

Minutes
Rescheduled Regular Meeting
February 16th, 2022

The Village of Capitan Board of Trustees met in a Special Meeting on Wednesday, February 16th, 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 – present, Trustee Shearer – not present, Trustee Fraley – present, Trustee Hair – present. Al Cavazos – Village Clerk, LeAnne Brasher – Acting Finance Officer, J. Leinneweber – Administrative Assistant, Angela Autrey – Court Clerk/Human Resources Clerk Steve Osborn – Water Utilities Supervisor, Johnathan LaMay – Street Department Supervisor, Randy Spear – Police Chief, Kevin Kennedy – Fire Chief/Projects Administrator and Nateal Sammy – Smokey Bear Museum & Gift Shop were also present. A list of others in attendance is attached.

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

Trustee Fraley 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).

Mel of Melbee Design Studio introduced herself.

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

Trustee Kearns had no comments at this time.

Trustee Fraley had no comments at this time.

Trustee Hair had no comments at this time.

The Mayor had no comments at this time.

Item #4 Consent Agenda:

- a. Approval of the Minutes: Special Meeting – January 24th, 2022
- b. Approval of the Minutes: Special Meeting – January 28th, 2022
- c. Approval of the Minutes: Ordinance Workshop Cannabis Sales – January 31st, 2022

Trustee Fraley made a motion to approve the Consent Agenda. Trustee Hair seconded the motion

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

Item #5 on the Agenda: Discussion – An Update from Healing America’s Heroes.

Eddie Crane of Healing America’s Heroes (HAH) informed the Board that their facility located at Ft. Stanton will provide Veterans with PTSD therapies. They were supposed to move in on 9/1/2021 but the contractors and the State of New Mexico are 6 months behind. HAH started the process with the State of New Mexico in February, 2021, a year ago. In that year, over 3000 veterans have been lost. They

expect to move in March 1, 2022 and expect their first group of veterans April 22, 2022. He said the organization has received “a lot of support” from the Village of Capitan and Lincoln County.

Item #5 on the Agenda: Discussion – An Update from Healing America’s Heroes. (Continued)

They have received one grant to get them started but are unable to apply for more or get insurance until they are officially moved in to the Ft. Stanton facility. He advised all, if they would like more information, to go to the HAH website at <https://healing-americaheroes.org>. If anyone is interested in a tour of the Ft. Stanton facility, please give him a call and it can be arranged. Nateal asked if HAH had plans with the 4H. He replied yes HAH is putting something together with the 4H and “with the kids from Los Alamos”. He explained that the HAH facility was previously located in northern New Mexico and the Rotary Club of Los Alamos has been a great support to HAH.

Item #6 on the Agenda: Discussion/Action – Approval of Bills Paid for January 2022.

Trustee Kearns made a motion to Approve the Bills paid for January 2022. Trustee Hair seconded the motion.

Discussion: There was no discussion of this Item.

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

Item #7 on the Agenda: Discussion/Action – Adopt Resolution 2022-02 Authorizing Budgetary Adjustments and Revisions, Superseding Resolution 2022-01.

The Mayor asked the Board to “remit” Item #s 7, 8 and 12 on the Agenda and postpone them until further notice.

Trustee Hair made a motion to Postpone Item’s 7, 8, and 12 on the Agenda Until Further Notice. Trustee Fraley seconded the motion.

Discussion: There was no further discussion of this Item.

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

Item # 8 on the Agenda: Executive Session – Discussion Concerning Personnel Matters in the Finance and Water Departments Pursuant to NMSA 10-15-1 (H)(2); And Meeting Subject to Attorney-Client Privilege Pertaining to Threatened or Pending Litigation in Which the Village of Capitan Is or May Become a Participant Pursuant to NMSA 10-15-1 (H)(7).

This Item was “Postponed Until Further Notice” in a vote by the Board in Item #7.

Item #9 on the Agenda: Discussion/Action – Approve the Termination of the Mayoral Appointment of Grace Centrella as Finance Officer/Deputy Clerk for the Village of Capitan.

Trustee Fraley made a motion to Approve the Termination of the Mayoral Appointment of Grace Centrella as Finance Officer/Deputy Clerk for the Village of Capitan. Trustee Hair seconded the motion.

Discussion: The Mayor informed the Board that after a discussion with the Villages’ auditor Pam, that with the information that had been submitted to her by Finance the Village would have received another “bad” audit so the Mayor decided it was time to make a change in the “best interests of the community.”

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

Item #10 on the Agenda: Discussion/Action – Approve the Mayoral Appointment of LeAnne Brasher as the Finance Officer of the Village of Capitan with an Annual Salary of \$37,440, to be increased to \$45,760 Upon Completion of Procurement Certification.

Trustee Hair made a motion to Approve the Mayoral Appointment of LeAnne Brasher as the Finance Officer of the Village of Capitan with an Annual Salary of \$37,440, to be increased to \$45,760 Upon Completion of Procurement Certification. Trustee Kearns seconded the motion.

