



Village of Wagon Mound
Special Meeting Agenda
Wednesday, September 30, 2020 - 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 Timothy Cruz, Councilor Adrian A. Clouthier, Councilor Paul A. Miera, and Councilor F. Luis Lopez.
- III. *Approval of Agenda
- IV. Public Hearing: Amending Personnel Ordinance Section 41, Item D – Policy pertaining to Village Closures.
- V. Business Matters
 1. *Discussion/Approval/Disapproval: Adopting Personnel Ordinance 2020-02.
 2. *Discussion/Approval/Disapproval: Advertising for hiring a full-time MVD Manager/Administrative Assistant.
 3. *Discussion/Approval/Disapproval: Reassigning Colleen Engelhardt from part-time Utility Clerk to full-time Deputy Clerk.
 4. *Discussion/Approval/Disapproval: Termination of contract with attorney, Dave Romero, Jr.
 5. *Discussion/Approval/Disapproval: Review and acceptance of quotes to purchase engine for the Ford F250.
 6. *Discussion/Approval/Disapproval: Employee Clothing Allowance.
- VI. Mayor's Report
- VII. Adjourn



I. Call to Order and Pledge of Allegiance

II. Roll call was taken by Clerk Treasurer Monic Martinez. Mayor Andres Martinez, Councilor Adrian A. Clouthier, Councilor Paul A. Miera, and Councilor F. Luis Lopez were present. Mayor Pro Tem Timothy Cruz was absent.

III. *Approval of Agenda

Motion to approve the agenda was made by Councilor Lopez, seconded by Councilor Clouthier. (Vote 3-0)
Motion carried and all in favor.

IV. Public Hearing: Amending Personnel Ordinance Section 41, Item D – Policy pertaining to Village Closures.

- Utility Clerk Colleen Engelhardt explained Public Hearings are an opportunity for citizens to provide comment when the Village is recommending amending or creating an ordinance. However, she stated, no members of the public are present. Colleen read the language of the proposed amendment to Section 41, Item D of the Personnel Policy: “Closures – Closures to the Village Offices and/or operations due to inclement weather, natural disasters, or any other unforeseen circumstances shall be at the discretion of the Mayor.”

V. Business Matters

1. *Discussion/Approval/Disapproval: Adopting Personnel Ordinance 2020-02.

Motion to approve the agenda was made by Councilor Miera, seconded by Councilor Lopez. (Vote 3-0)
Motion carried and all in favor.

2. *Discussion/Approval/Disapproval: Advertising for hiring a full-time MVD Manager/Administrative Assistant.

- Utility Clerk Colleen Engelhardt stated she included in the Council’s packets the prior MVD Manager/Office Assistant Job Description. She stated the Mayor has recommended changing the job title to “MVD Manager/Administrative Assistant,” and she stated the duties and qualifications may also be modified.
- Colleen stated the Clerk Treasurer and she are recommending the duties be separated to have the MVD open all day on Tuesdays and Thursdays, and Mondays, Wednesdays, and Fridays will be allocated to the Administrative Assistant duties.
 - Councilor Miera asked about splitting the time 50/50 with 2.5 days dedicated to MVD, and 2.5 days dedicated to Administrative Assistant.
 - Mayor Martinez stated the prior MVD Manager was operating at 18 hours per week after COVID regulations were put in place. He stated the recommended Tuesday/Thursday schedule will allocate 16 hours to MVD.
- Clerk Treasurer Monica Martinez stated she is recommending to include duties of assisting with grant administration.
- Colleen stated she believes the position should have a requirement of becoming a VIN Inspector because there are very few VIN Inspectors in the area so it brings in customers, and Mayor Martinez agreed.
- Mayor Martinez stated all three office employees will be crossed trained in each other’s position as well.

- Mayor Martinez stated he is recommending a starting pay of \$13.00 per hour, and as the employee gains certifications, they will become eligible for pay increases.

Motion to approve advertising to hire a full-time MVD Manager/Administrative Assistant was made by Councilor Clouthier, seconded by Councilor Clouthier. (Vote 3-0) Motion carried and all in favor.

3. *Discussion/Approval/Disapproval: Reassigning Colleen Engelhardt from part-time Utility Clerk to full-time Deputy Clerk.
 - Mayor Martinez stated he is making this recommendation because Colleen started working full-time in July to help with the transitions in the office. He stated both Colleen and Monica have done an outstanding job as they were able to complete the budget and audit processes. He stated he is also recommending the pay rate remain at \$17.00 per hour.

