

**Minutes
Regular Meeting
August 9, 2022**

The Village of Capitan Board of Trustees met in a Regular Meeting on Tuesday, August 9, 2022 at the Village Hall in Capitan, New Mexico at 6:00 PM

Mayor Lowrance called the meeting to order at 6:00 PM.

Roll Call: Mayor Lowrance – present, Trustee Kearns – not present (arrived at 6:08), Trustee Shearer – present, Trustee Fraley – present, Trustee Hair – present. Al Cavazos – Village Clerk, Donna Weekley – Administrative Assistant, Angela Autrey – Deputy Clerk/Court Clerk/Human Resources Clerk, LeAnne Brasher – Finance Officer, Steve Osborn – Water Department Supervisor, Randy Spear – Police Chief, Nateal Sammy – Smokey Bear Museum & Gift Shop, and Kevin Kennedy – Fire Chief/Projects Administrator were also present. A list of others in attendance is attached.

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

Trustee Shearer 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).

There was no public input.

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

Trustee Shearer asked for an update on the audit. LeAnne Brasher said there are a few things that need to be corrected before the Village can get trial balances.

Trustee Fraley asked if the Village has \$1.9 million in reserves. He was told there is \$1.9 million in the General Fund. There is about \$70,000 in reserves in LGBMS.

Trustee Hair shared the Village is looking at making a Project Management Committee that she would like to spearhead in order to make sure the Department Head Quarterly Report forms meet the needs of the department heads. Once the department heads are comfortable, they will transition to sharing their reports.

Mayor Lowrance said surveys are being done to revamp the playground and the old fire department.

Item #4 on the Agenda: Approval of the Minutes: Special Meeting – July 29, 2022

Trustee Hair made a motion to Approve the Minutes. Trustee Shearer seconded the motion.

Discussion: There was no discussion of this item.

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

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

Trustee Shearer made a motion to Approve Bills Paid for July 2022. Trustee Hair seconded the motion.

Discussion: There was no discussion of this item.

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

Item #6 on the Agenda: Discussion/Action – Approve Proposal to Pay Off Four Water Loans with the New Mexico Finance Authority

Trustee Fraley made a motion to Approve Pay Off Four Water Loans with the New Mexico Finance Authority. Trustee Hair seconded the motion.

Discussion: Trustee Shearer said previously when the Village paid off water loans, it made it look like expenditures exceeded revenue for that year and ended up disqualifying the Village for three loans. Would it be better for the Village to invest the money instead of paying off 0% loans early? Will it look better if the loans are paid off so the debt ratio is lower? Trustee Shearer asked if the Village could look at what happened previously and ask the funding agency how they would view the Village paying off the loans. Trustee Hair asked about the option of only paying off some of these loans.

Trustee Fraley withdrew his motion to Approve. Trustee Shearer seconded the motion.

Trustee Kearns made a motion to Postpone Approval of Pay Off of Water Loans Until Further Notice.

Trustee Hair seconded the motion.

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

Item #7 on the Agenda: Discussion – Approve Angela Autrey as the Signer on the Bank Account in Case of Emergency

Trustee Fraley made a motion to Approve Angela Autrey as the Signer on the Bank Account in Case of Emergency. Trustee Hair seconded the motion.

Discussion: There was no discussion of this item.

Item #8 on the Agenda: Discussion/Action – Approve Amount for CD Purchase

Trustee Fraley made a motion to Approve \$500,000 CD Purchases Rotating Every 2 months, Leaving \$400,000 in Reserves. Trustee Hair seconded the motion.

Discussion: Trustee Shearer clarified the Village would be purchasing 6-month CDs. Al Cavazos said a 6-month CD with City Bank would be at 2.36%. The Mayor said they want to roll the \$11,000 balance in mutual fund (LGIP) in to the CDs. Trustee Fraley asked in two months for the Village to look at the accounts and see what is available.

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

Item #9 on the Agenda: Discussion/Action – Approve Extra-Territorial Water Service for O Pine Lodge Road – Justin D. Brown

Trustee Shearer made a motion to Approve Extra-Territorial Water Service for O Pine Lodge Road.

Trustee Hair seconded the motion

Discussion: Trustee Shearer asked if this would require an extension and was told no. There are already customers on tap in the next lot.

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

Item #10 on the Agenda: Discussion/Action – Approve Application for Partial Renovations of 106 Lincoln – Brian and Pam Cleckler

Trustee Fraley made a motion to Approve Application for Partial Renovations of 106 Lincoln. Trustee Shearer seconded the motion.

Discussion: There was no discussion of this item.

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

Item #11 on the Agenda: Discussion/Action –Approve Ordinances

- a. Ordinance Chapter 200-18: Lodgers Tax Committee
- b. Ordinance Chapter 155-2: Nuisances Declared

Trustee Shearer made a motion to Approve Ordinances. Trustee Hair seconded the motion

Discussion: Trustee Shearer asked if everything was published correctly. The Mayor affirmed it was published correctly.

