



Village of Wagon Mound
Regular Meeting Agenda - AMENDED
Tuesday, April 12, 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 Claudia M. Martinez, and Councilor Paul A. Miera,

III. *Approval of Agenda

IV. *Approval of Minutes for:

A. Regular Meeting Minutes March 8, 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: Approval of hiring Malaika Martinez Armijo to fill the MVD Agent/Administrative Assistant position.
2. *Discussion/Approval/Disapproval: Approval of hiring Abel Moreno to fill the Utilities Assistant position.
3. *Discussion/Approval/Disapproval: Posting notice to hire temporary employees through Help New Mexico's Workforce Placement program.
4. *Discussion/Approval/Disapproval: Approval of Clerk Treasurer Amber Alcon attending the Clerks and Finance Officers Association Spring Meeting training in Santa Fe April 19th-April 22nd.
5. *Discussion/Approval/Disapproval: Purchasing surety bonds for MVD Agent and Clerk Treasurer.
6. *Discussion/Approval/Disapproval: Acceptance of donation of playground equipment from Las Vegas City Schools.
7. Discussion: Updating contract with Daniels Ranches, Inc to lease park properties.
8. *Discussion/Approval/Disapproval: Review and accept purchase of four tires from Garcia Tire for the Champion grader.

9. *Discussion/Approval/Disapproval: Review and accept invoice from Sandoval's Auto & Truck Repair for repairs to white Volvo trash truck utilizing FY22 Capital Outlay funds.
10. *Discussion/Approval/Disapproval: Review and approve invoice invoices from Pete's Equipment to assess problem with sewer jetter.
11. *Discussion/Approval/Disapproval: Renew Operating Agreement with Colfax County Senior Citizens, Inc allowing for operations of Wagon Mound Senior Center.
12. *Discussion/Approval/Disapproval: Renew contract with Southwest Accounting Solutions for FY23 audit services.
13. *Discussion/Approval/Disapproval: Renew contract with White Sands Drug and Alcohol Compliance.
14. Discussion: Establishing an ordinance to address illegal dumping, inoperable vehicles, and/or public nuisances.
15. Discussion: Review Joint Powers Agreement in cooperation with Mora County for use of the Village Transfer Station.

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: 882 1751 2200

PASSCODE: 657219

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 APRIL 12th, CLICK ON THE LINK AND ENTER THE MEETING ID AND PASSCODE WHEN PROMPTED.
- OR-----
- 2) ON APRIL 12th, 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: Mayor Andres Martinez, Mayor Pro Tem Eldie R. Cruz, Councilor Claudia M. Martinez, and Councilor Paul A. Miera were present. Councilor Adrian A. Clouthier was absent.

III.*Approval of Agenda

- Mayor Martinez stated item #10 under Business Matters needs to be edited to read "Review and approve invoices" rather than "invoice."

Motion to approve the agenda as amended was made by Councilor C. Martinez, seconded by Councilor Miera. (Vote 3-0) Motion carried with all in favor.

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

IV.*Approval of Minutes for:

A. Regular Meeting Minutes April 12, 2022

- Mayor Pro Tem suggested using Councilor Claudia Martinez's first initial in the minutes to differentiate between the Mayor and the Councilor.

Motion to approve the agenda was made by Mayor Pro Tem Cruz, seconded by Councilor C Martinez. (Vote 3-0) Motion carried with all in favor.

ROLL CALL: Cruz = Yes; C 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

- Mayor Pro Tem Cruz asked if the Village has an external microphone to utilize with the laptop for zoom attendees. Clerk Treasurer Amber Alcon stated the Village does not, but she stated she believes this will be the last meeting to offer zoom. Mayor Martinez stated he would like to purchase a mic for this purpose in case zoom attendance becomes necessary again in the future.
- Mayor Pro Tem Cruz asked about the mini hoop houses at the housing units. He asked if they can be dismantled and removed because most of them are torn up and not used. Mayor Martinez stated we can ask when housing gives their report.

