee Hair proposed that after the audit, there be a discussion on having quarterly reports from the Dept. Heads to improve clarity and transparency. She thanked Chief Spear for his follow up providing information on animals returned to owners and animals taken to the shelter. She has been reviewing Truth or Consequence's animal ordinance and would like to review the Village's ordinance on animal control.

Trustee Kearns noted the demand for funds for the Village infrastructure and is hoping maybe there will be enough money for something other than infrastructure. He asked Kevin Kennedy to keep his eyes open for funds that can be used for the train depot or art development. He noted the Village has kept water rates down despite having expenditures and shared that should be pointed out to the community. Mayor Lowrance explained Mrs. Wilson has obtained funding for the train depot and someone is coming to check for lead paint. Performing Arts has lost their building in Ruidoso and is looking at coming to use the train depot.

Trustee Fraley asked if the cannabis ordinance is in. Mayor Lowrance said the ordinances are but said there will probably be changes based on changes in the State. Trustee Fraley shared Hope Harbor is going well. They had their audit and he is excited about that.

Item #4 on the Agenda:

Consent Agenda:

- a. Approval of the Minutes: Rescheduled Regular Meeting – April 18, 2022
- b. Approval of the Minutes: Special Meeting – April 25, 2022

Trustee Hair made a motion to approve the Minutes. Trustee Kearns seconded the motion

Roll Call: All were in favor, the motion carried.

Item #5 on the Agenda: Discussion/Action – Approval of Bills Paid for April 2022

Trustee Kearns made a motion to Approve the Bills Paid for April 2022. Trustee Hairs seconded the motion.

Discussion: There was no discussion of this Item.

Roll Call: Trustee Kearns – yes, Trustee Fraley – yes, Trustee Hair - yes

Item #6 on the Agenda: Discussion/Action – Approve Funds for Humane Society of Lincoln County

Trustee Kearns made a motion to Approve. Trustee Hair seconded the motion.

Discussion: Trustee Hair is in favor of supporting this item. She understands why the cost is where it is to help support the community and keep the community safe from infections that can occur. Trustee Kearns asked if the number of animals reported as coming out of Capitan are really coming from the municipality of Capitan. The Humane Society representative explained that when an animal is turned in to the shelter, they asked where the animal was found and it should be reported that way. She said the total number of animals from Capitan last year was 28 dogs and 33 cats. She would love to see a mandatory spay/neuter ordinance in every municipality and the county to cut down on the numbers.

The mayor pointed out the issues with enforcing that ordinance. An attendee asked if the animals that go into the shelter are spayed/neutered and what the \$15,000 is based on. The Humane Society representative said the amount is based on the number of animals taken in from the municipality.

Mayor Lowrance pointed out it is cheaper than getting a dog pound. Dr. Cooper does come in and spay/neuter as many as she can before the animals leave the Humane Society. Those animals not spayed/neutered before they leave are supposed to have an appointment for the procedure. The Humane Society also has a Spot program where people can come in and purchase a certificate for \$10.

The certificate can be taken to any vet participating in the program and have two animals spayed/neutered. The vet then sends a bill to the Humane Society for the remainder of the cost. Trustee Hair pointed out how inflation has affected the Humane Society but they are only asking for the same amount as last year. Trustee Fraley clarified this was just for Capitan's share. Mayor Lowrance reminded the Council that the Humane Society was asking for an additional \$1000 for a spay/neuter clinic. The vets donate their time and the Humane Society uses the funds to pay for supplies. Debbie Barbie, the President of the Board, recommended the Village get a chip reader to help reunite pets with their owners so they don't have to go to the Humane Society. The representative for the Humane Society suggested the Village have a chip clinic to get more pets chipped. Chief Spear pointed out that the Village does have a wand and the Village just had a rabies clinic.

Trustee Kearns made a motion to Approve \$16,000 for the Humane Society. Trustee Hair seconded the motion.

Discussion: no further discussion.

Roll Call: Trustee Kearns – yes, Trustee Fraley – yes, Trustee Hair - yes

Item #7 on the Agenda: Discussion – Schedule a Budget Workshop for the Village of Capitan Board of Trustees

Discussion: Mayor Lowrance said the budget workshop could be done in the evenings and the preliminary needs to be done by May 31. Then a workshop can be done in June to finalize everything. It needs to be ratified by July 30. Trustee Kearns recommended May 24. Trustee Hair and Trustee Fraley agreed with that date at 6:00 PM.

Item #8 Discussion/Action – Approve Hiring of Brett McInnes as Patrol Officer for the Village of Capitan Police Department at an hourly rate of \$22.74

Trustee Kearns made a motion to Approve. Trustee Hair seconded the motion.

Discussion: Trustee Kearns said they have thought of this and think it is someone they can work with so you have to approve that. Trustee Hairs said Brett McInnes has served in this capacity before and she believes he will be an outstanding patrol officer.

