

**MINUTES  
LOGAN VILLAGE COUNCIL  
MEETING IN REGULAR SESSION  
OCTOBER 9, 2018**

The October 9, 2018 regular meeting of the Village of Logan Council was convened at 5:30 p.m. at the Village Office.

**COUNCIL MEMBERS**

<b>PRESENT:</b>	Mayor Babb	Present
	Councilmember Newton	Present
	Councilmember Osborn	Present
	Councilmember Bass	Present
	Councilmember Shivers	Absent

**VILLAGE EMPLOYEES**

<b>PRESENT:</b>	Larry Wallin, Administrator
	Rosalie Rachor, Clerk/Treasurer
	Rodney Paris, Police Chief
	Scott Parnell

<b>VISITORS PRESENT:</b>	Ed Kirkmeyer
	John Vigil
	Cary Pickens

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

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

**ITEM 2 – APPROVAL OF MINUTES** – Upon a motion by Councilmember Bass and seconded by Councilmember Osborn, Council unanimously approved the minutes of September 11, 2018, September 17, 2018, and September 21, 2018.

**ITEM 3 - APPROVAL OF ACCOUNTS PAYABLE/FINANCIAL REPORT** – Upon a motion by Councilmember Bass and seconded by Councilmember Shivers, 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 Newton, the Departmental Reports were approved.

**ITEM 5 – ISSUES ADDRESSED TO COUNCIL FROM CITIZENS** – John Vigil inquired about the movement on the park improvements. Administrator Wallin stated that the metal for the awning has been delivered. There is an issue with the plumbing of the sewer line, which will need to be repaired prior to opening the bathrooms. The Village will try reopening and if the problem exists, he is in favor of tearing down the bathrooms.

Administrator Wallin stated that he has visited with nearby residents and reported that there are people at the park all hours of the night. He would like to remove the hedges on the side of the 540 Loop to make the park more visible to the public and may help deter traffic and activities through the night.

**ITEM 6A – 2017-2018 FISCAL YEAR AUDIT REPORT AND RECOMMENDATIONS –**

Administrator Wallin stated that the 2017-2018 Fiscal year audit was completed by Sandra Rush, CPA. Administrator Wallin commended Clerk/Treasurer Rachor for the books being in excellent shape. The following items were discussed in the audit exit:

1. The EMS fund cash balance was overstated by seven hundred and eighty five dollars (\$785.00) due to an unforeseen EMS Billing expense was credited as a revenue instead of an expense. A budget adjustment is needed to adjust the beginning cash balance for the 2018-2019 Fiscal year.
2. The SAMBA employee drivers list should not be printed out because of their confidential information. She recommended that Administrator Wallin printout, sign and date the email notification for the review of drivers and file.
3. The 941 Employer's Quarterly Federal Tax Return report for the 2018 first quarter was incorrectly checked. She wanted the Village to be aware that the Internal Revenue Service (IRS) may send a notice for correction.
4. The prior auditor understated the Village's Accounts Receivable, which is no error to the Village and she will correct the amounts and include in the audit report.
5. There is a new requirement to report the Retiree Health Care liability for the Village of Logan and will be included in the audit report.
6. The Village of Logan's cash is at a custodial credit risk. The cash in the bank account held at FNB New Mexico has securities of pledge collateral at fifty percent (50%) leaving the remainder unpledged and unsecure in the event of a bank failure. She recommended that the Village move some money to a Certificate of Deposit or another bank.
7. The New Mexico Finance Authority (NMFA) Fire Department and EMS Fund loan accounts had ending balances. The balances need to be included in the books for the 2017-2018 Fiscal Year. A budget adjustment is needed to add the investments.

**ITEM 6B – RESOLUTION NO. 594 – BUDGET ADJUSTMENT FOR FISCAL YEAR**

**2018-2019** – Clerk/Treasurer Rachor stated that based on the 2017-2018 Fiscal Year audit, the Village will need to adjust the beginning cash balance to the EMS Fund and add the NMFA loan ending balances to the books for EMS and Fire Department Funds.