VII. Business Matters

1. *Discussion/Approval/Disapproval: Approval of hiring Malaika Martinez Armijo to fill the MVD Agent/Administrative Assistant position.

- Mayor Martinez stated he conducted interviews for the five applicants with Clerk Treasurer Alcon and Councilor C Martinez. He stated Ms. Martinez Armijo stood out among the applicants, and he is recommending hiring her for this position starting at an hourly wage of \$13.00.

Motion to approve the Mayor's recommendation to hire Malaika Martinez Armijo to fill the MVD Agent/Administrative position was made by Councilor C Martinez, seconded by Mayor Pro Tem Cruz.

(Vote 3-0) Motion carried with all in favor.

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

2. *Discussion/Approval/Disapproval: Approval of hiring Abel Moreno to fill the Utilities Assistant position.

- Mayor Martinez stated there was only one applicant, and the interview was conducted by himself, Councilor Miera, Clerk Treasurer Alcon, and Utilities Superintendent Sanchez.

- Councilor Miera stated the interview went well, and the applicant responded well to the questions. Mayor Martinez recommended the hiring of Abel Moreno to fill the Utilities Assistant position starting at an hourly wage of \$13.00.

Motion to approve the Mayor's recommendation to hire Abel Moreno to fill the Utilities Assistant position was made by Councilor Miera, seconded by Mayor Pro Tem Cruz. (Vote 3-0) Motion carried with all in favor.

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

3. *Discussion/Approval/Disapproval: Posting notice to hire temporary employees through Help New Mexico's Workforce Placement program.
- Mayor Martinez stated Help NM is a job placement program through Workforce Solutions to help people out-of-work, displaced workers and young workers an opportunity to gain experience and to build their resumes.
 - Mayor Pro Tem Cruz asked how long of term will the employees work, and Clerk Treasurer Amber Alcon stated the program allocates funding based on the employee's age. Mayor Martinez stated one age group is 18-24 years of age, and their funding typically results in about 3-4 months, and the older age group, 25+, is allocated slightly less.
 - Councilor Miera asked who determines the work assigned, and Mayor Martinez stated the Village determines the actual work to be performed. The Mayor stated those interested apply through NM Help, and a NM Help representative conducts the interviews to determine if applicant qualifies.
 - Councilor Miera suggested at least one applicant be hired to help in the office, and Mayor Martinez agreed. The Mayor stated he is recommending one hire to work in the office, and four hires to work outside to line trim, trim trees, clean-up the Village, help install a new fence around Bean Day Park, and seed and water grass at the park.

Motion to approve posting notice to hire temporary employees through the Help NM program was made by Councilor C Martinez, seconded by Mayor Pro Tem Cruz. (Vote 3-0) Motion carried with all in favor.

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

4. *Discussion/Approval/Disapproval: Approval of Clerk Treasurer Amber Alcon attending the Clerks and Finance Officers Association Spring Meeting training in Santa Fe April 19th-April 22nd.
- Mayor Pro Tem Cruz asked about the two different room rates shown on the reservation. Clerk Treasurer Amber Alcon stated she called several hotels searching for the lowest rate, and this hotel was the lowest. Additionally, she stated, they do not charge a daily parking fee. Amber stated the Thursday night rate is high than earlier in the week because it is considered a weekend rate.
 - Amber stated this training will be a starting point for earning credits to obtain her Certified Municipal Clerk credential. Deputy Clerk Colleen Engelhardt stated this program is a lengthy process of gaining credits by attending the Clerks and Finance Officers trainings in the spring and fall, but additional credits must be gained through other trainings as well.

Motion to approve Clerk Treasurer Amber Alcon attending the Clerks and Finance Officers Association Spring Meeting in Santa Fe April 19-April 22 was made by Mayor Pro Tem Cruz, seconded by Councilor C Martinez. (Vote 3-0) Motion carried with all in favor.