Roll Call: Trustee Kearns – yes, Trustee Fraley – yes, Trustee Hair - yes

Item #9 Discussion/Action – Approve Appointment of Angela Autrey as Village Deputy Clerk/Treasurer with a merit wage increase

Trustee Hair made a motion to Approve. Trustee Fraley seconded the motion.

Discussion: Trustee Kearns asked the difference between a treasurer and a financial officer. Angela said the duties include taking care of the office, helping everyone with their questions, and helping LeAnne with the budget. Mayor Lowrance said the Village has received some gigs on quality control on finance and operations. Putting Angela in as the Deputy Clerk/Treasurer provides oversight and control because she is not appointed by the Mayor nor does she work for the Finance Officer.

Roll Call: Trustee Kearns – yes, Trustee Fraley – yes, Trustee Hair – yes

Item #10 Discussion/Action – Approve Appointment of Kevin Kennedy as Chief Procurement Officer for the Village

Trustee Fraley made a motion to Approve. Trustee Kearns seconded the motion.

Discussion: Mayor Lowrance explained this is another quality control because Kevin Kennedy is not tied into the finances. Al Cavazos clarified that for the audit there has to be two procurement officers and one of those must be a Chief Procurement Officer. The Chief Procurement officer can declare emergencies and that goes along with Kevin's role as Fire Chief.

Roll Call: Trustee Kearns – yes, Trustee Fraley – yes, Trustee Hair - yes

Item #11 Discussion/Action – Approve Creation of a full-time Administration Position

Trustee Hair made a motion to Approve the Creation of a full-time Administration Position. Trustee Kearns seconded the motion.

Discussion: Mayor Lowrance explained the need for a full-time employee. Angela said Village Hall is short handed and there is enough work. The Village does not want to fall behind. This person can help cover when people take vacations because if they don't take vacation time, they lose it. The full-time person can cover in areas when needed. Trustee Hair asked what the primary responsibilities would be of this position. She would like to see a job description listing the responsibilities and a breakdown of how the time would be spent. Angela explained this used to be a part-time position but will be a position assisting all of the clerks along with helping with licenses. Trustee Fraley asked after looking at the audits if the Mayor was feeling confident hiring another person. Mayor Lowrance said yes and they

continued Item #11 Discussion/Action – Approve Creation of a full-time Administration Position

would not know the finding of the audit until probably after May 30. The question was asked how many part-time people were in Village Hall. Angela said there are currently 3 part-time positions. Trustee Fraley asked if there were enough people to get through the audit. The Mayor said it has been hectic and there has been overtime but we are ready for the audit. Trustee Hair asked if there is a need for a temporary full-time to help cover for the audit without approving the position with no job description. Trustee Kearns said he would feel better knowing what the person would be responsible for. The Mayor said if the Council votes on a temporary position, parameters need to be set. Trustee Kearns made a motion that to amend to previous motion to a temporary full-time position. He asked that the item be put on the Agenda for next month. Trustee Hair seconded the motion. Trustee Kearns said that way the employee can get right to work. There was not further discussion.

Roll Call: Trustee Kearns – yes, Trustee Fraley – yes, Trustee Hair - yes

Item #12 Discussion – Policy and Procedure changes implemented for Personnel

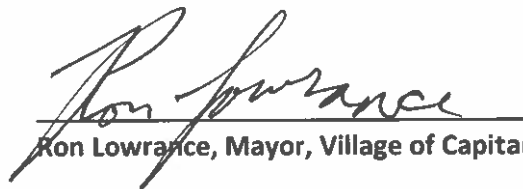
Al Cavazos explained that previous audits noted the Village lacked oversight. The changes were made to divide positions like breaking up the Village Clerk/Treasurer position. The changes were made to protect the employees and maintain compliance with agencies that look out for the benefit of employees. Now there are at least two people who know what is going on in each department. In the current policies and procedures, the attorney was listed as an employee but he is a contractor. The responsibilities had to be changed to list him as a contractor. When a current employee is qualified for a position, the position can be offered to the employee without opening it up to the marketplace. Key employees were not being paid overtime but were offered comp time. Now they are offered overtime. Evaluations are going to be started. The Dept. Heads are taking courses on what they should do when performing the evaluations. The principles in the evaluations will include what the Village is looking for and will be specific to requirements for each employee in each department. Mealtime has been set at 30 minutes. The requirements for obtaining employee information must be written and include the reason for the request. The request must be submitted to HR. Private information will not be shared. Overtime has to be approved by the supervisor unless in case of emergency. An employee working on a holiday will be paid for the paid holiday and for the actual time they work on the holiday. Trustee Hair asked if the Village has the capability to post positions internally and externally. Al told her the Village does.

ADJOURNMENT:

Trustee Fraley made a motion to adjourn. Trustee Hair seconded the motion.

Roll Call: All were in favor, the motion carried.

Mayor Lowrance Adjourned the meeting at 7:14 PM.


Ron Lowrance, Mayor, Village of Capitán

Attest:


Al Cavazos, Village Clerk