Upon a motion by Councilmember Osborn and seconded by Councilmember Bass, Council unanimously approved Resolution No. 594 Budget Adjustments for Fiscal Year 2018-2019.

**ITEM 6C – ORDINANCE NO. 2018-192 – AN ORDINANCE AMENDING CHAPTER VII, ARTICLE 3, SOLID WASTE DISPOSAL, SECTION 5 – DISPOSAL FEE OF THE CODE OF THE VILLAGE OF LOGAN** Administrator Wallin stated that the ordinance needs to be

amended to add the wording to Class 10 - Household Furniture to include Appliances, Mattresses, etc. The amendment will clarify Household waste.

Upon a motion by Councilmember Bass and seconded by Councilmember Newton, Council unanimously approved Ordinance No. 2018-192 - Amending Chapter VII, Article 3, Solid Waste Disposal, Section 5 - Disposal Fee of the Code of the Village of Logan.

**ITEM 6D – WATER TANK – WATER WELLS – WATER METERS** – Administrator Wallin stated that HDR Engineering, Inc. will begin the design for the repairs to the tank and well. The Village has found the following meters that haven't registered usage dating back to August of 2017:

101 Osage Dr  
106 Inca  
104 Hummingbird Ln  
710 Ocelot  
316 Osage Dr  
500 Pueblo Dr  
603 Walleyed Pike Dr  
707 Bass St

Administrator Wallin stated that he will be monitoring the monthly consumption report to prevent further water loss. New meters read at a ninety eight percent (98%) accuracy and slow down over the years. The Village will be replacing older meters and looking into the radial meter read system.

**ITEM 7 – OLD BUSINESS** – Mayor Babb stated that with the adoption of the Local Election Act, the Village will need to decide if they want to opt in or out of letting the county run the Village elections. The consensus of the Council was to see what information Clerk/Treasurer Rachor will obtain from the Municipal Clerks Academy training that will cover the Municipal Election.

**ITEM 8 – MISCELLANEOUS BUSINESS** – None

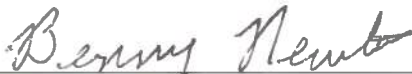
**ITEM 9 – ADMINISTRATIVE REPORT** – 1) The Village Council has hired a new Village Administrator Scott Parnell and will start on October 8, 2018. 2) We will be having an informational public meeting on October 16, 2018 for the US Highway 54 Bridge Project. 3) The General Election is coming up and on the ballot will be a question on continuing the gross receipts tax for the Tucumcari Hospital. This is a tax that we are paying now, so it would not increase taxes. 4) Property tax is increasing \$.38 per thousand of your net taxable value. There will be a handout for explanation. 5) I have been asked by the council to hold another informational meeting to go over the Village Government operations. I need George Ervin to organize the meeting. 6) The Racing Commission meeting in Tucumcari is scheduled for October 4, 2018 at 1:30 p.m. 7) I have picked up the metal for the Park improvements. 8) We have found some issues with the park plumbing that could affect the sewer drainage. 9) EPCOG meeting is scheduled for October 10, 2018, Mayor Babb will attend. 10) Scott will have his physical on Monday morning and drug test

Wednesday. 11) Scott and I will be going to Tucumcari to see about moving some money to different banks. 12) We will discuss the Election process for the regular and special elections for the Village of Logan. 13) Officer Michael Olivas will graduate from the New Mexico Law Enforcement Academy in Santa Fe, NM on October 26, 2018.

**ITEM 10** – Announcement of the next regular meeting on Tuesday, November 13, 2018 at 5:30 p.m. at the Village Governing Body Meeting Room, 108A US Highway 54.

**ITEM 11** - Upon a motion by Councilmember Newton and seconded by Councilmember Bass, the meeting was adjourned.

**ATTEST:**

  
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Benny Newton  
Mayor Pro Tem

  
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Rosalie Rachor  
Clerk/Treasurer