



Village of Wagon Mound
Regular Meeting Agenda
Tuesday, March 8, 2022 - 6:00PM
Presiding Mayor – Andres Martinez

SEE INFO ON REVERSE FOR ZOOM MEETING ATTENDANCE

* - Indicates an action item

During this meeting the Mayor and Council may convene into Executive Session
as allowed by Section, 10-15-1, H 1-10. NMSA 1978

I. Call to Order and Pledge of Allegiance

II. Roll Call: Mayor Andres Martinez, Mayor Pro Tem Eldie R. Cruz, Councilor Adrian A. Clouthier, Councilor Paul A. Miera, Councilor Claudia M. Martinez.

III. *Approval of Agenda

IV. *Approval of Minutes for:

- a. Regular Meeting Minutes February 15, 2022
- b. Special Meeting Minutes February 24, 2022

V. Public Input: Please sign in if you would like to participate (limited to 3 minutes per person)

VI. Comments or Concerns of Council

VII. Business Matters

1. *Discussion/Approval/Disapproval: Acceptance of purchase of back tires for the backhoe.
2. *Discussion/Approval/Disapproval: Acceptance of quote to haul Champion Motor Grader from Las Vegas NMDOT yard to Wagon Mound.
3. *Discussion/Approval/Disapproval: Approval of quote from MHQ of New Mexico to purchase and install safety lights and a backup alarm on the F350 utilizing FY22 Capital Outlay funds.
4. *Discussion/Approval/Disapproval: Review and approval of quote from San Bar for purchase of street signs and road work safety equipment.
5. *Discussion/Approval/Disapproval: Applying for FY23 Law Enforcement Protection Funds utilizing the Joint Powers Agreement with Mora County Sheriff's Office.
6. *Discussion/Approval/Disapproval: Appointment of Lori Trujillo to the Wagon Mound Housing Authority Board.
7. *Discussion/Approval/Disapproval: Advertising for hire of a full-time Utilities Assistant.

VIII. Monthly Reports

- A. *Approval Item –Approval of Vouchers (payment to vendors) Clerk Treasurer Amber Alcon
- B. Utility Delinquent List – Deputy Clerk, Colleen Engelhardt
- C. Utility Superintendent – Utility Superintendent, Gary Sanchez
- D. MVD Reports – MVD Manager, Amber Alcon
- E. Mora County Sheriff's Office Report
- F. Housing Authority – Northern Regional Housing Authority
- G. Wagon Mound Fire Department – Fire Chief
- H. Bean Day Association – President, Luis Lopez

IX. Old Business

X. Mayor's Report

XI. Adjourn

**THIS MEETING WILL BE OPEN TO IN-PERSON AND ZOOM ATTENDANCE.
TO PARTICIPATE VIA ZOOM, PLEASE FOLLOW THE DIRECTIONS BELOW.**

MEETING ID: 832 7213 8099

PASSCODE 201028

PLEASE CONNECT STARTING AT 5:45PM SO THE MEETING CAN BEGIN AT 6:00PM

- TO CONNECT USING A CELL PHONE OR LANDLINE: DIAL 1-346-248-7799 - WHEN PROMPTED, ENTER THE MEETING ID AND PASSCODE
- TO CONNECT USING A COMPUTER OR TABLET: FOLLOW ONE OF TWO OPTIONS:
 - 1) CONTACT VILLAGE HALL (575-666-2408 or deputyclerkwagonmound@gmail.com) AND PROVIDE US WITH YOUR EMAIL ADDRESS. WE WILL SEND YOU AN EMAIL WITH A LINK TO ACCESS THE MEETING. ON MARCH 8th, CLICK ON THE LINK AND ENTER THE MEETING ID AND PASSCODE WHEN PROMPTED.
 - OR-----
 - 2) ON MARCH 8th, GO TO www.zoom.com, CLICK ON JOIN A MEETING, AND ENTER THE MEETING ID AND PASSCODE WHEN PROMPTED.



I. Call to Order and Pledge of Allegiance

II. Roll Call was taken by Clerk Treasurer Amber Alcon. Mayor Martinez, Councilor Clouthier, Councilor Miera, and Councilor Martinez were present. Mayor Pro Tem Cruz arrived at 6:02PM immediately after roll call was taken.

