

**MINUTES
LOGAN VILLAGE COUNCIL
MEETING IN REGULAR SESSION
AUGUST 13, 2019**

The August 13, 2019 regular meeting of the Village of Logan Council was convened at 4:30 p.m. at the Village Office.

COUNCIL MEMBERS

PRESENT:	Mayor Babb	Present
	Councilmember Newton	Present
	Councilmember Osborn	Present
	Councilmember Bass	Present
	Councilmember Shivers	Present

VILLAGE EMPLOYEES

PRESENT:	Scott Parnell, Administrator
	Rosalie Rachor, Clerk/Treasurer
	Rodney Paris, Police Chief

VISITORS PRESENT:	Lupy Lacy	Richard Fankhauser
	Carol Fankhauser	Harold Westall
	Judy Westall	Paula Rael

Mayor Babb called the meeting to order and presided during the meeting.

ITEM 1 – AGENDA – Upon a motion by Councilmember Newton seconded by Councilmember Shivers, the agenda was approved.

ITEM 2 – APPROVAL OF MINUTES – Upon a motion by Councilmember Osborn and seconded by Councilmember Shivers, Council unanimously approved the regular meeting minutes of July 9, 2019.

ITEM 3 - APPROVAL OF ACCOUNTS PAYABLE/FINANCIAL REPORT – Upon a motion by Councilmember Newton and seconded by Councilmember Bass, Council unanimously approved the accounts payable and financial report.

ITEM 4 – APPROVAL OF DEPARTMENTAL REPORTS – Upon a motion by Councilmember Osborn and seconded by Councilmember Bass, the Departmental Reports were approved.

ITEM 5 – ISSUES ADDRESSED TO COUNCIL FROM CITIZENS – None

ITEM 6A – RESOLUTION NO. 613 – A RESOLUTION ADOPTING AN INFRASTRUCTURE CAPITAL IMPROVEMENT PLAN (ICIP) – Administrator Parnell stated that he met with Sandy Chancey with the Eastern Plains Council of Governments (EPCOG) to seek help with the ICIP Plan. The ICIP Plan for the years 2021-2025 have been reprioritized from the prior year. The Village priorities are 1. Water System Improvements 2. Road

Rehabilitation 3. Sewer System Improvements 4. Equipment-Road Grader and Dump Truck 5. Bike and Walking Trail. Water System improvements was ranked first based on the needed repairs to the water tank and replacement of a water well. Road Rehabilitation ranked second based on the continued need for road repairs. Sewer System improvements was ranked third based on the recent breaking down of grinder pumps and costs for repairs.

Mayor Babb opened the meeting to public comments as stated:

Harold Westall stated that his understanding was that the owner was responsible for repairs. Administrator Parnell stated that the Village owns the grinder pumps and is responsible for repairs, unless damaged or destroyed by the actions of the customer.

Richard Fankhauser questioned if the Village performs prevented maintenance on the grinder pumps. Administrator Parnell stated that the problem cannot be narrowed down to a specific problem. Electrical surges are part of some of the issues and vacant homes in the winter are another. The Village will be looking into placing surge protectors in the control panel in an effort to reduce the electrical problem.

Lupy Lacy questioned if the Village has money set aside for the repairs. Clerk/Treasurer Rachor stated that the Village has money set aside for the operation of maintenance of the sewer system as part of the USDA loan requirements and is reported annually.

Mayor Babb closed the meeting to public comments, after no further discussion.

Upon a motion by Councilmember Bass and seconded by Councilmember Osborn, Council unanimously approved Resolution No. 613 adopting the Infrastructure Capital Improvement Plan (ICIP) – 2021-2025.

ITEM 6B - RESOLUTION NO. 614 – A RESOLUTION ADOPTING A SENIOR CITIZENS INFRASTRUCTURE CAPITAL IMPROVEMENT PLAN (ICIP) – Administrator Parnell presented the Senior Citizens ICIP that was prepared by Clara Rey. The priorities remained the same with an addition to install lighting at the Senior Center. The Senior Citizens priorities are 1. Parking Lot/Sidewalk Improvements 2. Replace Flooring 3. Replace Plumbing 4. Roof Replacement 5. Purchase Vehicle 6. Walk In Freezer 7. Replace Carport/Garage. 8. Install Lighting at Senior Center.

Mayor Babb opened the meeting to public comments. None were received.
Mayor Babb closed the meeting to public comments.

Upon a motion by Councilmember Osborn and seconded by Councilmember Newton, Council unanimously approved Resolution No. 614 adopting the Senior Citizens Infrastructure Capital Improvement Plan (ICIP) 2021-2025.