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

Item #12 on the Agenda: Discussion – Formation of Neighborhood Watch

Discussion: There was no discussion of this item.

Item #13 on the Agenda: Discussion – Smokey Bear Enterprises Update

Discussion: Nateal Sammy said there has been an increase in attendance and it is nice to have items in stock to sell. July sales were up. The Museum and Gift Shop have been in Ruidoso's Visitors Guide. Nateal participated in a "Where Am I To Go" podcast showcasing the museum. They are working on addressing errors in the end of July inventory. The website should be up and running in early September. They are working with Parks and Recreation and Smokey Bear Ranger District on tidying up their signs. Nateal is working on improving relationships and reaching out to the community. They are trying to get the educational message of Smokey Bear into the schools.

Item #14 on the Agenda: Discussion – Village Taking Over the 80th Smokey Bear Hometown Parade

Discussion: The Hometown Association asked if the Village can take over the parade. The event was moved to every 5 years instead of yearly due to lack of help. The 80th celebration will be May 3-4, 2024. The Mayor recommended meeting with the Lodger's Tax Board for advertising.

Item #15 on the Agenda: Discussion – School Resource Officer

Discussion: The school board discussed going with a retired officer and if they do, the Village will not be involved. Randy Spear said they are willing and want to help. Trustee Kearns asked how the Village and schools would split the officer's time. It was explained the officer will spend 20 hours at the schools and 20 hours with the Village. The schools and Village will also split the salary/benefits of the officer. The officer will have to go to School Resource Officer training.

Item #16 on the Agenda: Discussion – Contract with Paul Durham on Old Train Depot

Discussion: Kevin Kennedy said there was \$20,000 from Capital Outlay for this project. The money was obligated and the project started but it has not progressed well. Paul Durham spent \$2400 at Foxworth when only \$1975 was obligated to Foxworth. Kevin explained to Paul, the Village is only paying what is obligated. Currently, \$8,000 of the \$20,000 has been spent. Trustee Shearer asked if there was a continuing contract. Kevin explained once the money is spent the contract is over. Trustee Shearer asked if the contract was just for renovation of the building and not for opening a store in the building. She thinks she saw a contract for a retail space at one time and wants clarification. Trustee Kearns would like to review the contract(s).

Item #17 on the Agenda: Discussion/Action – Adopt Resolution 2022-12 Continued Membership with Southeastern New Mexico Economic Development District/Council of Governments

Trustee Kearns made a motion to Adopt Resolution 2022-12. Trustee Shearer seconded the motion.

Discussion: There was no discussion of this item.

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

Item #18 on the Agenda: Discussion/Action – Adopt Resolution 2022-15 Infrastructure Capital Improvement Plan (ICIP)

Trustee Shearer made a motion to Adopt Resolution 2022-15. Trustee Kearns seconded the motion.

Discussion: There was no discussion of this item.

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

Item #19 on the Agenda: Discussion/Action – Adopt Resolution 2022-14 Regional Recreation Centers and Quality of Life Grant

Discussion: Kevin Kennedy explained the Village is asking the Council of Government to be the fiscal agent on this project.

Trustee Shearer made a motion to Adopt Resolution 2022-14. Trustee Hair seconded the motion.

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

Item #20 on the Agenda: Discussion/Action – Approve Purchase of Piusi MC Fuel Management System

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

Discussion: Trustee Shearer asked what the total cost would be. Angela Autrey explained she is hoping the Village only needs to purchase 2 so it will not go over \$5000. She is waiting on the company to let her know. The units are only around \$2100 each. Including fuel and everything, the Village will be saving around \$40,000 a year. The units will help track who is getting fuel and how much they are getting. The units will help with auditing.

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

Item #21 on the Agenda: Discussion/Action – Adopt Resolution 2022-16 Menace to Public and Requiring Removal of Debris– 204 West 4th

Trustee Kearns made a motion to Adopt Resolution 2022-16. Trustee Hair seconded the motion.

Discussion: Randy Spear said the property owner has been into court numerous times. The property owner has 10 days to clean up the property or file an objection. After that, the Village can clean up the property and file a lien. Chief Spear explained the smell the neighbors are concerned about is caused by the garbage in the backyard of this property. Trustee Shearer asked if it was just going to be cleaning up or did something need to be torn down. Chief Spear said he does not think there is anything the Village would want to tear down.

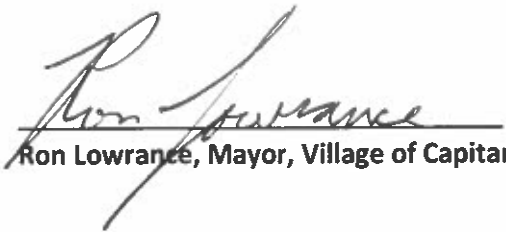
Roll Call: Trustee Shearer – yes, Trustee Kearns – yes, Trustee Fraley – yes, Trustee Hair – yes

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 6:57 PM.


Ron Lowrance, Mayor, Village of Capitán

Attest:


Al Cavazos, Village Clerk