

**Minutes  
Special Meeting  
July 21<sup>st</sup>, 2020**

The Village of Capitan Board of Trustees met in Special Session via Telephone Conference on Tuesday, July 21<sup>st</sup>, 2020 at the Village Hall in Capitan, New Mexico at 4:30 PM.

Mayor Ron Lowrance asked for a moment of silence and led the assembly in the Pledge of Allegiance. Mayor Lowrance called the meeting to order at 4:31 PM.

**Roll Call:** Mayor Lowrance - present, Trustee Shearer – present, Trustee Schmitz – present, Trustee Kearns – present, Trustee Johnson – present, Laura McInnes-Village Clerk, Megan Holm-Finance Officer, and J. Leinneweber-Administrative Assistant were also present. A list of others in attendance is attached.

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

Trustee Shearer moved to approve the Agenda. Trustee Schmitz seconded the motion. Roll Call: Trustee Shearer – yes, Trustee Schmitz – yes, Trustee Johnson – yes, Trustee Kearns – yes.

**Item #2 on the Agenda: Public Input. (Agenda Items Only)**

The Mayor recognized Mr. Chavez in regards to Item #5 on the Agenda

Michael Chavez stated his name and that some know him, some don't. He's been a resident since 1972 and is currently employed at Chuck's Tires. He worked for (Indiscernible) Dog Ranch out there. He's done a lot of home town work, not only locally but in Ruidoso, Carrizozo other than the automotive field, housing projects, a lot of other projects. He has been interested in working for the Village of Capitan for quite some time (Indiscernible)

He's not going anywhere, Wife (Indiscernible) staying here (Indiscernible)

Trustee Johnson confirmed the position is part time. (Indiscernible) Asked how many hours.

Unknown person responded: 30

(Indiscernible)

The Mayor said this is on public input right now. He'll go into Mayor and Trustees in a second.

The Mayor asked if there was any other public? Then thanked Mr. Chavez.

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

The Mayor asked Trustee Johnson if she had any comments? She said she had nothing as far as comments. Trustee Shearer (Indiscernible) about the budget. The Mayor asked Trustee Schmitz? She stated she had no comments. Trustee *Kearns*: Knows the Minutes are detailed, he knows how hard of work that is, he's done that before, years ago. Whoever is doing those Minutes, he appreciates the extra effort they put into it. Second point he'd like to make, appreciate what ever little bit of rain we can get, he appreciates that. The third comment he'd like to make, he thinks the Village is in good shape. He thinks the new Mayor is doing a good job, seems to have good morale around the area. The Department Heads in the various departments seem to be focused on their work. He'd like to make that note of appreciation that things are going well for the Village right now.

**Item #3 on the Agenda: Mayor and Trustee Comments. (continued)**

(Indiscernible)

The Mayor wants to thank each and every one of you for being here and getting through this. This is one of the hardest times of the year. We've all been here, we've all had to crunch numbers, look and get things explained to us. Lets just be patient, we'll get through all this and we'll get on with next year.

Trustee Kearns agreed.

**Item #4 on the Agenda: Consent Agenda - Approval of Minutes: Regular Meeting – July 14<sup>th</sup>, 2020.**

Trustee Shearer moved to Approve Consent Agenda - Approval of Minutes: Regular Meeting – July 14<sup>th</sup>, 2020. Trustee Schmitz seconded the motion. The Mayor called for Discussion.: They Mayor asked Trustee Shearer if she got the information? Trustee Shearer replied Payment of the Bills isn't on the Consent Agenda this month so.....The Mayor asked for a Roll Call. Trustee Kearns said he was confused and asked what they are voting on? Trustee Shearer replied she had objected to the Consent Agenda the last two meetings and she is not objecting this time. They took the bills off of it. Trustee Kearns said he was disappointed. The Mayor replied No then asked for a Roll Call. Roll Call: Trustee Shearer– yes, Trustee Schmitz– yes, Trustee Kearns – yes, Trustee Johnson – yes.

