

**MINUTES  
LOGAN VILLAGE COUNCIL  
MEETING IN REGULAR SESSION  
MAY 10, 2022**

The May 10, 2022, 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 Osborn   | Present |
|                 | Councilmember Bass     | Present |
|                 | Councilmember Shivers  | Present |
|                 | Councilmember Courtney | Present |

**VILLAGE EMPLOYEES**

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

|                          |                  |                |
|--------------------------|------------------|----------------|
| <b>VISITORS PRESENT:</b> | Kent Terry       | Jerry Hawkins  |
|                          | Janis Duncan     | Debbie McClure |
|                          | Larry McClure    | Judy Casados   |
|                          | Robert L Casados | Pat Casson     |
|                          | Annette Shivers  | Chad Lydick    |

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

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

**ITEM 2 – APPROVAL OF MINUTES** – Upon a motion by Councilmember Osborn and seconded by Councilmember Shivers, Council unanimously approved the regular meeting minutes of April 12, 2022 and special meeting minutes of April 14, 2022.

**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 Bass and seconded by Councilmember Courtney, Council unanimously approved the Departmental Reports.

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

**ITEM 6A – POPPY PROCLAMATION – AMERICAN LEGION AUXILIARY – JUDY CASADOS** - Judy Casados and Debbie McClure 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 Bass, 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 – PRELIMINARY PLAT OF STANSBURY ESTATES – LYDICK ENGINEERS & SURVEYORS – CHAD LYDICK** – Chad Lydick with Lydick Engineers and Surveyors presented the preliminary plat for a Type II Subdivision of Stansbury Estate for Tonya Cone of Cox River Ranch LLC. He stated that Tonya Cone is ready to proceed with the development of the Stansbury Estate Subdivision. There were no changes. Administrator Parnell read specific requirements from a letter dated June 11, 2020. He stated a portion shall be pulled from the plans and brought back for approval.

**ITEM 6C - AUDIT PRESENTATION – DE'AUN WILLOUGHBY, CPA PC** – De'Aun Willoughby, CPA PC presented the Village of Logan audit report for June 30, 2021 to the Council via telephonic. Ms. Willoughby stated that the financials are well managed and should be commended. The Village had no financial statement findings, and two (2) other findings as follows:

**2021-001 New Hires - Other Matter**

Condition: There were two new hires between July 1, 2020, and June 30, 2021. Both were tested and deemed that neither was reported timely.

Criteria: As per New Mexico law (§50-13-1 to 50-13-4) and Federal law (42 USC §653.a.(b)(1)(A)), all public, private, non-profit, and government employers are required to report all newly hired employees within 20 days of hire or rehire to the New Mexico New Hires Directory.

Effect: According to federal law, states have the option of imposing civil monetary penalties on employers who fail to report new hires. The fine can be up to \$20 per newly hired employee, and if there is a conspiracy between the employer and employee not to report, the penalty can be up to \$500 per newly hired employee.

Cause: Clerk/Treasurer was unclear of the law that part-time employees had to be reported.

Recommendation: The Village should make every effort to report new hires timely.

Response: Clerk/Treasurer reported the two new hires upon notice and will report all part-time in the same manner of full-time at the time of hire.

**2021-002 Chief Procurement Officer - Other Matter**

Condition: The Village did not have a Chief Procurement Officer registered with the New Mexico General Services Department.

Criteria: Procurement code Sections 13-1-1 to 13-1-199 NMSA 1978 including providing the state purchasing agent with the name of the agency's or local public body's chief procurement officer, pursuant to Section 13-1-95.2 NMSA 1978, and state purchasing regulations 1.4.1 NMAC, or home rule equivalent.

Effect: The Village is not in compliance with Procurement code Sections 13-1-1 to 13-1-199 NMSA 1978.

Cause: The Administrator underwent two surgeries causing an oversight of registering with the New Mexico General Services Department.

Recommendation: On or before January 1 of each year beginning in 2014, and every time a chief procurement officer is hired, the District shall provide the state purchasing agent the name and other requirement of the District's chief procurement officer.

Response: The Village will register our chief procurement officer with the New Mexico General Services Department immediately.

