



Village of Wagon Mound
Regular Meeting Agenda
Tuesday, December 12, 2023 - 6:00PM
Presiding Mayor – Andres Martinez

* - 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 Claudia M. Martinez, Councilor Paul A. Miera, and Councilor Gabriel J. Maestas.
- III. *Approval of Agenda
- IV. *Approval of Minutes for:
 - A. Regular Meeting November 14, 2023
- 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: Pending litigation – Yates Ranch Property LLP; Jay Land Ltd. Co. v. Village of Wagon Mound, et al.
 2. *Discussion/Approval/Disapproval: Appointment of Clerk Treasurer.
 3. *Discussion/Approval/Disapproval: Review employee evaluations and approval of pay increases for Utilities Assistant and Administrative Assistant/MVD Agent.
 4. *Discussion/Approval/Disapproval: Resolution #2023-15 – Participation in the TPF Program Administered by New Mexico Department of Transportation.
- VIII. Monthly Reports
 - A. *Approval Item –Approval of Vouchers (payment to vendors) Clerk Treasurer
 - B. Utility Delinquent List – Deputy Clerk, Colleen Engelhardt
 - C. Utility Superintendent – Utility Superintendent, Gary Sanchez
 - D. MVD Reports – MVD Manager
 - 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



I. Call to Order and Pledge of Allegiance

II. Roll Call was taken by Deputy Clerk Colleen Engelhardt. Mayor Andres Martinez, Mayor Pro Tem Eldie R. Cruz, Councilor Claudia M. Martinez, Councilor Paul A. Miera, and Councilor Gabriel J. Maestas were all present.

III. *Approval of Agenda

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

IV. *Approval of Minutes for:

A. Regular Meeting November 14, 2023

Motion to approve the November 14, 2023 meeting minutes was made by Councilor Miera, seconded by Mayor Pro Tem Cruz. (Vote 4-0) Motion carried with all in favor.

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: Pending litigation – Yates Ranch Property LLP; Jay Land Ltd. Co. v. Village of Wagon Mound, et al.

- Mayor Martinez recommended convening into Executive Session to discuss both pending litigation and limited personnel matters as allowed by Section 10-15-1, H 1-10 NMSA 1978.

Motion to convene into Executive Session was made by Mayor Pro Tem Cruz, seconded by Councilor C Martinez. (Vote 4-0) Motion carried and all in favor. Maestas = yes; Cruz = yes; C Martinez = yes; Miera = yes

At 6:03PM the meeting convened into executive session.

Motion to adjourn Executive Session and reconvene Regular Session was made by Mayor Pro Tem Cruz, seconded by Councilor C Martinez. (Vote 4-0) Motion carried and all in favor. Maestas = yes; Cruz = yes; C Martinez = yes; Miera = yes.

At 7:29pm, the Regular Session reconvened. Mayor Martinez stated only the pending litigation and limited personnel matters were discussed during Executive Session, and no action was taken.

Motion to confirm pending litigation was discussed and no action for approval or disapproval is necessary at this time was made by Mayor Pro Tem Cruz, seconded by Councilor C Martinez. (Vote 4-0) Motion carried and all in favor.

*Discussion/Approval/Disapproval: Appointment of Clerk Treasurer.

Motion to approve appointment of Amber Anguiano to the Clerk Treasurer position was made by Mayor Pro Tem Cruz, seconded by Councilor C Martinez. (Vote 4-0) Motion carried with all in favor.

- Deputy Clerk Colleen Engelhardt as a Notary Public conducted the Oath of Office for Amber Anguiano as the newly appointed and approved Clerk Treasurer.

3. *Discussion/Approval/Disapproval: Review employee evaluations and approval of pay increases for Utilities Assistant and Administrative Assistant/MVD Agent.

- Mayor Martinez stated both employees have fulfilled their six-month probation period. He stated Utilities Assistant Julian Chavez has almost completed the class to gain his commercial driver license, and he will be taking the final test early next year. He stated Admin Assistant/MVD Agent Julia Olguin has gained all of the necessary certifications to operate the MVD office, including VIN Inspector certification. The Mayor recommended giving each employee a pay increase to \$15.00 per hour.

Motion to approve the Mayor's recommendations was made by Councilor C Martinez, seconded by Councilor Maestas. (Vote 4-0) Motion carried with all in favor.

4. *Discussion/Approval/Disapproval: Resolution #2023-15 – Participation in the TPF Program Administered by New Mexico Department of Transportation.

- Deputy Clerk Colleen Engelhardt stated the NM DOT has approved the Village's request for a match waiver for this project. She stated the overall project award was \$400K with the Village contributing a 5% match. She stated the Village's \$20K match has been waived, and this is a resolution agreeing to the match waiver.