Motion to approve reassigning Colleen Engelhardt from part-time Utility Clerk to full-time Deputy Clerk at a pay rate of \$17.00 per hour was made by Councilor Clouthier, seconded by Councilor Miera. (Vote 3-0) Motion carried and all in favor.

4. *Discussion/Approval/Disapproval: Termination of contract with attorney, Dave Romero, Jr.
 - Mayor Martinez stated the Council has a copy of the agreement with Mr. Romero, and he stated the Village does not utilize these services very regularly. On occasions when the attorney was contacted, he stated, he felt the issue was either misunderstood or suggestions were offered that did not necessarily pertain to the issue. Mayor Martinez stated should circumstances arise in the future requiring an attorney's advice or work, he would like to pursue a different route.
 - Deputy Clerk Colleen Engelhardt stated when an attorney is contracted and the pay will result in less than \$20K per year, the Village needs to call or email different law firms requesting they provide us with a quote of what they will charge for their services. Then, she stated, the quotes will be reviewed and selected at a Council meeting.

Motion to approve terminating the contract with Dave Romero, Jr, Attorney at Law was made by Councilor Miera, seconded by Councilor Clouthier. (Vote 3-0) Motion carried and all in favor.

5. *Discussion/Approval/Disapproval: Review and acceptance of quotes to purchase an engine for the Ford F250.
 - Mayor Martinez stated the Village has been researching purchasing a new truck for the Utilities staff, and purchasing a new vehicle is too expensive for the Village's budget at this time. He stated he is also interested in fixing this truck because it only had 64K miles on it when the engine blew and because it is already outfitted with mounts for a plow so it will be useful in cleaning the streets in the winter. He stated the Council was provided with three quotes to purchase and install a new engine, and he stated the least expensive quote is from Phil Long Ford in Raton.
 - Councilor Miera stated the likely reason for the engine failure was lack of maintenance, and he would like to see daily checks of the vehicles become part of the staff's routine.
 - Mayor Martinez agreed, and he stated he will need to oversee to ensure the staff checks the vehicles regularly. He also stated he is looking into setting up a service contract in order to keep the oil changes and maintenance on schedule.
 - Deputy Clerk Colleen Engelhardt stated she and the Clerk Treasurer just noticed the quote states, "does not include transfer of manifolds, belt covers, oil pan, and/or water pump, and they are wondering if there may be additional charges for this.
 - Mayor Martinez stated it was his understanding that the new engine to be installed will be a complete unit so these transfers will not be necessary.
 - Councilor Miera suggested further follow-up to confirm.

- Colleen also stated the quote includes tax on the parts, and the Village is tax exempt on tangible goods so the quote will decrease by \$1100.00.
- Mayor Martinez recommended approving the Phil Long Ford quote with the stipulation that the tax will be removed and there will not be additional charges for the transfer of the listed parts. He stated if we discover there will be additional charges, then the quotes will be brought back to Council for review and approval with the additional information.
- Colleen stated by removing the tax on parts, the Phil Long Ford quote will be \$15,896.28.

Motion to approve the Phil Long Ford quote of \$15,896.28 to replace the engine on the F250 was made by Councilor Clouthier, seconded by Councilor Lopez. (Vote 3-0) Motion carried and all in favor.

6. *Discussion/Approval/Disapproval: Employee Clothing Allowance.

- Mayor Martinez stated the Utilities staff have been given a \$500.00 clothing allowance in the past, and they would purchase the items they needed from Big R. He stated he would like Village employees to look more professional and more like a team. He stated he would like the Utilities staff to each to have 5 pairs of pants, 5 shirts, a jacket, coveralls, a beanie, and boots, and he would like the office staff to have polo shirts. He stated he would like the utilities staff to have the same color of shirts and pants, and he suggested a dark blue shirt and brown or beige pants. He stated he would like the shirts and jackets to all be embroidered with the Village logo, and the employee's name and title.
 - Councilor Lopez stated this will help the public recognize staff as Village employees.
 - Councilor Miera asked how frequently they will be allotted the uniform purchase. Mayor Martinez stated it is an annual allowance, but this year the Utilities staff will need more items. He stated next year, they may not need everything, and the items they do need will be reviewed at that time.

Motion to approve the Mayor's recommendations for employee's clothing purchases was made by Councilor Miera, seconded by Councilor Lopez. (Vote 3-0) Motion carried and all in favor.