**Item #5 on the Agenda: Action – Approval of Hiring Michael Chavez for Part Time Laborer Position, Parks and Recreation Department.**

The Mayor said this was discussed in the public input, we're going to approve hiring Michael Chavez for part time laborer position, Parks and Recreation Department. Trustee Shearer moved Approval of Hiring Michael Chavez for Part Time Laborer Position, Parks and Recreation Department. Trustee Schmitz seconded the motion. The Mayor called for Discussion. The Mayor asked Trustee Johnson if she had a question about hours. Trustee Johnson replied, didn't they say it was 30? Laura replied yes, 30. Trustee Johnson said OK, and the Mayor confirmed she is Ok. Trustee Shearer said good thing (Indiscernible). Trustee Schmitz asked if he's going to be working with Ronnie Montes. There was a reply from a member of the public of yes. Trustee Schmitz said he needed some help and that was good, good, good. Thank you and welcome. The Mayor said next time it's pushups. Trustee Schmitz said she was good, she just welcomed him. The Mayor asked Trustee Shearer if she was good and Trustee Shearer replied that she was good. The Mayor asked for a Roll Call. Roll Call: Trustee Shearer – yes, Trustee Schmitz – yes, Trustee Johnson – yes, Trustee Kearns – yes.

**Item #6 on the Agenda: Action – Approval of Hiring Angela Autrey for Part Time Administrative Floater Position.**

Trustee Shearer moved Approval of Hiring Angela Autrey for Part Time Administrative Floater Position. Trustee Schmitz seconded the motion. The Mayor called for Discussion. Trustee Johnson asked if this was a replacement position or a new one? Laura replied it's a replacement. The Mayor said for J., we moved J. to Administration. Trustee Kearns said somebody got moved up and he was listening for who it is, so J. got moved up to Administration. He asked if she has a position title? Laura replied Administrative Assistant. Trustee Kearns wanted to confirm that it wasn't a new position created. The Mayor replied that it was already created, that Angela will take J.'s old spot, the Floater. Trustee Kearns said yes that's what he got. Trustee Shearer stated that Angela has been here forever. Laure agreed and said that she has experience with the Court as well, which really helps Floater wise, she is familiar with IPRA and records and Court parts and (indiscernible) water. Laura said Angela is excited.

**Item #6 on the Agenda: Action – Approval of Hiring Angela Autrey for Part Time Administrative Floater Position. (continued)**

The Mayor asked for further Discussion? The Mayor asked for a Roll Call. Roll Call: Trustee Shearer – yes, Trustee Schmitz – yes, Trustee Johnson – yes, Trustee Kearns – yes.

**Item #7 on the Agenda: Discussion/Action – Approval MAP (914) Project Final Payment Amount of \$41,638.08 and Project Close Out.**

Trustee Shearer moved Approval MAP (914) Project Final Payment Amount of \$41,638.08 and Project Close Out. Trustee Schmitz seconded the motion. The Mayor called for Discussion. Trustee Shearer asked Johnathan if it is all good? Johnathan replied yes, it is all good.

Trustee Schmitz stated this is the closeout on Main. Johnathan confirmed it was. (indiscernible). Trustee Schmitz stated that it looks good. The sealing and the painting. Laura stated it was for the sealing and the striping. Trustee Schmitz told Johnathan it looks good and thank you so much.

Trustee Kearns stated he appreciates Johnathan being here. He said when you look at that very first page, the first paragraph or at the end of the first paragraph, it says that Dennis Engineering Company further recommends that the project be accepted as complete by the Village of Capitan. Didn't say who that is or the position of who that is. Trustee Kearns asked if that was Johnathan. Laura replied No, the letter is addressed to the Mayor and the Council Board. Trustee Kearns isn't sure what that entails. He thought the Street Supervisor would have the better background to see if the work is being done properly as the Council's quality control. He's guessing that's the way it works in reality. The Mayor agreed. Trustee Kearns stated it's not a big point but he wants to make sure that John doesn't need to sign off on anything. He assumes that Johnathan and.. The Mayor said Dennis Engineering. Trustee Kearns continued: had a discussion about this? That everything looks good? Trustee Kearns asked if that is the way it works? Johnathan Lamay said yes, they had a discussion, Jonathan was on the job, watching them do the job, and then Dennis Engineering were really the ones and they discussed it and they were both satisfied with the job they did. Trustee Kearns stated that when he asks a question here, 9 times out of 10 he is anticipating what somebody from the community, how would he explain this to them. They say well you are our elected official, how is that all happening up there? Now Trustee Kearns can say well Johnathan Lamay then goes to the Mayor and the Mayor takes his advice and signs off on it. That's the kind of thing he wants to verify that is in fact what is going on, and he knows it is but it's nice to hear it.