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

5. *Discussion/Approval/Disapproval: Purchasing surety bonds for MVD Agent and Clerk Treasurer.
- Clerk Treasurer Amber Alcon stated Malaika Martinez Armijo will be required to hold a bond as a VIN inspector. She also stated it was discovered the Clerk Treasurer is required to hold a bond as required by state statute to protect the Village from any kind of financial misconduct.
 - Deputy Clerk Colleen Engelhardt stated they sought bids from the General Insurance in Clayton, Rio Grande Insurance in Santa Fe, and the Walker Agency in Farmington, with whom the Village holds a VIN surety bond for Amber. Colleen stated Walker Agency was very helpful and informative, and the other two agencies required the names and social security numbers of those that will hold the bond

before they can provide a quote because the rates are dependent upon the bond holder's credit.

Colleen stated the Rio Grande agency provided a \$300 per year quote for the VIN Inspector, and the Walker Agency's quote is \$525 for two years. For the Clerk's bond, she stated, the Walker Agency's fee is \$175 per year for the Clerk's bond.

- Councilor C Martinez asked if the bond stays with the Village or the individual. Colleen stated the bond is for the individual, but it protects the Village. Amber stated it is similar to insurance in case something were to happen.
- Mayor Martinez stated he is recommending the Walker Agency quotes because he is also uncomfortable with the other agency's requesting the individual's social security number.

Motion to approve purchasing both surety bonds through the Walker Agency was made by Mayor Pro Tem Cruz, seconded by Councilor C Martinez. (Vote 3-0) Motion carried with all in favor.

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

6. *Discussion/Approval/Disapproval: Acceptance of donation of playground equipment from Las Vegas City Schools (LVCS).

- Mayor Martinez stated he met with the LVCS Superintendent to inquire about a donation of specific equipment the schools will be disposing. The Mayor stated the request includes a swing set, picnic tables, a bike rack, and two play structures – one more suitable for younger kids and one designed for older kids. Mayor Martinez stated the picnic tables are in good condition. Councilor Miera suggested they be set in concrete, and the Mayor agreed.
- Mayor Pro Tem Cruz inquired about the removal of the equipment, and the Mayor stated the Utilities staff will disassemble, transport, and reassemble. Mayor Martinez stated the current swing set will be removed and the metal will be scrapped.

Motion to approve acceptance of donation of playground equipment from LVCS was made by Councilor Miera, seconded by Councilor C Martinez. (Vote 3-0) Motion carried with all in favor.

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

7. Discussion: Updating contract with Daniels Ranches, Inc to lease park properties.

- Deputy Clerk Colleen Engelhardt stated she contacted Mrs. Daniels who is very supportive of the improvements and upgrades to the park. Colleen stated Mrs. Daniels expressed concern for updating the lease between Daniels Ranches and the Village, and in particular, she was concerned with her liability being addressed. Colleen presented the original lease to Council, and stated this was created when the property was owned by Atchison, Topeka, and Sant Fe Railway Co. in 1976. Colleen stated the lease transferred with the sale of the property to Daniels Ranches in 1996. She stated the lease states it is good for 25 years, therefore, it technically expired in 2001. However, Colleen stated the lease also states it will continue after the expiration of the primary term until it is terminated. She stated the lease is still active, but it has never been updated. Colleen stated the Village's attorney's have been reviewing the lease, and they have determined the fee of \$1.00 per year is sufficient for this lease. Colleen stated the attorneys stated a landowner can never be fully protected from being sued, but the lease does state the Village indemnifies Daniels Ranches from responsibility of the property being used as a public park. Colleen stated the attorneys' advice is for the Village to completely re-write the entire lease taking several additional aspects into consideration. Colleen stated the current version is a basic lease, and the Village could choose to continue with this lease in place. However, she stated, she believes it may be beneficial for the Village to update the lease to gain both Mrs. Daniel's and the Council's approval in light of the new playground equipment upgrades. Colleen stated the attorneys would like to hear from Council any specific items or concepts to be included or removed from the lease.
- Councilor C Martinez asked if the current lease has a Hold Harmless clause for the Daniels, and Colleen stated it does include an indemnification clause for the Village to release the Daniels from responsibility for the property.
- Mayor Martinez stated he believes the Village should proceed with the lease as it is written but with updated dates extending the primary term. He stated he felt the attorneys' suggestions were blown

