

**Minutes**  
**Public / Regular Trustee Meeting**  
**June 13<sup>th</sup>, 2023**

The Village of Capitan Board of Trustees met in public Hearing on Tuesday, June 13, 2023 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 : Trustee Shearer – Present by zoom, Trustee Kerns – Present, Trustee Fraley – Present, Trustee Hair – Present by zoom. Ron Lowrance – Mayor, Al Cavazos – Village Clerk, and Angela Autrey – Deputy Clerk were also present. A list of others in attendance is attached.

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

Trustee Kerns made a motion to approve the Agenda. Trustee Fraley Seconded the motion.

Discussion: There was no discussion of this item.

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

Mayor Lowrance requested to amend the schedule to approve the Item #2 minutes in two parts. Part A (Approval of the minutes – Rescheduled Regular Meeting – Tuesday, May 9, 2023, Budget Workshop – Thursday, May 11, 2023 and Budget Workshop – Wednesday, May 17<sup>th</sup>, 2023) & part B (Bills Paid).

Trustee Kerns made a motion to approve the agenda amendment. Trustee Fraley Seconded the motion.

Discussion: There was no discussion of this item.

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

**Item #2 A on the Agenda: Discussion/Action – Approval of the minutes – Rescheduled Regular Meeting – Tuesday, May 9, 2023, Budget Workshop – Thursday, May 11, 2023 and Budget Workshop – Wednesday, May 17<sup>th</sup>, 2023.**

Trustee Fraley made a motion to approve this item. Trustee Hair Seconded the motion.

Discussion: There was no discussion of this item.

Roll Call for #2A: Trustee Fraley, Trustee Hair, Trustee Kerns voted Yea. Trustee Shearer abstained.

**Item #2 B Approve Bills paid for in May.**

Trustee Kerns made a motion to approve. Trustee Fraley Seconded the motion.

Discussion: Trustee Shearer had a question about the Coppler bill, and solid waste entry. Inquiring of placing it on the agenda.

Roll Call for #2B: Trustee Fraley, Trustee Kerns, Trustee Hair voted Yea. Trustee Shearer Voted No.

**Item #3 Discussion/Action- Approve Recommendation of Application for Installation of a 10x20 Portable Metal Building – 8462 Hwy 380, Capitan, NM – Lorna Fike CEO for Hope Harbor.**

Trustee Kerns made a motion to approve. Trustee Fraley Seconded the motion.

Discussion: There was no discussion of this item.

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

**Item #4 Discussion/Action – Approve Recommendations of Application for Mobile/Manufactured Home at 130 W. Cedar Rd. – Jeffrey Dean Short II.**

Trustee Fraley made a motion to approve. Trustee Kerns Seconded the motion.

Discussion: There was no discussion of this item.

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

**Item #5 Discussion/Action – Approve Recommendations of Application for a Placement and Pad of a Single Wide Mobile/Manufactured Home 303 W. Fifth Street – F. Andrew Grooms – Contingent on bringing in a Replat of the Property putting 4 lots into 1.**

Trustee Kerns made a motion to approve. Trustee Fraley Seconded the motion.

Discussion: Approval is contingent on the Replat of the four lots into one lot.

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

**Item #6 Discussion/Action – Approve Recommendations of Application for a 20x20 Portable building with walls at 229 Hailstorm Rd. Dennis and Yvonne Rich.**

Trustee Kerns made a motion to approve. Trustee Fraley Seconded the motion.

Discussion: There was no discussion of this item.

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

**Item #7 Discussion/Action – Approve the resignation of Leo Bullion as a Part-Time Employee of the Smokey Bear Museum.**

Trustee Fraley made a motion to approve. Trustee Kerns Seconded the motion.

Discussion: There was no discussion of this item.

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

**Item #8 Discussion/Action- Approve Patricia Wall to include in her duties the position of Village of Capitan’s Assistant to the clerk – at an Hourly Rate of \$15.00**

Trustee Kerns made a motion to approve. Trustee Fraley Seconded the motion.

Discussion: Trustee Shearer asked if this position in the budget. Deputy Clerk Angela Autrey stated that she is being paid overtime to fill the duties of this position. Trustee Shearer asked Frances Traylor her opinion. Frances Traylor stated she didn’t want to be in the middle of this decision.

Roll Call: Trustee Kerns, Trustee Fraley, Trustee Hair voted in favor. Trustee Shearer voted Nay.

**Item #9 Discussion/Action- Adopt Resolution No. 2023-21 - Authorizing Submittal of Application to the New Mexico Dept. of Transportation (NMDOT) for the Local Government Road Fund (LGRFD) Co-Op Funds for Mt. Terrace, Pinion Lane, and Promise Lane.**

Trustee Kerns made a motion to approve. Trustee Fraley Seconded the motion.

Discussion: There was no discussion of this item.

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

**Item #10 Discussion/Action- Adopt Resolution No. 2023-22 – Authorizing Submittal of Application to the New Mexico Dept. of Transportation (NMDOT) for the local Government Road Fund (LGRFD) Co-Op Funds for Long Road and Valley View Road.**

Trustee Kerns made a motion to approve. Trustee Fraley Seconded the motion.

Discussion: There was no discussion of this item.

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

**Item #11 Discussion/Action- Adopt Resolution No. 2023-23 – Approve the Development and Implementation of an Asset Management Plan.**

Trustee Fraley made a motion to approve. Trustee Kerns Seconded the motion.

Discussion: There was no discussion of this item.

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

**Item #12 Discussion/Action- Adopt Resolution No. 2023-24 – Authorizing Budgetary Adjustments and Revisions (BAR).**

Trustee Fraley made a motion to approve. Trustee Kerns Seconded the motion.

Discussion: Trustee Shearer has objection with the Coppler Firm

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

**Item #13 Discussion/Action- Adopt Resolution No. 2023-25 – Menace to the Public Comfort, Health, and Peace or Safety and Requiring Removal of Ruins, Rubidge and Wreckage of Debris – 204 West Fourth Street.**

Trustee Kerns made a motion to approve. Trustee Fraley Seconded the motion.

Discussion: Trustee Fraley asked there were specific codes or ordinances to be followed for this situation. Chief Randy Spears stated it was state law for the resolution to be given 10 days to come before the Clerk or Deputy Clerk to explain his process of what he is going to do to comply.

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

**Item #14 Discussion/Action- Train Depot Update and Approval for proposals for repairs.**

Mayor Lowrance made a correction on this Item # 14. The structure is not the Train Depot, but is the Capitan Museum Gift Shop.

Trustee Kerns made a motion to approve. Trustee Fraley Seconded the motion.

Discussion: Three people inquired with bids for repairs and replacement of logs on the gift shop. One from Canada, one from Oregon, and one local. Fire Chief Kevin Kennedy gave specific logs referred. Two bids of about \$20,000 for one, and about \$20,200 for other to come asses and repair the damaged said logs. There were no other submittals given.

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

**Public Comments:** Trustee Shearer asked if a wall or fencing is going to put up for the playground. Mayor Lowrance stated that Mrs. Wilson is working on funding for this project. Francis Traylor asked about the ballots for the liquor license and if it had passed. Deputy Clerk Angela Autrey stated she had received an email with an unofficial count on Friday.

**Adjournment:**

Trustee Fraley made a motion to adjourn. Trustee Kerns Seconded the motion.

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

Meeting adjourned at 6:28 PM.

**Attest:**

  
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Al Cavazos, Village Clerk

  
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Ron Lowrance, Mayor, Village of Capitan