The Mayor stated that Dennis Engineering is on the Water Project too. They'll do their inspections, they'll do their testing and get all the information gathered so Johnathan doesn't have to do it. That's what we pay them for. Then at close out, it'll be the same thing for the Water Project. They'll give us a letter saying we've inspected, we've gone through everything...Does that make sense to you? Trustee Kearns replied yes. The Mayor continued, then they give us the OK and Steve gives us the OK, then we go in there and pay. Trustee Kearns said then the Department Head at that point has an opportunity to say No, they need to go back on this or that and the other and there is a process for that. The Mayor replied Yes. Then Laura replied yes, we've been through that before. (indiscernible). Johnathan Lamay said by the time it gets to here it's already been ironed out.

The Mayor said he wanted to apologize to all four of them because they had the pre-construction meeting and it was very instructive and a lot of information put out in pre-construction. On the next pre-construction he'll tell them when it is and where they're having it, that way they can come if they want to.

**Item #7 on the Agenda: Discussion/Action – Approval MAP (914) Project Final Payment Amount of \$41,638.08 and Project Close Out. (continued)**

Trustee Kearns said that would be great. Steve Osborn said they could have copies of the paperwork too. Laura said yes, they sent the Minutes today.

Trustee Schmitz said it does go through phases, a lot of this work. So, when the first phase shows up we see it in our committee and if you go around, drive around in this Village you can see how hard those guys work on those projects.

Trustee Johnson confirmed with Johnathan that he's on the job site nearly every day, working, watching what's going on. Johnathan Lamay replied, yes, otherwise they'll get mad at him if its not done right.

Trustee Johnson said so he's (indiscernible) firsthand what's going on. Trustee Schmitz agreed.

The Mayor asked for a Roll Call. Roll Call: Trustee Shearer – yes, Trustee Schmitz – yes, Trustee Kearns – yes, Trustee Johnson – yes.

**Item #8 on the Agenda: Discussion/Action – Approval of Resolution 2020-17 – Capital Outlay for Waste Water Treatment Plant Lift Station & Control SAP 20-E2136-STB.**

Laura said the Resolution can be found on page 24. Trustee Shearer moved Approval of Resolution 2020-17 – Capital Outlay for Waste Water Treatment Plant Lift Station & Control SAP 20-E2136-STB. Trustee Schmitz seconded the motion. Trustee Shearer said she has something to ask. The Mayor called for discussion. Trustee Schmitz asked Steve Osborn if this is the one he had a meeting today on? Steve Osborn replied: Part of it, they did look at that as well. This is just the Resolution where they did fund that part of it. Trustee Schmitz said she was getting confused, and asked where the part of that? Laura replied that the Resolution is on page 24 of that contract. Trustee Schmitz thanked her.

Trustee Kearns wanted to address the \$75,000 and asked if that was all the funds that are coming out, do we have to match? Laura replied that there is no match, it's Capital Outlay. Trustee Kearns asked, there's no matching, this is a straight.....Laura replied the \$75,000, if they're to fund it, if it goes over we pay the difference, if it comes in less the balance gets reverted back. It's just Capital Outlay. Trustee Kearns said Ok, he just needs to be reminded how each of these work.

Trustee Shearer asked if they had to do the art, public places part? Laura replied No. Trustee Shearer asked what would we put down there? Trustee Kearns said he kinda liked that idea. Trustee Shearer said it's got a reference to it, it's part of the contract that is why she asked. Trustee Kearns asked that it's not graffiti in the bathroom is it?

Trustee Schmitz asked if this was part of their Capital Outlay Budget that they were going to discuss, it's item 5? The Mayor replied yes and Laura agreed.