Motion to approve Resolution #2023-15 – Participation in the TPF Program Administered by New Mexico Department of Transportation was made by Councilor C Martinez, seconded by Councilor Maestas. (Vote 4-0) Motion carried with all in favor.

VIII. Monthly Reports

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

- Deputy Clerk Colleen Engelhardt stated in addition to regular monthly payments, the following payments were also made: unemployment compensation to New Mexico Self Insurers Fund (NMSIF), 20% Per Diem to Amber Anguiano after returning from her training, notice to hire in Las Vegas Optic, Julia Olguin's VIN Inspector bond to Walker Agency, attorney fees to Adams+Crow, Garcia Tires for replacing tires on Fire Trucks, and Santa Fe Pawn and Pro Force for approved law enforcement purchases, and contract employee payments to Gabriel Maestas and Paul Martinez.
- Clerk Treasurer Amber Anguiano stated the Village paid the insurance premiums to NMSIF for FY24 coverage.

Motion to November 2023 payment vouchers was made by Mayor Pro Tem Cruz, seconded by Councilor C Martinez. (Vote 4-0) Motion carried with all in favor.

B. Utility Delinquent List – Deputy Clerk, Colleen Engelhardt

- Active Accounts – 10 letters were sent with a total delinquency of \$659.13. Payments received totaled \$922.64 with a due date of November 27th, and all payments were received on time.
- Inactive Accounts – 9 accounts with outstanding balances but 6 letters sent due to no longer having forwarding addresses with a total delinquency of \$937.60. One payment was received in the amount of \$85.29.

C. Utility Superintendent – Utility Superintendent, Gary Sanchez

- Absent – Mayor Martinez explained Gary is on vacation to use up annual time before losing it at the end of the year.

D. MVD Reports – MVD Manage

- Clerk Treasurer Amber Anguiano reported 28 transactions were processed in November for a total of \$2,290.17
- Deputy Clerk Colleen Engelhardt stated Julia has only been able to accept credit and debit cards since Amber stepped down because she was waiting for the State to give her access to be able to process desk top deposits into their account. She state Julia just received authorization to do so

earlier today, but there were a handful of people who were turned away because they only had a check or money order for payment.

E. Mora County Sheriff's Office Report

- Absent – Undersheriff Romero had been present prior to the Executive Session, but he had to leave for a call.

F. Housing Authority – Northern Regional Housing Authority

- Mayor Martinez stated NRHA's auditor contacted the Village's auditor to inform him he will be submitting everything by tomorrow. He stated this will allow our auditor time to get the information into our audit report, and to submit it by our due date, which is Fri, Dec 15th.

G. Wagon Mound Fire Department – Fire Chief

- Mayor Martinez reported he met with Fire Chief Mondragon and a representative of the State Fire Marshal's Office last Thursday to review the WMFD annual audit/inspection. He stated the Fire Marshal is now including the Mayor so the Governing Body can be aware. The Mayor stated it was eye opening because they were written up for seven deficiencies, and they were given a timeline for compliance. Mayor Martinez reported they must start filing certain reports, the Fire Chief must purchase a laptop specifically for his work with the Fire Department, they can only respond to calls when they have four personnel, the fire department and the substation need to be cleaned and maintained inside and out, signage needs to be installed at the substation, and the vehicles need to be maintained. The Mayor stated the Fire Marshal representative explained ways of purchasing new vehicles and equipment without having to save for multiple years, and he informed them of a program where two full-time personnel could be hired with the State paying their wages for the first two years. The Mayor stated there are a variety of programs the Fire Chief can initiate if interested. Councilor C Martinez asked about the reports, and asked if they can be provided to Council. Mayor Martinez asked the Deputy Clerk to provide them each a copy.

H. Bean Day Association – President, Luis Lopez

- Absent

IX. Old Business

- None

X. Mayor's Report

- Mayor Martinez reported on the status of the Senior Center. He stated the electrician is ready for the State Fire Marshal inspection, but the subcontractor that installed the suppression system on the hood has not provided the Fire Marshal's Office with a report on equipment testing. The Mayor stated he is in the process of coordinating with the mechanical contractor, his subcontractor, and the electrician so they can all be present when the inspection is conducted.

KI. Adjourn

Motion to approve adjournment was made by Mayor Pro Tem Cruz, seconded by Councilor Miera. (Vote 4-0) Motion carried with all in favor. The meeting adjourned at 7:46PM.

Approved and attested this 9th Day of January 2024.



Andres Martinez, Mayor

Attest:



Amber L. Anguiano, Clerk Treasurer

(SEAL)