out of proportion as they suggested having environmental studies conducted. Mayor Pro Tem Cruz agreed.

- Councilor Miera asked if there is any documentation in the lease stating what will happen if she were to pass away, and Colleen stated she believes that would be a detail included in Mrs. Daniels' paperwork. Mayor Martinez suggested a 50-year term may help protect the Village in having the lease honored in the future.
- Colleen stated Mrs. Daniels has never expressed concern regarding the lease rate being \$1.00, but she has expressed concern with it being paid consistently. Colleen stated she was able to locate documentation of a \$21.00 check cut several years ago, but the payments have not been maintained.
- Mayor Martinez recommended updating the lease to include a 50-year term, and once it is approved make the full \$50.00 payment to Mrs. Daniels with the documentation will be kept for future reference.

8. *Discussion/Approval/Disapproval: Review and accept purchase of four tires from Garcia Tire for the Champion grader.

- Mayor Martinez stated this purchase was discussed at last month's meeting, but it was not on the agenda for approval. The Mayor stated two of the tires still need to be mounted, and he believes this will be happening within the next few days.
- Deputy Clerk Colleen Engelhardt stated Garcia Tire is on a State contract, and the total for all four tires was \$3,500.70.

Motion to accept purchase of four tires from Garcia Tire for the Champion grader was made by Councilor C Martinez, seconded by Councilor Miera . (Vote 3-0) Motion carried with all in favor.

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

9. *Discussion/Approval/Disapproval: Review and accept invoice from Sandoval's Auto & Truck Repair for repairs to white Volvo trash truck utilizing FY22 Capital Outlay funds.

- Mayor Martinez stated the white trash truck should be ready by the end of the week, but it will stay there until the tires are received so they can be mounted as well.
- Mayor Martinez stated the invoice total is \$3,381.94.

Motion to approve acceptance of the invoice from Sandoval's Auto & Truck Repair for repairs to the white Volvo trash truck utilizing FY22 Capital Outlay funds was made by Councilor C Martinez, seconded by Mayor Pro Tem Cruz. (Vote 3-0) Motion carried with all in favor.

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

10. *Discussion/Approval/Disapproval: Review and approve invoice invoices from Pete's Equipment to assess problem with sewer jetter.

- Mayor Martinez stated the sewer jetter was taken to Pete's Equipment for repairs. He stated they had to take it to Caterpillar for testing, and Caterpillar didn't find anything wrong. He stated after going back-and-forth several times, Pete's determined the cost of repairs to be approximately \$9,000. The Mayor stated he didn't feel confident in Pete's assessment, and he felt it would be best to have Sandoval's take a look at it.
- Mayor Martinez stated the current invoices are to pay for the repairs Pete's performed in order to required to provide the assessment of the major repairs needed. Mayor Martinez stated the Village cannot afford a \$9,000 repair right now, and he decided he would like Sandoval's to look at it because he believes he will be able to repair it for less. Mayor Martinez stated both Springer and Maxwell are willing to help the Village if we need to use a jetter.

Deputy Clerk Colleen Engelhardt stated the total of both invoices is \$2,998.67.

Motion to approve the invoices from Pete's Equipment to assess the sewer jetter was made by Councilor Miera, seconded by Mayor Pro Tem Cruz. (Vote 3-0) Motion carried with all in favor.