The Mayor asked for a Roll Call. Roll Call: Trustee Shearer – yes, Trustee Schmitz – yes, Trustee Kearns – yes, Trustee Johnson – yes.

**Item #9 on the Agenda: Discussion/Action – Approval of Resolution 2020-18– Authorizing Budgetary Adjustments and Revisions.**

The Mayor said on Items 9 and 10 he wants to try and get a motion to remove them from this Agenda and put them on another Agenda on the 28<sup>th</sup>, they are not ready. What he's asking for is a motion to delete 9 and 10 and move them to a different Agenda on the 28<sup>th</sup>. Trustee Shearer said that puts them right up right up against the date. The Mayor replied Yes.

Trustee Schmitz said she didn't know if she would be available on that day or not. The Mayor asked what day is good for her?



**Item #9 on the Agenda: Discussion/Action – Approval of Resolution 2020-18– Authorizing Budgetary Adjustments and Revisions. (continued)**

Laura asked if they could at least just grab her for a couple hours because it requires unanimous approval and they all have to sign the Resolution. Trustee Johnson observed that it has to go. Trustee Shearer agreed, they're at the deadline. Trustee Schmitz said yes, she knew that, she had discussed this before on that. Laura asked if Trustee Schmitz could spare them just a couple of hours. Trustee Schmitz said OK that will work. The Mayor asked if on the 28<sup>th</sup> is that good? Trustee Schmitz replied yes, she guessed, yes.

Trustee Shearer asked if it will be at the regular time. Laura said there is a Planning Meeting at 5:30 on the 28<sup>th</sup>. Laura asked if the morning would work? The Mayor asked which is better for Jill? The Mayor said 5 AM works for him, should get them on the road about 6:30. Trustee Schmitz asked if they had to do this before the 5:30 meeting on the 28<sup>th</sup>? Laura replied No, she has a regularly planed Planning Meeting at 5:30 on the 28<sup>th</sup>. Trustee Shearer asked Trustee Schmitz if there was another day that works for her? Trustee Schmitz replied that 25<sup>th</sup> to the end of that week is iffy for her. Trustee Schmitz said they should just tell her and she'll work on it. Trustee Shearer asked if they could have it done by this Friday, can they do it this Friday? The Mayor asked if they had enough time, 72 hours? Laura thought it could be posted but Megan needs enough time to get it all put together, the way it's supposed to look and with all the information. She was sick last week so... Trustee Schmitz said she'd just work with them. The Mayor asked, how 'bout Monday? Laura replied they could do Saturday? Trustee Shearer replied she can not do Saturday. Trustee Schmitz asked them to just tell her. Laura said she just needs the 72 hours that she and Megan can get this together. Trustee Schmitz asked if the 28<sup>th</sup> was what they liked? Laura said no that's when the Planning Meeting is. The Mayor said they'd have to come earlier. Laura said they could do it before or after. Trustee Shearer said that Jill is going to need to sign it, right? Laura and Trustee Schmitz replied yes. Trustee Schmitz said the others should decide and ...Trustee Shearer asked if Trustee Schmitz would be in town or out? Trustee Schmitz replied she would be but she has a lot going on. Laura said that Trustee Schmitz has to show as voting as well. Trustee Schmitz said she did know that. Laura said if they were going to do it Tuesday it would be better after the Planning Meeting than before. Trustee Schmitz said OK and asked what time on the 28<sup>th</sup> do they want to meet. The Mayor asked how much do they got...(Indiscernible). Trustee Johnson asked how long the planning meeting normally lasts. (Indiscernible) Laura said there are only two application so it should take long. (Indiscernible)

Trustee Johnson asked if they should schedule it at 5:30? Laura said it would have to be after 5:30. The Mayor said to give them an hour at least, 6:30. Laura didn't think they needed that long. Trustee Schmitz asked about Wednesday? Trustee Johnson thought it is about the girls having time to it all put together. Trustee Shearer said that Wednesday is a day later so it would be an extra day. Trustee Schmitz noted they have to have it in by the 31<sup>st</sup>. (Indiscernible)

Trustee Johnson said they need to give her plenty of time to do all she needs to do without having to rush. Laura agreed, said they could come in on Friday, make sure it's... (Indiscernible)

Trustee Schmitz asked if they want to do it Friday on the 24<sup>th</sup>? The Mayor said he didn't think they have enough time to post, they need 72 hours to post the Agenda to make it official.

