

**Minutes
Special Meeting
May 24th, 2021**

The Village of Capitan Board of Trustees met in a Regular Meeting on Tuesday, May 24th, 2021 at the Village Hall in Capitan, New Mexico at 4:30 PM.

Mayor 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 Kearns – present, Trustee Johnson – present, Trustee Shearer – present, Stephanie Bason – Village Clerk, Grace Centrella – Finance Officer, J. Leinneweber – Administrative Assistant, Angela Autrey – Court Clerk/Human Resources Clerk, Randy Spear – Chief of Police, Steve Osborn – Water Utilities Supervisor and Johnathan LaMay – Street Department Supervisor were also present. A list of others in attendance is attached.

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

Trustee Johnson made a motion to Approve the Agenda. Trustee Shearer seconded the motion. All were in favor, motion carried.

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

There were no public comments

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

Trustee Kearns said with regards to wages it's important that the Village keeps "good people" and at the same time remember that the Village is spending "other people's money" and that a \$1.00 an hour raise is \$2,080.

Trustee Johnson thinks the main thing is "your people...knowledgeable people, the police...". She has been here when the Village has not had good people and "it's scary, you have no idea what you can get into really quickly." "Randy is excellent and we just have some good people and you don't want to go the other direction." She went on to say that the Village is "very fortunate." Trustee Johnson said the Village also has very good Supervisors and luckily have kept them. She feels the Board "can cut elsewhere, not their salaries."

Trustee Shearer agreed "whole heartedly". She said she is happy with the job every department is doing." Trustee Shearer said she has "been on the Board when that wasn't the case." She feels they are evening out the wages and getting the employees "on a better footing in relation to each other".

Trustee Shearer wants to see how the increases fit in the overall Budget.

The Mayor reminded the Board that the Village is understaffed and the employees are "doing the job."

Trustee Johnson agreed and said "if they don't get paid for it what can we expect them to do?"

Trustee Shearer said "as long as it fits within our Budget, I don't see the problem with doing this."

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

Trustee Kearns agreed and observed that some of the employee's wages are "too low." He went on to say that the Village needs to "be consistent with women's and men's wages too... and that some of the people doing work in here are hustling just as hard as those who are doing work out in the heat."

Trustee Shearer agreed and observed that with regards to male and female there is an even split in the proposed increases.

The Board decided they would wait for further discussion when they get to the Budget Item on the Agenda.

Item #4 on the Agenda: Discussion/Action – Approve Resolution – 2021-09 Budget Adjustment Resolution \$30,000 from General Fund to Water Fund and \$5,000 from General Fund to Waste Water/Sewer Fund.

Trustee Shearer made a motion to Approve Resolution – 2021-09 Budget Adjustment Resolution \$45,000 from General Fund to Water Fund and \$5,000 from General Fund to Waste Water/Sewer Fund. Trustee Kearns seconded the motion.

Discussion: Trustee Shearer pointed out that the dollar amount from General Fund to Water Fund on the Resolution was changed from \$30,000 to \$45,000 with the amount of \$5,000 from General Fund to Waste Water/Sewer Fund remained unchanged. Grace confirmed this. Trustee Shearer said the change was do to expenditures that need to be taken care of now and can't be rolled over to the new Fiscal Year, she said "the funds are available in the General Fund, within the Budget" to do this. This is a normal transaction to supplement the Budget.

Roll Call: Trustee Shearer – yes, Trustee Kearns – yes, Trustee Johnson – yes

Item #5 on the Agenda: Discussion/Action – Approve Interim Budget for Fiscal Year 2021/2022.

Trustee Shearer made a motion to Approve Interim Budget for Fiscal Year 2021/2022. Trustee Kearns seconded the motion.

Discussion: Stephanie passed out the actuals through the 3rd quarter for Fiscal Year 2020/2021. She wasn't quite finished with getting it in a format that would be easier to read. This report shows the Funds with their original 2020/2021 Budget and what has been spent through the 3rd quarter. Stephanie wanted to include totals of the funds for each department/category and another column that shows percentage comparisons. Trustee Shearer said she also wants to see the Proposed Interim Budget for 2021/2022.