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

11. *Discussion/Approval/Disapproval: Renew Operating Agreement with Colfax County Senior Citizens, Inc (CCSCI) allowing for operations of Wagon Mound Senior Center.

- Deputy Clerk Colleen Engelhardt stated in order for CCSCI to operate the Wagon Mound Senior Center an Operating and a Use Agreement need to be in place. She stated the Use Agreement is for four years, and the Operating Agreement is in place for one year. She stated it had expired, and neither party realized. Colleen stated the Village is required to provide the State with the contract because we received Capital Outlay funding for the new Senior Center building. She stated the Agreement term is from June 2021 through June 2022, and Colleen stated the Agreement will need to be reapproved in June for the upcoming year.

Motion to approve renewal of the Operating Agreement with Colfax County Senior Citizens, Inc allowing for operations of the Wagon Mound Senior Center was made by Mayor Pro Tem Cruz, seconded by Councilor Miera. (Vote 3-0) Motion carried with all in favor.

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

12. *Discussion/Approval/Disapproval: Renew contract with Southwest Accounting Solutions for FY23 audit services.

- Clerk Treasurer Amber Alcon stated the Village is able to continue working with our current auditor, Geoff Mamerow of Southwest Accounting Solutions (SAS) for another two years due to extensions from the COVID-19 pandemic. She stated the contract needs to be renewed for FY23, and SAS has increased their price by \$400+GRT. Amber stated the table provided shows the breakdown off costs for FY23 and FY24.

Motion to approve renewing the contract with SAS for FY23 audit services was made by Councilor C Martinez, seconded by Mayor Pro Tem Cruz. (Vote 3-0) Motion carried with all in favor.

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

13. Discussion/Approval/Disapproval: Renew contract with White Sands Drug and Alcohol Compliance.

- Deputy Clerk Colleen Engelhardt stated the Village had been on contract with White Sands for many years, and a few years ago the Village terminated the contract based upon a misunderstanding of the services they provide. Colleen stated the contract with White Sands is relatively costly when comparing the cost of a basic drug test. However, she stated, White Sands maintains the Village's Drug and Alcohol policy as required by state and federal law in order to operate a natural gas utility. She stated once the Village became aware of the compliance requirements and the services provided by White Sands, the Village re-established the contract. Colleen stated she was working part-time when this occurred so she is not sure what happened, but the contract was never actually approved or signed. She stated the contract will need to be renewed annually, and the Village needs to provide the contract and the policy to the Public Regulation Commission.
- Colleen stated White Sands processes drug testing for: pre-employment, quarterly testing for the Utilities employees, when an accident occurs on the job, and to return to work after an accident. In addition, she stated, they keep the Village's Drug and Alcohol policy current with all state and federal regulations, and they speak on behalf of the Village when the PRC audits the Village's Drug and Alcohol policy.

Motion to approve renewing the contract with White Sands Drug and Alcohol Compliance was made by Councilor C Martinez, seconded by Councilor Miera. (Vote 3-0) Motion carried with all in favor.

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

14. Discussion: Establishing an ordinance to address illegal dumping, inoperable vehicles, and/or public nuisances.

Mayor Martinez stated he wanted to have this discussion is because there are many cars parked on the street or in the alley that are either inoperable or not registered, and he stated some properties are becoming full of inoperable vehicles and junk. He stated he is suggesting a public nuisance ordinance because it can address each of these concerns.

- Deputy Clerk Colleen Engelhardt stated she sent an email out on the Clerk's listserv to ask how other municipalities address these concerns, and she stated she stated while everyone manages their ordinances differently, a few municipalities have public nuisance ordinances which are able to

address each of these issues. Colleen stated by initiating a public nuisance ordinance to include the current concerns, it can be amended as additional concerns crop up rather than creating new ordinances. Colleen stated this discussion is intended to get a sense of the Council's thoughts and concerns to help navigate the creation of the ordinance.