III. *Approval of Agenda

Motion to approve the agenda was made by Councilor Martinez, seconded by Councilor Clouthier. (Vote 4-0) Motion carried with all in favor.

ROLL CALL: Cruz = Yes; Clouthier = Yes; Martinez = Yes; Miera = Yes

IV. *Approval of Minutes for:

A. Regular Meeting Minutes February 15, 2022

Motion to approve the February 15, 2022 Regular Meeting Minutes was made by Councilor Miera, seconded by Mayor Pro Tem Cruz. (Vote 4-0) Motion carried with all in favor.

ROLL CALL: Cruz = Yes; Clouthier = Yes; Martinez = Yes; Miera = Yes

B. Special Meeting Minutes February 24, 2022

Motion to approve the February 24, 2022 Special Meeting Minutes was made by Mayor Pro Tem Cruz, seconded by Councilor Clouthier. (Vote 4-0) Motion carried with all in favor.

ROLL CALL: Cruz = Yes; Clouthier = Yes; Martinez = Yes; Miera = Yes

V. Public Input: Please sign in if you would like to participate (limited to 3 minutes per person)

- None

VI. Comments or Concerns of Council

- None

VII. Business Matters

1. *Discussion/Approval/Disapproval: Acceptance of purchase of back tires for the backhoe.

- Mayor Martinez stated the Village previously purchased the front tires for the backhoe, and the back tires were also purchased because, upon inspection, they were weathered with dry rot. The Mayor stated three quotes were obtained, and tires were purchased from Garcia Tire with the lowest quote. However, he stated, the Village just learned that Garcia Tire has a state contract so in the future the Village can buy directly from them. Deputy Clerk Colleen Engelhardt stated the total cost was \$1,274.63.

Motion to approve purchase of back tires for the backhoe from Garcia Tire was made by Councilor Martinez, seconded by Mayor Pro Tem Cruz. (Vote 4-0) Motion carried with all in favor.

ROLL CALL: Cruz = Yes; Clouthier = Yes; Martinez = Yes; Miera = Yes

2. Discussion/Approval/Disapproval: Acceptance of quote to haul Champion Motor Grader from Las Vegas NMDOT yard to Wagon Mound.

- Mayor Martinez stated the Village acquired a grader from the NMDOT Hardship Sale. He stated two quotes were obtained to haul the grader from the Las Vegas DOT yard, and a third company was

contacted but did not have the right trailer to haul a grader. He stated the May Industries quote was selected in the amount of \$550.00. The Mayor stated the grader is in really good condition.

Motion to approve the May Industries quote to haul the champion grader from Las Vegas to Wagon Mound was made by Councilor Miera, seconded by Mayor Pro Tem Cruz. (Vote 4-0) Motion carried with all in favor.

ROLL CALL: Cruz = Yes; Clouthier = Yes; Martinez = Yes; Miera = Yes

3. *Discussion/Approval/Disapproval: Approval of quote from MHQ of New Mexico to purchase and install safety lights and a backup alarm on the F350 utilizing FY22 Capital Outlay funds.
- Mayor Martinez stated this quote will allow for installation of a backup alarm and safety lights on top of the cab as well as at the rear of the truck, and Capital Outlay funds will be utilized.
 - Councilor Miera stated the blue trash truck still does not have a backup alarm. Mayor Martinez stated Abel has been standing at the rear of the truck directing when the truck is reversing. Councilor Miera stated he has seen Abel, but he was not wearing a safety vest to be more visible.
 - Deputy Clerk Colleen Engelhardt stated MHQ is affiliated with Chalmers Ford, and both companies have state contracts. She stated the total cost of the quote is \$3,841.00.

Motion to approve the MHQ quote to purchase and install safety lights and a backup alarm on the F350 utilizing FY22 Capital Outlay funds was made by Mayor Pro Tem Cruz, seconded by Councilor Clouthier. (Vote 4-0) Motion carried with all in favor.