Trustee Schmitz noted that today is the 21<sup>st</sup> so what day do the rest want to do it. Laura said it's due by 5:00 PM one week from this Friday.

Trustee Shearer asked if they could do it at 6:30 on the 28<sup>th</sup>? Trustee Schmitz said well yes, she'll go ahead and do that.

Trustee Shearer asked if they can get it to the Trustees as soon as it's ready, that way they can look at it. Laura agreed, said it makes a big difference.

The Mayor asked if he could get a motion to move Items 9 and 10 to 6:30 PM on Tuesday the 28<sup>th</sup>?

Trustee Johnson moved to move Items 9 and 10 to 6:30 PM Tuesday the 28<sup>th</sup>. Trustee Shearer seconded the motion. The Mayor asked for a Roll Call. Roll Call: Trustee Schmitz – yes, Trustee Shearer – yes, Trustee Kearns – yes, Trustee Johnson – yes.

**Item #10 on the Agenda: Discussion/Action – Approval of Resolution 2020-19 – Final Quarter Financial Report Year Ending June 30, 2020.**

Skipped to item #11. Item # 10 was deleted from this Agenda and moved to an Agenda for Tuesday the 28<sup>th</sup>. See Item #9

**Item #11 on the Agenda: Discussion/Action – Approval of Resolution 2020-20 – Budget Adoption Fiscal Year 2020-2021.**

The Mayor asked if this was just a discussion, not action? Laura replied for discussion, yes. The Mayor asked for a motion to open Discussion Approval of Resolution 2020-20 – Budget Adoption Fiscal Year 2020-2021. The Mayor said so moved, asked for a second? (Indiscernible) seconded the motion. (Indiscernible)

Steve Osborn went over the priorities he placed for the Water Department's Budget.

Also discussed were the Combined Fuel Tax Distributions which were just posted. This is May's reporting. It's up from April but still down, not as much as it was. The Smokey Bear Enterprise Fund was discussed and if they were going to submit a negative Budget? The answer was No. It was agreed that the Budget couldn't be approved at this time. They would just wait for the updated Budget. Laura explained that they still have to go back and capture the balances from when the accounts were transferred from City Bank to Washington Federal. The Smokey Bear Store merchandise and Museum memorabilia inventory were discussed. Trustee Shearer asked that on the expenses and income, to show what they are in more detail. Also, Laura explained that in building the Budget, at this time they are juggling between QuickBooks and FundView. And It'll be a year before the payroll is transferred from doing it in QuickBooks to doing it in FundView.

**Item #12 on the Agenda: Discussion – Prioritize List for Infrastructure Capital Improvement Plan (ICIP) 2022 -2026.**

The Mayor opened Discussion – Prioritize List for Infrastructure Capital Improvement Plan (ICIP) 2022 - 2026. The Mayor asked for all in favor to say aye. All opposed say No. Ok opened for discussion.

Discussed were the Train Depot at number 12 on the list and if the amount requested would be enough to renovate the Museum and would it be enough to open? Working with \$80,000 now and an additional \$20,000 has been awarded but waiting for the December Bond Sale. This should finish it up to a point to start the next phase of getting it operational as a Museum. Also discussed the Lagoon Liners and if they would be staying on the list. Steve thinks the Lagoon Liners will not be a requirement of the permit for the Village. It was decided to wait and see before removing the Lagoon Liners from the list and to just leave it as #5. All agreed the 5 Year ICIP looks good as it is.

**Adjournment:**


Mayor Lowrance Adjourned the meeting at 5:13 PM



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Ron Lowrance, Mayor, Village of Capitán

**Attest:**



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Laura McInnes, Village Clerk

**Special Meeting**  
**Via Telephone Conference**

4:30 PM

[illegible]