ITEM 6C – RESOLUTION NO. 615 – BUDGET ADJUSTMENT FOR FISCAL YEAR 2019-2020 - Clerk/Treasurer Rachor stated that the budget adjustments will increase the revenues, expenditures and transfers in the Fire Department Fund, decrease revenues and expenditures in the

EMS Fund, increase the revenues and expenditures in the Senior Citizens Fund, increase the transfer in, revenues and expenditures in the Street Fund, increase the transfer in and expenditures in the Debt Service Fund, increase the transfer out, revenues and expenditures in the Debt Service Fund, increase transfer out in the Capital Outlay Fund and increase revenues and expenditures in the Health Clinic Fund. A correction was stated to change the Health Clinic Fund to Fund 35.

Upon a motion by Councilmember Osborn and seconded by Councilmember Newton, Council unanimously approved Resolution No. 615 Budget Adjustments for Fiscal Year 2019-2020 with the stated corrections.

ITEM 6D – SENIOR CITIZENS 2019-2020 GRANT AWARD AGREEMENTS – Clerk/Treasurer Rachor stated that the Senior Citizens 2019-2020 Grant Award Agreements approval and signature are needed for submission.

Upon a motion by Councilmember Osborn and seconded by Councilmember Bass, Council unanimously approved the approval and signature of the Senior Citizens 2019-2020 Grant Award Agreements.

ITEM 6E – SEWER AND WATER MAINTENANCE POSITION – Administrator Parnell stated that with the exit of employment of Joshua Roubieu, he would like approval to advertise for the position.

Upon a motion by Councilmember Bass and seconded by Councilmember Shivers, Council unanimously approved to advertise for the Sewer and Water Maintenance Position.

ITEM 6F – MOTOR VEHICLE DEPARTMENT CHECK POLICY – Administrator Parnell stated that the Village has received return checks from customers for non-sufficient funds (NSF). The Village has to cover the return check in the event the customer fails to. The State Motor Vehicle Division stated that it was up to the municipality to recover the funds based on their policy. The unrecoverable funds are not the responsibility of the State Motor Vehicle Division and the Village general fund has to absorb the costs. Administrator Parnell stated that he would like the approval to change the policy to only accept credit/debit cards or cash. Councilmember Osborn stated that she felt like it was hard for the customers that do not use credit or debit cards. Mayor Babb stated that we have not had many issues in the past, with the exception of the Reagor Dyke Auto Group fraud case. Clerk/Treasurer stated that the Village received two (2) separate returned checks from a customer, who failed to come in and take care of it. The checks were run through a second time and funds were received. The Village was unable to collect the NSF fee. The consensus of the Council was to continue to accept checks and look into changing the check policy.

ITEM 7 – OLD BUSINESS – None

ITEM 8 – MISCELLANEOUS BUSINESS – None

ITEM 9 – ADMINISTRATIVE REPORT – 1) SAMBA Report all current drivers in good standing. 2) Mark Lawrence, Sr. began employment July 29. 3) Discussion to open Sewer and

Water Position vacancy. 4) I attended the New Mexico Rural Water Conference on July 26. It was very informative and great learning opportunity. 5) The New Mexico Environment Department Sewer Lagoon inspection was on July 31. The village received favorable comments for both areas of field methods and record keeping. 6) New Mexico Environment Department Sanitary Water inspection was on August 6. The village received favorable comments for our field methods, with two exceptions of record keeping to update the Emergency Response Plan and Operations and Maintenance Plan. I have downloaded the templates for these and will begin working on them immediately.

ITEM 10 – Announcement of the next regular meeting on Tuesday, September 10, 2019 at 4:30 p.m. at the Village Governing Body Meeting Room, 108A US Highway 54.

ITEM 11 - EXECUTIVE SESSION PURSUANT TO 10-15-1 (H) (2) NMSA 1978 LIMITED PERSONNEL MATTERS – 1) ADMINISTRATOR EVALUATION AND PROGRESS 2) POLICE OFFICER POSITION - Upon a motion by Councilmember Osborn and seconded by Councilmember Newton, Council unanimously agreed to go into executive session.

ROLL CALL:	Mayor Babb	Yes
	Councilmember Newton	Yes
	Councilmember Osborn	Yes
	Councilmember Bass	Yes
	Councilmember Shivers	Yes

ITEM 12 – RETURN TO OPEN MEETING –

ROLL CALL:	Mayor Babb	Yes
	Councilmember Newton	Yes
	Councilmember Osborn	Yes
	Councilmember Bass	Yes
	Councilmember Shivers	Yes

The only item discussed in executive session was limited personnel matters.


ITEM 13 - Upon a motion by Councilmember Newton and seconded by Councilmember Shivers, the meeting was adjourned.

ATTEST:





Rosalie Rachor
Clerk/Treasurer



David Babb
Mayor