ROLL CALL: Cruz = Yes; Clouthier = Yes; Martinez = Yes; Miera = Yes

4. *Discussion/Approval/Disapproval: Review and approval of quote from San Bar for purchase of street signs and road work safety equipment.
- Mayor Martinez stated first responders, law enforcement, and delivery companies have expressed concern with finding addresses due to missing street signs. He stated he and the Deputy Clerk drove throughout the Village and noted all signs that need to be replaced for a total of 43 signs. He stated this is primarily a safety concern for first responders locating a residence. The Mayor stated when the recent water main break was being repaired on Hwy 120, the Village ended up having to borrow traffic control equipment from the DOT. He stated he would like to purchase the safety barrels, cones, flags and traffic control signs so the Village has its own equipment in the future. He stated the quote total is \$3,273.15.
 - Deputy Clerk Colleen Engelhardt stated the street signs will be paid out of the General fund for a total of \$1,179.00, and the safety equipment will be paid out of the Utilities fund for a total of \$2,094.15.

Motion to approve the San Bar quote to purchase street signs and road work safety equipment was made by Councilor Martinez, seconded by Councilor Miera. (Vote 4-0) Motion carried with all in favor.

ROLL CALL: Cruz = Yes; Clouthier = Yes; Martinez = Yes; Miera = Yes

5. *Discussion/Approval/Disapproval: Applying for FY23 Law Enforcement Protection Funds utilizing the Joint Powers Agreement with Mora County Sheriff's Office.
- Clerk Treasurer Amber Alcon stated the Village is required to apply for these funds annually, and the application is due by March 31st. She stated the current LEPF funds will expire at the end of June, and the FY23 funds have increased from \$20K to \$45K.
 - Mayor Pro Tem Cruz asked if the Village is the fiscal agent for these funds. Amber stated these are LEPF funds allocated to the Village to be spent on law enforcement needs such as uniforms, equipment, and training. She stated any equipment purchased is owned by the Village, and it will

come back to the Village should the Joint Powers Agreement ever be terminated. She stated MCSO will also be applying for their own LEPF funds.

Mayor Pro Tem Cruz asked if the Village maintains an inventory of the items purchased. Mayor Martinez stated all purchases have been documented on an inventory list. Mayor Pro Tem Cruz asked if there is a way to ensure the equipment is still with MCSO, and Deputy Clerk Colleen Engelhardt stated the Village has the right to inspect the items purchased. Mayor Martinez suggested the Village schedule a time to go to Mora to inventory the items, record serial numbers, and engrave items as belonging to the Village of Wagon Mound.

- Councilor Clouthier clarified that the LEPF funds the Village is applying for is given to the Village. Amber stated these funds are distributed to the Village, and Colleen stated this is why Council approval is required for their Purchase Requests. Colleen stated the funds may only be spent on specific items that help improve the quality of the service being provided.

Motion to approve applying for the FY23 Law Enforcement Protection Funds was made by Councilor Martinez, seconded by Councilor Clouthier. (Vote 4-0) Motion carried with all in favor.

ROLL CALL: Cruz = Yes; Clouthier = Yes; Martinez = Yes; Miera = Yes

6. *Discussion/Approval/Disapproval: Appointment of Lori Trujillo to the Wagon Mound Housing Authority Board.

- Deputy Clerk Colleen Engelhardt stated Mrs. Trujillo contacted the office to express her interest in serving on the housing board, but she did state she has a few possible conflicts including jury duty during April and a surgery over the summer. Colleen stated, if Lori is approved, she will send her contact information to Northern Regional Housing Authority, and they will contact her to make arrangements. Colleen stated there is still one more vacant seat on the housing board that needs to be appointed.

Motion to approve appointment of Lori Trujillo to the Wagon Mound Housing Authority board was made by Mayo Pro Tem Cruz, seconded by Councilor Clouthier. (Vote 4-0) Motion carried with all in favor.

ROLL CALL: Cruz = Yes; Clouthier = Yes; Martinez = Yes; Miera = Yes

7. *Discussion/Approval/Disapproval: Advertising for hire of a full-time Utilities Assistant.