Discussion: The Mayor confirmed, LeAnne would start at \$37,440 annually and once “certified” her annual salary would increase to \$45,760, “just like Grace and Stephanie” were when they were hired. Even with the proposed increase the salaries are the same as the previous Finance Officer and Clerk.

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

Item # 11 on the Agenda: Discussion/Action – Approve an Annual Salary of \$41,600 for Al Cavazos, Village Clerk, to be increased to an Annual Salary of \$54,080, Upon Completion of Procurement Certification.

Trustee Fraley made a motion to Approve an Annual Salary of \$41,600 for Al Cavazos, Village Clerk, to be increased to an Annual Salary of \$54,080, Upon Completion of Procurement Certification. Trustee Hair seconded the motion.

Discussion: The Mayor advised the Board this is “the same deal” as with LeAnne’s salary. Once Al has received his Procurement Certification, even with this increase it is the same salary as the previous Clerk’s, there has been no increase to the Budget.

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

Item #12 on the Agenda: Discussion/Action – Approve Kevin Kennedy to Include in his Duties the Position of Deputy Clerk for the Village of Capitan.

This Item was “Postponed Until Further Notice” in a vote by the Board in Item #7.

Item #13 on the Agenda: Discussion/Action – Confirm Trustee Kearns as Mayor Pro-Tem for the Village of Capitan.

Trustee Fraley made a motion to Confirm Trustee Kearns as Mayor Pro-Tem for the Village of Capitan. Trustee Hair seconded the motion.

Discussion: There was no discussion of the Item.

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

Item #14 on the Agenda: Discussion/Action – Confirm the Current Planning Advisory Board for the Village of Capitan.

Trustee Kearns made a motion to Confirm the Current Planning Advisory Board for the Village of Capitan. Trustee Fraley seconded the motion.

Discussion: Trustee Kearns read out loud the following names of the current Planning Advisory Board: Tracey Allred, Dan Bolin, Diane Riska, Basilio (JR) Castaneda, Peggy Wilson.

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

Item # 15 on the Agenda: Discussion/Action – Confirm the Current Water Advisory Board for the Village of Capitan.

Trustee Fraley made a motion to Confirm the Current Water Advisory Board for the Village of Capitan. Trustee Hair seconded the motion.

Discussion: Trustee Kearns was concerned that there may be a conflict of interest having a Trustee as a member of the Water Advisory Board as well. The Mayor explained he went over this issue with Zach Cook, the Village's attorney, prior to naming Sherry Hair as a Trustee and Zach thought that, with care, he didn't see any problems with this.

Trustee Kearns thought he remembered being told that Trustees shouldn't attend advisory board meetings due to conflict of interests. The Mayor said that was more for the Planning Advisory Board. It shouldn't seem to look as if a Trustee was trying to influence Planning Board decisions. Also, if Trustees just show up to meetings it could cause an unforeseen quorum so, as a cautionary measure Trustees have been discouraged from attending these meetings but, if the Trustees are careful not to make public comments at these meetings and take precautions against forming a quorum or give sufficient notice of a possible quorum, then by all means feel free to attend the advisory board meetings.

Trustee Kearns said as long as the subject has been run by Zach and determined not to be a problem for the Village then he was ok with it.

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

Item # 16 on the Agenda: Discussion/Action – Confirm the Current Lodgers Tax Board for the Village of Capitan.

Trustee Hair made a motion to Confirm the Current Lodgers Tax Board for the Village of Capitan. Trustee Fraley seconded the motion.

Discussion: There was no discussion of the Item.

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

Item # 17 on the Agenda: Discussion/Possible Action – Approve the Proposal from Melbee Design Studios to Build a Website for the Smokey Bear Museum & Gift Shop.

Trustee Kearns made a motion to Approve the Proposal from Melbee Design Studios to Build a Website for the Smokey Bear Museum & Gift Shop. Trustee Hair seconded the motion.

Discussion: Trustee Kearns felt it would be prudent for the Village to receive additional proposals from other Website design firms. He went on to say that if Nateal had a preference on who she can work with best, it would carry a lot weight in the Board's decision.

Mel explained that not only does the proposal include setting up a Website for the Museum & Gift Shop with online shopping access for the Gift Shop but, creates branding for the Village as well. Taking advantage of the Village of Capitan being the Hometown of Smokey Bear, a unique and valuable marketing asset that should be utilized and included on many of the items for sale in the Gift Shop.

Nateal pointed out that Capitan is a destination for Smokey Bear fans and collectors. Many forestry service and fire fighters come to Capitan to purchase Smokey merchandise.

Nateal said she would like more flexibility and control over the items and number of items for sale to be placed on the Website. She felt 30 items, as this proposal includes, wouldn't sufficiently represent the

Gift Store's inventory. Also, vendors will discontinue items or add items and flexibility is necessary to address this turn-over in inventory.

Item # 17 on the Agenda: Discussion/Possible Action – Approve the Proposal from Melbee Design Studios to Build a Website for the Smokey Bear Museum & Gift Shop. (Continued)

Mel of Melbee Design Studio explained the 30 items was just to begin with and it would be 30 of the bestselling items. Down the line more could be added at additional costs.