VI. Mayor's Report

- New Senior Center – Mayor Martinez stated he has not been able to get in contact with the Contractor. He did speak with the Architect, who has been trying to reach the Contractor as well. He stated Monica contacted Aging and Long Term Services, and she was informed that the Village has the ability to pull the Contractor's bond to get the job finished.
 - The Mayor reported he finally reached the Contractor today who stated he has had a hard time getting an electrician lined out because the prior electrician is now working for the State as an inspector. The Contractor said the only electrician he has been able to find will not be available for 6-8 weeks. The Mayor suggested hiring an electrician from Wagon Mound, Santiago LeDoux, who has his Journeyman's license. The Contractor stated he would try to find an electrician with a Contractor's license under which Santiago could do the work.
 - Mayor Martinez stated he has become aware that Highland Construction is building a big home in Ocate, and it seems they are spending their time on that project.
- Citizen Complaints about Dogs on South End of Town – Mayor Martinez stated he contacted the San Miguel Sheriff's Office, and they sent an Animal Control worker to assist. He stated the two female dogs were collected, and the Animal Control worker was planning on returning for the rest of the dogs. However, he stated, a family member showed up creating a scene, and she did not allow any more dogs to be taken. The Mayor stated he has shared the Village's dog ordinances with Mora County Sheriff's Office, and they are working toward an agreement between Wagon Mound and Mora and San Miguel Counties.
 - Councilor Miera suggested, at minimum, adopting a registration and/or leash law. He stated enforcing these ordinances could generate some revenue, and it holds the owner's more accountable.
 - Colleen stated she believes a registration or tag program would give more legal backing when a citizen is not complying with keeping their dogs contained to their property.

- Speed Bumps – Mayor Martinez stated the first set of speed bumps will be installed by next week.
 - Councilor Miera asked if the signs need to be installed before the bumps to give drivers a heads-up, and he also asked if they’ll be installed at an angle to ensure drivers slow down.
 - Mayor Martinez stated the signs only need to be installed once the bumps are installed.
- Trash Truck – Mayor Martinez stated the truck should be ready to be picked-up soon. He stated the mechanic was able to get the arm lift functioning, and he believes he has found the problem with getting power to the compactor. The Mayor stated it should be ready by tomorrow afternoon, but the mechanic requested sending someone who operates the truck so they can go through the controls together to ensure everything is working.
 - The Mayor stated he has been in contact with the City of Las Vegas regarding donating a trash truck to the Village because they are in the process of updating their fleet.
- Ideas to Generate More Revenue for the Village – Mayor Martinez stated he has been brainstorming ideas to help generate more funds for the Village, and he suggested the idea of possible installing a solar farm on the back corner of the rodeo grounds property. Deputy Clerk Colleen Engelhardt stated there are two ways this could be done: 1) the Village will operate its own electricity utility by supplying the Village directly with power generated by the solar farm. She stated this would require a lot of capital and management from the Village; 2) work with Springer Electric to generate electricity for their grid, and the Village would gain revenue by Springer Electric paying the Village for the electricity, but she stated, she believes Springer Electric will manage the solar farm.
 - Mayor Martinez stated his other idea is to purchase the park property from the Post Office to 271, and rent the property south of the Bean Day Park area to a water bottling plant.
 - Councilor Lopez stated he thought the water was not drinkable because of contaminated from railroad operations. Mayor Martinez stated he understood once the water runs for a while it clears and becomes potable.
 - Councilor Lopez stated the property all along the tracks are contaminated.
 - Colleen stated if the Village owns land, there are all kinds of opportunities with the Main Street grants. She stated the Village could build a building and rent it to any kind of business.
- Mayor Martinez stated the Village will continue researching the options for a solar farm. He stated he would also like the Village to pursue a property clean-up ordinance to address the properties with lots of garbage, old vehicles and debris piling up.

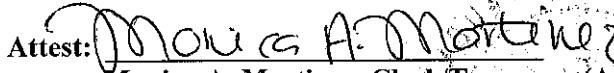
VII. Adjourn

Motion to adjourn was made by Councilor Miera, seconded by Councilor Lopez. (Vote 3-0) Motion carried with all in favor. The meeting adjourned at 7:00PM.

Approved and attested this 20th Day of October, 2020.



 Andres Martinez, Mayor

Attest: 
 Monica A. Martinez, Clerk/Treasurer (Appointed)