- Mayor Martinez stated due to the tragedy that occurred last weekend, the Village will need to hire a Utilities Assistant. He stated Eugene Armijo was a great guy and an outstanding worker, and his loss is very sad.

Motion to approve advertising for hire of a full-time Utilities Assistant was made by made by Mayor Pro Tem Cruz, seconded by Councilor Miera. (Vote 4-0) Motion carried with all in favor.

ROLL CALL: Cruz = Yes; Clouthier = Yes; Martinez = Yes; Miera = Yes

VIII. Monthly Reports

A. *Approval Item –Approval of Vouchers (payment to vendors) Clerk Treasurer Amber Alcon

- Clerk Treasurer Amber Alcon noted a payment of \$7,480.18 paid to New Mexico Workforce Solutions for unemployment claims from the prior Municipal Clerk and prior MVD Manager.
 - Councilor Miera asked if there will be additional payment from these claims, and Amber stated she believes there will not be any more payments. Mayor Martinez stated that unemployment claims received extensions due to COVID, and the claims were approved without being notified of the claim. He stated the Village would have contested the claims.
 - Amber stated she has been checking the Workforce Solutions website to ensure the Village is aware of any claims that are made.

- Amber stated the remaining payments made are for regular monthly bills.
- Amber reported she will be attending a virtual meeting with New Mexico Workforce Solutions on March 11th to learn more about the NM Help and unemployment programs. She stated she'll also be attending a virtual workshop for the budget process on March 16th. She stated be attending the CFOA Workshop and the Spring Meeting in Santa Fe on April 19-22. She stated these trainings will start her process of accruing credits toward gaining her Certified Municipal Clerk certification.

Motion to approve the monthly vouchers was made by Councilor Martinez, seconded by Councilor Clouthier. (Vote 4-0) Motion carried with all in favor.

ROLL CALL: Cruz = Yes; Clouthier = Yes; Martinez = Yes; Miera = Yes

B. Utility Delinquent List – Deputy Clerk, Colleen Engelhardt

- February Active Accounts – 12 letters sent with total delinquency of \$789.36, and a total of \$1,388.17 received in payments. The Village had to proceed with two shut-offs for non-payment:
 - C13002 – shut-off on morning of February 24th, \$75.00 shut-off fee was applied to the account, and the full account balance, including current charges, was paid on the morning of February 25th. Service was reinstated after payment was received.
 - 221900 – shut-off on the morning of February 24th after a few phone calls with the customer who stated he was choosing to make payment, but he wanted to make at a later time. Colleen stated she explained to the customer that payment would need to be made immediately, and the customer refused. She stated she has not heard back from the customer, and his full account balance must be paid prior to reinstatement.
- February Inactive Accounts – 9 letters sent with total delinquency of \$1,203.01 and no payments were received.

C. Utility Superintendent – Utility Superintendent, Gary Sanchez

- Water – Chlorine residual is at 0.05mg/L and more chlorine will be needed before April
 - Gary reported he has been in contact with James Cooke and Hobson (JCH) regarding the installation of the altitude valve. He confirmed the Village will do the installation and JCH do the start-up process. He stated he's anticipating doing this in early April.
- Wastewater – Gary stated he wants to start discharging from the lagoons in April so he will take the 1st Quarter samples to Albuquerque for analysis in March. He stated he will pick-up chlorine from DPC when he takes the samples.
 - Gary reported he attended a water and wastewater training in Farmington recently. He stated he is required to take 30 credits of trainings before the end of April, and he currently has 16 credits. He stated he will be registering for online courses to obtain the remaining credits needed.
- Natural Gas – nothing to report.
- Gary stated the Village purchased a plow, a crane, and the grader through the NMDOT Hardship sale. He stated he went to Roswell to pick-up the plow, and the Mayor went to Albuquerque to pick-up the crane.
- Councilor Miera asked Gary to please have Abel wear a safety vest. He stated he just doesn't want to see anyone get hurt. Councilor Miera stated he knows the vests can be uncomfortable, but it is important to be visible. Mayor Martinez stated the Village can order more safety vests.

D. MVD Reports – MVD Manager, Amber Alcon

- Amber stated transactions processed in February totaled \$6,266.44. She stated activity was strong in February, and activity in March has been off to a good start as well.

