

**Minutes  
Ordinance Workshop  
September 8<sup>th</sup>, 2021**

The Village of Capitan Board of Trustees met in an Ordinance Workshop on Wednesday September 8<sup>th</sup>, 2021 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 Shearer– present, Trustee Kearns– present, Trustee Fraley – present, Trustee Johnson – not present. Stephanie Bason – Village Clerk, J. Leinneweber – Administrative Assistant, Angela Autrey – Court Clerk/Human Resources Clerk, Steve Osborn – Water Utilities Supervisor, Johnathan Lamay – Street Department Supervisor, Randy Spear – Chief of Police, Kevin Kennedy – Fire Chief and Zach Cook – Village Attorney were also present. A list of others in attendance is attached.

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

Trustee Kearns made a motion to Approve the Agenda. Trustee Fraley seconded the motion.

**ROLL CALL:** Trustee Shearer – yes, Trustee Kearns – yes, Trustee Fraley – yes.

**Item #2 on the Agenda: Discussion –Review of the Village of Capitan Ordinances.**

Trustee Shearer suggested the Board start with the Water Ordinance Chapter 215 of the Village Code. She thought the Board should first go over the proposed Water Assessment Study as this would influence changes in the Ordinance. Steve told the Board they should have the quotes for the Study for review at their Regular Meeting on October 12, 2021.

Steve Osborn went over the information the Study would provide. Steve also covered water use by the Village, current water rights, obtaining and preserving water rights for the future, obtaining a Hydrologist Report, a Rate Study Report, having a 40 Year Water Plan, the Village's wells and which wells are currently in use.

Trustee Shearer asked about the status of the Revolving Drinking Water Loan, it is still in the approval process. Trustee Shearer said she'd like a review of the Water Department Budget and its expenditures looked at, the Board agreed.

The Board wants an Accounting Firm hired to sort out the FundView accounting and enter transactions in to QuickBooks and separate the Bank Account into separate accounts for each Fund in order to have a full picture of the Village's Funds to be ready for the upcoming 2020-2021 Audit due in December 2021. Also, this information is necessary for the Board to review and revise the Water Ordinance.

The Board decided wait until the Water Assessment Study is in before addressing revisions to the Water Ordinance.

Trustee Kearns thought that the Board should review the Animal Ordinance Chapter 84 in the Village Code next.

Trustee Shearer thought that the Land Use Ordinance Chapter 140 of the Village Code should be reviewed next as there are a lot of issues with it.

Chief Randy Spear advised the Board that a review of the Animal Ordinance with Danielle Morales, the Village's Code Enforcement and Animal Control Officer should only take 30 minutes.

**Item #2 on the Agenda: Discussion –Review of the Village of Capitan Ordinances. (continued)**

There was some discussion of reviewing the Animal Ordinance then the Land Use Ordinance at the next Ordinance Workshop but in the end the Board decided at this time to review only the Land Use Ordinance at the next Ordinance Workshop. The Board decided to schedule the next Workshop at their next Regular Meeting on September 14<sup>th</sup>, 2021 and asked that it be added to the September 14<sup>th</sup> Agenda.

**ADJOURNMENT:**

Trustee Kearns made a motion to Adjourn. Trustee Fraley seconded the motion.

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

Mayor Lowrance Adjourned the meeting at 7:13 PM

  
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Ron Lowrance, Mayor, Village of Capitan

**Attest:**

  
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Stephanie Bason, Village Clerk

6:00 PM

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