

**MINUTES  
LOGAN VILLAGE COUNCIL  
MEETING IN REGULAR SESSION  
May 11, 2021**

The May 11, 2021 regular meeting of the Village of Logan Council was convened at 4:30 p.m. at the Village Office.

**COUNCIL MEMBERS**

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

**VILLAGE EMPLOYEES**

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

**VISITORS PRESENT:** None

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

**ITEM 1 – AGENDA** – Upon a motion by Councilmember Newton seconded by Councilmember Osborn, Council unanimously approved the agenda.

**ITEM 2 – APPROVAL OF MINUTES** – Upon a motion by Councilmember Osborn and seconded by Councilmember Newton, Council unanimously approved the regular meeting minutes of April 13, 2021, special meeting minutes of April 27, 2021 and special meeting minutes of May 3, 2021.

**ITEM 3 - APPROVAL OF ACCOUNTS PAYABLE/FINANCIAL REPORT** – Upon a motion by Councilmember Newton 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, Council unanimously approved the Departmental Reports.

**ITEM 5 – ISSUES ADDRESSED TO COUNCIL FROM CITIZENS** – None

**ITEM 6A – POPPY PROCLAMATION – AMERICAN LEGION AUXILIARY** – Judy Casados with the Logan American Legion Auxiliary requested that the Village Council proclaim May as Poppy month in Logan by signing a Poppy Proclamation.

Upon a motion by Councilmember Osborn and seconded by Councilmember Newton, Council unanimously approved to

proclaim May as Poppy month in Logan and sign the Poppy Proclamation presented by the Logan American Legion Auxiliary.

**ITEM 6B – RESOLUTION NO. 643 - BUDGET ADJUSTMENT RESOLUTION FOR FISCAL YEAR ENDING JUNE 30, 2021** – Clerk/Treasurer Rachor stated that the budget adjustment will increase the revenues and expenditures in the Senior Citizens Fund for the one-time funds received. Increase the revenues and expenditures in the Street Fund for the insurance claim and replacement of the skid steer.

Upon a motion by Councilmember Osborn and seconded by Councilmember Bass, Council unanimously approved Resolution No. 643 budget adjustments for Fiscal Year 2020-2021.

**ITEM 6C – DESTRUCTION OF 2019 SPECIAL ELECTION RECORDS** – Clerk/Treasurer Rachor stated that approval was needed to destroy the records from the 2019 Special Municipal Election. A list of the records to be destroyed was presented to the Council.

Upon a motion by Councilmember Osborn and seconded by Councilmember Shivers, Council unanimously approved the destruction of the 2019 Special Municipal Election records.

**ITEM 6D – SENIOR CITIZENS PROGRAM - PART-TIME JANITOR – APPROVAL TO ADVERTISE** – Clerk/Treasurer Rachor stated that position was part of the budget increase in funds that was requested for a part-time janitor.

Upon a motion by Councilmember Bass and seconded by Councilmember Shivers, Council unanimously approved to advertise for the Senior Citizens Program Part-time Janitor until filled.

**ITEM 6E – PERSONNEL POLICY AMENDMENTS – SICK LEAVE – ANNUAL LEAVE** – Clerk/Treasurer Rachor stated that at the request of Administrator Parnell to add that employees may use accrued sick leave to care for his/her own dependent children, spouse, or parents and like relations of the employee's current spouse. The annual leave was amended to all annual leave accrued at the end of a calendar year must be taken within the calendar year or it will be forfeited. The maximum hours that can be accrued are 240 hours. Hours over that amount will not be paid upon termination or retirement.

Upon a motion by Councilmember Osborn and seconded by Councilmember Shivers, Council unanimously approved the amendments to the Personnel Policy for sick leave and annual leave.

**ITEM 6F – PROPOSED CHANGE ON HOURS OF OPERATION** – Administrator Parnell presented the Council with the proposed change on hours of operation as follows:

### Village Hours and Maintenance Schedule

Monday through Thursday

7:30 to 12:30

1:00 to 5:00

Lunch 12:30 to 1:00

Friday

8:00 to 12:00

Open to the public 30 minutes longer in the morning and 30 minutes longer in the afternoon.

### MVD Hours

7:45 to 11:00

12:00 to 4:30

Lunch 11:30 to 12:00

Friday

8:15 to 11:30

Open to the public from 12:00 to 1:00. Open to the public 1 hour and 45 minutes longer than prior schedule.

The hours will become effective June 10, 2021 at the start of a new pay period and a 30-day notice to the public.

Upon a motion by Councilmember Osborn and seconded by Councilmember Shivers, Council unanimously approved to a thirty (30) day trial of the proposed new hours of operation with a thirty (30) day notice to the public to become effective June 10, 2021.

### **ITEM 7 – OLD BUSINESS – None**

**ITEM 8 – MISCELLANEOUS BUSINESS** – Councilmember Newton stated that Rick Martin with the Ute Lake State Parks stated that the operations of the bathrooms will open next week, and this should give the notice that plans can move forward with the July 4<sup>th</sup> Celebration.

Clerk/Treasurer Rachor stated that she is trying to get a date set for a special meeting for the audit presentation.

Administrator Parnell stated that the bid opening for the Dodge pick-up will be May 19, 2021 at 3:30.

**ITEM 9 – ADMINISTRATIVE REPORT** – 1) Equipment bids will all be in by the end of the week and we will review trade in values and bottom-line cost. I will be receiving offers from Caterpillar, Case, and John Deere in Amarillo. 2) We have begun to price propane tanks for purchase to replace current tanks to give better buying power for the Village. 3) New street signs

have been installed on Bass, Bass Alley, Cougar, Fox, and Impala. 4) The sink hole on Fox will be repaired as soon as we get a good dry day. As well as pothole repair work to continue. 5) I have a meeting scheduled with Jai Courtney from Eastern Plains Council of Government (EPCOG) on Thursday, 20 May to discuss long range Planning Grants for the Village. As well as Capital Outlay Monies already filed for future projects. 6) Warren Frost and I will meet with Ms. Dianne Miller with Miller and Associates, attorney for Brookfield Properties and Mr. DuMars who drafted the September 25, 2009 Water Supply Agreement via a Zoom call on Wednesday, May 19, 2021. Per the Councils request, we will be asking for engineering, design, and cost analysis to be performed by Brookfield Properties, at no cost to the Village of Logan in accordance with their obligation spelled out in the original contract.

**ITEM 10** – Announcement of the next regular meeting on Tuesday, June 15, 2021 at 4:30 p.m. at the Village Governing Body Meeting Room, 108A US Highway 54.

**ITEM 11 – EXECUTION SESSION PURSUANT TO 10-15-1 (H)(7) REGARDING POTENTIAL LITIGATION – CANADIAN RIVER WATER LINE** – The Council elected not to go into executive session.

**ITEM 12 - RETURN TO OPEN MEETING –**

**ITEM 13 – ADJOURNMENT** - Upon a motion by Councilmember Newton and seconded by Councilmember Osborn, Council unanimously approved to adjourn the meeting.

ATTEST:



Rosalie Rachor  
Clerk/Treasurer

  
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David Babb  
Mayor