E. Mora County Sheriff's Office Report

- Absent

Housing Authority – Northern Regional Housing Authority

- Deputy Director Natasha Martinez reported they have been working with the auditor to complete the audit for Wagon Mound Housing Authority.
- She stated occupancy is at 100%, and money is coming in steadily. She stated it is appearing that operations are costing a little more than the moneys generated, but they will be addressing possible changes to flat rents and utilities allowances.
- Natasha stated the Site Manager, Coleen, has been doing recertifications and inspections to ensure the tenants are being taken care of.
- Deputy Clerk Colleen Engelhardt asked if there is a timeline for completing the audit, and Natasha stated she'll be working with the auditor tomorrow. She stated the tenant files have been difficult because previously the tenants were not required to provide certain documents or information that should have been required. She stated they are working toward gathering the information.

G. Wagon Mound Fire Department – Fire Chief

- Absent

H. Bean Day Association – President, Luis Lopez

- Absent

IX. Old Business

- Deputy Clerk Colleen Engelhardt reported the Senior Center project is moving along, but an issue has arisen with the installation of the dishwasher and kitchen hoods. She stated the architect and one of the subcontractors are working through issues with the specifications for the hood ducts and the way the roof was installed. She stated the electrical work has begun but needs to be finished, and Highland Construction just has small tasks remaining such as installing shelving in closets and fire extinguisher cabinets. She stated once the mechanical and electrical work are complete, Highland Construction will clean and polish the floors and install the cove base. Colleen stated the Village has been looking into purchasing kitchen equipment.
 - Mayor Martinez stated he is considering reducing the parking lot size to a paved area for about 25 cars to save money.
- Colleen stated the monitoring wells project has been closed out, and the Village will be issuing the final checks to the well drilling company and the engineer this week.
- Mayor Martinez stated the Village has submitted a request with the DOT for funds to complete the sidewalk project running in front of the housing units and Senior Center to the rodeo grounds. He stated the Village will be requesting a match waiver on the funds.
 - Colleen stated at the February meeting, Council approved applying for DOT Coop funds to install sidewalks on both sides of the street and pave the final section of S Catron leading into the rodeo grounds. She stated she worked with Richard at Dennis Engineering who developed a cost estimate, and if the paving were included the cost would have been excessive for these requests. She stated the request is for \$151K, and the match will be about \$37K if the full funding is received. She stated the Village is obligated to the \$151K, but we will only be charged a 25% match of the funds we spend unless we receive a match waiver.
- Mayor Pro Tem Cruz asked if the Village has looked into recreation grants to help develop the parks and the rodeo grounds.

- o Mayor Martinez stated he is currently working with Las Vegas City Schools for a donation of playground equipment. He stated the Village is planning on installing chain link fence around the Bean Day Park and the park south of the Post Office with Mrs. Daniel's approval.
- o Colleen stated several federal funding sources have been released recently, and recreation opportunities are included. She stated she needs to look into them further.
- o Mayor Pro Tem Cruz suggested working with Teresa Leger Fernandez for federal funding, and Mayor Martinez stated both her office and Ben Ray Lujan's office have been very helpful. He stated the Village is still waiting to hear if a request of \$164K for the Senior Center project will be approved through Congress.

X. Mayor's Report

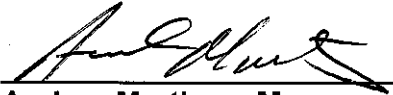
- Mayor Martinez reported it appears the Village will be receiving \$95K for municipal building improvements, \$80K for the Senior Center project, and \$45K for a vehicle. He stated the Governor will be signing the legislation tomorrow.

XI. Adjourn

Motion to approve adjournment was made by Councilor Clouthier, seconded by Councilor Miera. (Vote 4-0) Motion carried with all in favor. The meeting adjourned at 7:02PM.

ROLL CALL: Cruz = Yes; Clouthier = Yes; Martinez = Yes; Miera = Yes

Approved and attested this 12th Day of April 2022.



Andres Martinez, Mayor

Attest: 

Amber L. Alcon, Clerk Treasurer
(SEAL)