

**VILLAGE OF ANGEL FIRE  
Special Council Meeting Minutes  
Wednesday January 4<sup>th</sup>, 2012 at the Village Hall**

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**I. Call to Order**

Mayor Hamilton called the meeting to order at 11:00AM

**II. Pledge of Allegiance**

Mayor Hamilton called for the Pledge of Allegiance.

**III. Roll Call**

Present were Mayor Hamilton, Mayor Pro-tem Howe, Councilor Germscheid, Councilor May, Councilor Welker. Also present was Village Clerk Terry Cordova. A full quorum was present.

**IV. Approval of Agenda**

Mayor Pro-tem Howe made the motion to approve the agenda as written .Councilor Welker seconded the motion. Motion carried 4-0

**V. Business**

**1) New**

**A. Executive Session Per NMSA 10-15-1H (2)**

**1. Personnel Matters**

**A. Interview Potential Candidates for Interim Administrator**

Mayor Pro-tem Howe made the motion to go into executive session at 11:01am to interview potential candidates for interim administrator, Councilor Welker seconded. Motion carried 4-0

At 1:27pm council took a break for lunch  
At 2:10pm council resumed their interviews

At 4:49pm council returned from executive session. Mayor Hamilton stated that they only discussed what was on the agenda and that no discion was made.

Mayor Pro Tem Howe made the motion that we authorize the Mayor to negotiate a contract for interim administrator with the number one ranking candidate Tomas Benavidez, if he is not available, then we are directing the Mayor to negotiate a contract with the number two candidate John Sutherland. Councilor Welker seconded. Councilor May wanted to make sure that the council was sure that Tomas Benavidez was the one first and John Sutherland second. Councilors May and Germscheid both stated that they rated John higher then Tomas. Councilor Welker stated that he too had ranked him higher but only by one point, they each bring something a little bit different to the table but overall what they can bring to the village I would be satisfied with either one. Mayor Hamilton and Mayor Pro-tem Howe both stated that they rated Tomas high. Councilor Germscheid asked the Mayor how he felt Tomas would fit in with the employees. Mayor Hamilton said that was why he picked Tomas because he felt he would fit well with the employees. Councilor May asked the other committee members how they felt. Rick Sprott stated that he felt the motion was well put. Dennis Edwards agreed. Motion Carried 4-0  
Mayor Hamilton thanked the committee for their hard work.

**2) New**

**A. Consider Approval of overtime in Finance and two Temp. Employees in Finance**

Lupita de Herrera Finance Director went over the following changes in finance .First to advertise for an MVD clerk. With Deborah Bredthauer injuries she will be out for six weeks or more. I would like to place an ad for a part time person for MVD and when Deborah returns place her in finance. The MVD department generates approximately \$5,095.00 each month in revenues .Mayor Pro-tem Howe asked when Deborah comes back and she works in finance will she still be paid out of MVD . Lupita said yes because she did not budget for an extra person in the general fund. The second request was to allow for 32 hours of overtime for the utility billing clerk and the finance clerk. The over time for the Finance clerk would be \$870.00 and for the billing clerk it would be \$775.00 with 75% of

that being paid out of the enterprise fund . The third request is approve a contract with Karen Nicolas to clean up the Incode database. The cost of this would be \$2,760.00; this would be paid out of the enterprise and general funds. The fourth request is to have Sally Sollars from the PID to come in and straighten out our grants in preparation for single audits .The cost for this is \$550.00. Mayor Pro-tem Howe made the motion to consider approval for overtime for the finance department for one temporary employee and two contract employees. Councilor Germscheid seconded. Councilor Welker asked which audit years were going to have the single audits. Lupita stated that 08 and possibly 09 and 10. Mayor Hamilton stated that this was recognized by our auditors and that we needed to get this work done now. Councilor May asked why Lupita was coming to council when our whole idea is that you can move funds within the general fund and you don't have to come to us for overtime. Lupita stated that at budget time there was only overtime in water /sewer and fire and police. I did not want it to come to the end of the year and council not know what was done, and because we did not budget for overtime in finance and now we need it. Lupita went over some of the problems with Incode and bank reconciliation ,where in one report it show a balance in the general ledger of \$7 million and another it shows we have \$5 million in the bank ,which is clearly wrong. Councilor Welker added that when we approved Lupita contract with the credentials and experience she presented to us and how I was looking at this is not that someone has to micro manage you . Because I personally hired you with the idea that you have that background and you could do the job. I now understand you need some support and you do not need to be micro managed. With no further discussion .Motion carried 4-0

**B. Consider Approval of Resolution 2012-01 amending Resolution 2011-33 Establishing Signatory Authority**

Terry Cordova Village Clerk explained that in September 2011 the council approved a resolution establishing signature authority. What has happened since then is that we are minus two of the signors from item B. We are minus an administrator and HR director and if something were to happen to the clerk the payables department would not have anyone else to sign. My proposal is to temporally amend this resolution until we are fully staffed. Mayor Pro-tem Howe made the motion that in the absence of the village clerk checks can be signed by two of the authorized signors from option A in the original resolution 2011-33. Councilor Germscheid seconded. Councilor Germscheid made the motion to amend the resolution to include that this resolution will stay in effect until we have village administrator and or HR director. Councilor May seconded. Motion carried 4-0 With no further discussion the motion carried 4-0 with Mayor Pro-tem Howe -aye, Councilor Germscheid -aye, Councilor May-aye, Councilor Welker -aye

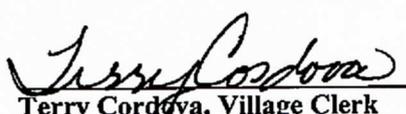
**X. Adjournment**

Councilor May made the motion to adjourn the meeting at 5:40pm, Councilor Welker Second the motion. Motion carried 4-0.

**Passed, Approved and Adopted on this 24<sup>th</sup> day in January 2012.**

  
Stuart Hamilton, Mayor

**ATTEST:**

  
Terry Cordova, Village Clerk