Grace informed the Board that the report she has provided for them shows the Proposed Interim Budget numbers that she will enter into the Local Government Budget Management System (LGBMS) upon their approval.

The Mayor asked if the wage increases were included in the Proposed Budget. Grace replied that they were included along with the 1% cost of living increases for the remaining employees.

Trustee Shearer said she wants to know where the Village stands at the end of this Fiscal Year, how much money will be left over. Grace replied she is still waiting for Tai to complete her input and corrections to Fundview.

Trustees Shearer and Johnson asked Grace if she was aware of any large expenses coming up that have not been included in the Interim Budget. Grace replied there were none.

Trustee Shearer said based on what she is seeing the raises "shouldn't be a problem", but she would like to see the bottom line.

Item #5 on the Agenda: Discussion/Action – Approve Interim Budget for Fiscal Year 2021/2022.
(Continued)

Trustee Johnson said she just wants to be sure the proposed budget covers the raises.

Stephane asked the Trustees to excuse her so she could finish her report and provide them with the numbers they are looking for.

Trustee Shearer said she would like to see totals. Totals on income minus expenditures, where the Village is at.

The Trustees continued to review and discuss salaries.

Trustee Shearer said that the Trustees had asked for a 1% increase for the employees that were not given the wage adjustment raises and that it comes out to about .25 an hour.

Trustee Johnson said "That's pathetic" and not enough.

Trustee Shearer asked if the Trustees wanted to take another look at the cost of living increase, but made the observation that Grace needs to enter the preliminary budget into LGBMS and they should approve the Interim Budget for 2021/2022 and make adjustments when finalizing the Budget for 2021/2022.

The Trustees decided to wait for Stephanie to return with the bottom line numbers then they could vote on the Interim Budget.

Trustee Kearns said after reviewing the raises he feels good about the amounts.

Trustee Johnson asked how they arrived at the dollar amounts of the increases.

The Mayor said he asked the Supervisors to recommend the amounts. The Mayor said in future they would be using Performance Evaluations as a tool for raises.

Steve Osborn explained that the Water Department had different levels to the positions depending on training and certifications and could use that to go by as well. Steve reminded the Board that last year no one received a cost of living raise.

There was some discussion as to whether the cost of living in Capitan would be as high as other places through out the Country with varying opinions.

Trustee Shearer said she looked at the classified ads on the Municipal League's website and compared what other municipalities were paying. She said "the Street Department really jumped out" at her as underpaid and this was compared to communities as small as Capitan.

Trustee Johnson said in her opinion length of time with the Village should not be the only consideration. Safety record, "what they do with what they have." She thinks the Village employees do "phenomenal jobs with what they have." When it comes to what the Village has to have, the employees are the number one thing. She feels the Village is "up and running with minimum staff".

At this time there was a pause in the discussion of the Budget until Stephanie gets back with her completed numbers with a bottom line for the Trustees.

Trustee Shearer advised the Board that she has some property she would be willing to sell to the Village that could be used for open air markets and other events bringing more people into the Village of Capitan.

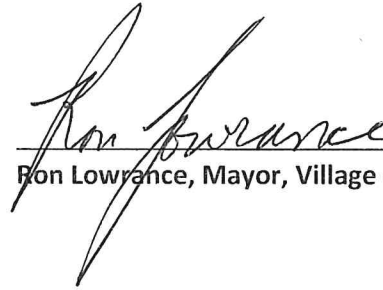
The Mayor said this could be added to the Agenda of the next Trustee meeting on June 8th, 2021.

Stephanie returned with her report and Trustee Shearer said she is ready to move forward with a vote. The other Trustees agreed, they are ready to take a vote.

Roll Call: Trustee Shearer – yes, Trustee Kearns – yes, Trustee Johnson – yes


ADJOURNMENT

Mayor Lowrance Adjourned the meeting at 5:45 PM



Ron Lowrance, Mayor, Village of Capitán

Attest:



Stephanie Bason, Village Clerk

SIGN IN SHEET

Special Meeting

May 24th, 2021

4:30 PM

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