**ITEM 6D – RESOLUTION NO. 661 – A RESOLUTION FOR ACCEPTANCE AND APPROVAL OF FY21 AUDIT –**

Upon a motion by Councilmember Bass and seconded by Councilmember Osborn, Council unanimously approved Resolution No. 661.

**ITEM 6E - RESOLUTION NO. 662 – A RESOLUTION OF THE VILLAGE OF LOGAN, NEW MEXICO AMENDING THE BUDGET FOR THE VILLAGE OF LOGAN FOR THE FISCAL YEAR ENDING JUNE 30, 2022 –** Clerk/Treasurer Rachor stated that the budget adjustments will increase EMS Fund revenues and expenditures for the increase in EMS Billing funds and underbudgeted expenses.

Upon a motion by Councilmember Courtney and seconded by Councilmember Osborn, Council unanimously approved Resolution No. 662 budget adjustments for Fiscal Year 2021-2022.

**ITEM 6F – ORDINANCE ESTABLISHING A STORMWATER MANAGEMENT PLAN –** Administrator Parnell stated there is a need to establish a Stormwater Management Plan to maintain storm water for future developments.

Upon a motion by Councilmember Bass and seconded by Councilmember Shivers, Council unanimously approved to advertise an Ordinance Establishing a Stormwater Management Plan.

**ITEM 6G – EASTERN PLAINS COUNCIL OF GOVERNMENTS MEMBERSHIP FOR FISCAL YEAR 2022-2023 –** Administrator Parnell stated that the membership provides a great service to the Village of Logan. The Council consensus was to renew the membership. Administrator Parnell was appointed as the designated representative and Mayor Babb as the alternate.

Upon a motion by Councilmember Osborn and seconded by Councilmember Bass, Council unanimously approved the Eastern Plains Council of Governments Membership for 2022-2023 and to appoint Administrator Parnell as the designated

representative and Mayor Babb as the alternate.  
Councilmember Courtney abstained from voting.

**ITEM 7 – OLD BUSINESS – None**

**ITEM 8 – MISCELLANEOUS BUSINESS – None**

**ITEM 9 – ADMINISTRATIVE REPORT** – 1) Chief Paris and I have identified several locations to improve safety on the following intersections where stop signs will be addressed: North / South - First Street and School Street, Cactus and Osage. East / West - First Street and Gallegos, Mohawk and Grayling, Mohawk and Cherokee. 2) Cemetery Cleanup scheduled for 20, May in preparation for Memorial Day on 30, May 2022. The village will provide trash bags for the cleanup at the cemetery and Farmers Electric Coop has volunteered their services to help village maintenance staff clear brush and trim trees. In addition, the village will wave dump fees on the 20<sup>th</sup> and 21<sup>st</sup> to encourage residents to pick up around their homes as well. 3) We have renewed the Professional Services Contract with Presbyterian Healthcare for the Fiscal Year 7/01/22-6/30/23 this contract is for the annual rent of \$6,000.00 to be paid in monthly installments of \$500.00 per month. We are remaining in contact with PHS regarding state funding applications for April of 2023. 4) Open Fire and Fireworks Ban will remain in effect until 24, June at this time we will reevaluate with the state, county and local officials to keep the ban in place for an additional Sixty (60) days if the danger is still present. 5) The Village of Logan has been asked to host the Eastern Plains Council of Government annual meeting on 8, June at 10am I would like to ask any council members who can attend to let me know so we can have a head count on lunch plans. 6) I spent the day with NV5 Engineering Group where we are making preliminary plans for water and sewer improvements with Capital Outlay Funds of \$550,000.00 and \$360,000.00 respectively. These are shovel ready projects. In addition, we are considering recreational areas for future development on land currently owned by the Village on south 540 loop. 7) Budget Workshop Monday 16, May 2pm and Monday 23, May 4pm.

**ITEM 10** – Announcement of the next regular meeting on Tuesday, June 14, 2022, at 4:30 p.m. at the Village Governing Body Meeting Room, 108A US Highway 54.

**ITEM 11 – ADJOURNMENT** - Upon a motion by Councilmember Osborn and seconded by Councilmember Courtney, Council unanimously approved to adjourn the meeting.

ATTEST:

  
Rosalie Rachor  
Clerk/Treasurer



  
David Babb  
Mayor