Both Nateal and Mel said as far as offsite fulfillment and shipping known as “drop shipping”, this would mostly be up to the Vendors, depending on the product. The Village would pay additional costs for this service. Nateal said she has reached out to one of the more prolific vendors of Smokey Bear merchandise for this purpose.

Nateal feels a lot of the management of the online store site can be done “in-house” at a fraction of the cost and looks forward to working with Mel to accomplish this. Nateal said, with the right technology at hand, such as a digital camera, it can be done in-house. She will be able to not only photograph the inventory for the website but, track it as well.

Nateal reminded the Board that a Museum needs a proper curating system, which she has begun to work on. The digital camera would be a tool used to document the Museum's collection.

With this in mind, she wants to re-work the proposal from Melbee Design that is before the Board today, with Mel.

Trustee Hair said what she wants to see included in the proposals, since there would be so much influence on imaging and branding, is a portfolio of the website developer's previous work, especially with branding.

Trustee Fraley was concerned with the limitation of 30 items available for the online store. Nateal advised the Board there are about 400 items for sale at the store. He was also concerned with the cost of \$3500 annually for support of the site and the Museum's ability, with its income, to cover this amount.

The Mayor said having the online store will increase the income of the Museum and keep it “in the black instead of the red”. He feels with the completion of the upcoming audit a clearer picture of the Museum's bottom line will be available. He advised the Board that “Al did a great thing yesterday”, he was able to have the “19 & 20 Audit with the State fixed”. He reminded the Board that the Village has received Federal & State funding and is receiving “another big check” in May, all “for the community” which the Museum & Gift Shop contribute to as a draw to those Smokey Bear collectors, fans and visitors interested in Smokey. The Mayor has made \$20,000 available to Nateal so the store will have ready funds available to ensure it is properly stocked. He doesn't want, in future, to have inventory problems at Christmas or any other high tourist or high-volume purchasing season.

After reviewing the proposal and it's cost of \$13,450 the Trustees decided further investigation and the procurement of additional proposals would be necessary prior to entering into this contract.

Trustee Kearns rescinded his motion to Approve. Trustee Kearns made a motion to Postpone Item # 17 with the Purpose of Getting Additional Bids. Trustee Fraley seconded the motion.

Discussion: There was no further discussion of this Item.

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

Item #18 on the Agenda: Discussion/Possible Action – For the Northview Tie-In Bypass, Approve Purchase of Two Hot-Taps and Field Supplies for the Water Department at a Cost of \$5,169.48

Trustee Kearns made a motion to Approve the Purchase of Two Hot-Taps and Field Supplies for the Water Department at a Cost of \$5,169.48. Trustee Fraley seconded the motion.

Discussion: The Mayor advised the Board that the Water Department wants to get the bypass finished before the Street Department puts in the new road thereby avoiding tearing up “fresh road”.

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

Item #19 on the Agenda: Discussion/Possible Action – Approve for the Waste Water Treatment Plant the Purchase of Parts to Repair the Surface Aspirating Aerator in the Amount of \$9,566 Plus Approximate Shipping Cost of \$200.

Trustee Fraley made a motion to Approve the Purchase of Parts to Repair the Surface Aspirating Aerator in the Amount of \$9,566 Plus Approximate Shipping Cost of \$200. Trustee Hair seconded the motion.

Discussion: Trustee Fraley asked about the comment regarding Solar Bee, the 2nd bid listed on the bid sheet before the Board. Steve Osborn clarified that Solar Bee did not have a unit to meet the specification. The Village currently owns the Tornado aerator, the 1st supplier listed on the bid sheet. Suppliers for aerators are few and parts are not always interchangeable so the Village will have to go with the Tornado bid and he listed the costs of all the parts needed for repair from this supplier for the Board.

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

Item #20 on the Agenda: Discussion/Action – Approve the Application for Annexation at 8429 HWY 380 – Thomas & Lois Cuning and Chuck Cuning.

Trustee Hair made a motion to Approve the Application for Annexation at 8429 HWY 380 – Thomas & Lois Cuning and Chuck Cuning. Trustee Fraley seconded the motion.

Discussion: There was no discussion of the Item.

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

Item # 21 on the Agenda: Discussion – Partial Refund to Bryan Armstrong for Water Line Extension at 112 Promise Lane.

Discussion: The Mayor asked for a motion. Trustee Fraley made a motion to Approve. Trustee Hair seconded the motion. There was no further discussion of the Item. The Mayor asked for a Roll Call which was voted on as follows: Trustee Kearns – yes, Trustee Fraley – yes, Trustee Hair – yes

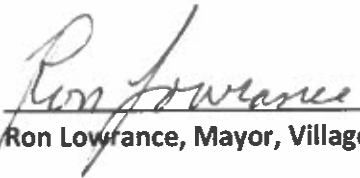
CORRESPONDENCE:

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 6:37 PM.



Ron Lowrance, Mayor, Village of Capitán

Attest:



Al Cavazos, Village Clerk