- Mayor Pro Tem Cruz asked about enforcement. Colleen stated the ordinance will need to state the terms of the violation as well as the penalty, and this will allow law enforcement to enforce the terms. Undersheriff Padilla stated once the ordinance is in place, and law enforcement is contacted, they can cite the violation according to the ordinance. Then, he stated, the citation will be seen by Judge Garza via Mora County Magistrate Court.
- Mayor Martinez stated the cemetery is a major concern for illegal dumping because the Village staff cleaned it up last year and paid the cost for disposal, and he stated he has seen new waste being dumped there again. He stated he wants to see the Village get cleaned up both on public and private property regardless of how residents react.
- Councilor Miera added that abandoned or junker vehicles have the potential to block the ability for emergency services to respond to emergencies, and he stated that can be a life or death situation.
- Mayor Pro Tem Cruz stated he believes the Village should start with the public issues first, and then add the private property concerns as needed.
- Mayor Martinez stated he would also like to address public nuisances on private property as well because there are some properties with junked vehicles, waste, and debris piling up. Mayor Pro Tem Cruz suggested involving the EPA, and Colleen stated the prior Mayor contacted a Compliance Officer with the NMED with regards to the demolition debris that was dumped on private property last year. She stated he was tied up with other issues and was unable to come to Wagon Mound at that time. However, she stated, she does not believe there was any follow-up after the initial call. The Council unanimously agreed to move forward with creating a public nuisance ordinance.

15. Discussion: Review Joint Powers Agreement in cooperation with Mora County for use of the Village Transfer Station.

- Deputy Clerk Colleen Engelhardt stated the Village entered into a Joint Powers Agreement with Mora County several years ago to jointly operate the Wagon Mound Transfer Station. She stated it was renewed one time in 2003, but the document states it shall be renewed annually. She stated she believes it is positive for the Village and County to work together, but she stated she believes the agreement needs to be updated to improve the way in which the two entities are working together. She stated when Mayor Martinez first became mayor, he recognized the agreement needed to be updated and met with Mora County at that time, and she stated the County agrees the agreement needs to be updated.
 - Mayor Martinez stated he has even considered the option of separating from the County and solely operating the transfer station through the Village. He stated county residents pay \$25.00 per month, and the Village charges \$17.00 per month. He stated he thought the Village could start charging a resident and a non-resident fee to generate more income by increasing the number of paying customers. The Mayor stated he contacted AAF Hauling for a price on dumping the bins, and the guy stated he can't take anymore contracts because he doesn't have enough drivers. He stated because the Village does not have a way to haul the bins, he agrees the agreement needs to be updated with the County.
- Colleen stated the original agreement states the attendant is paid by the Village for two days and two days are paid by the County. She stated this is cumbersome for the employee having to fill out two separate time sheets for two different pay cycles, and he is paid two different wages. Additionally, Colleen stated he is working on Village property, and she stated she isn't certain how coverage would apply if he were to be injured while being paid by the County. She stated she believes the arrangement should state the Village pays the attendant's wages for all four days and bills the County monthly for half of the hours worked. Colleen stated her understanding of the original terms had the Village provided the land and the County provided the transportation of the bins to the landfill. She stated one bin was allocated for Village residents with the other for County residents,

and the attendant was to direct the customer to dump in the correct bin. She stated this allowed for proper billing to the correct entity when the bins are dumped at the landfill. Colleen stated, currently, both County and Village residents dump in both bins, and one is billed to the County and one to the Village. She stated it's possible the weight on the bins averages out, but she stated she received a call from the landfill asking how to identify the bins. Colleen suggested the bins be painted with "Village" and "County" to help the landfill identify them, and to allow for the attendant to direct the customer to the correct bin.

- Mayor Martinez agreed the attendant should be paid through the Village with the County reimbursing half the hours.
- Councilor Miera asked if the attendant has documentation referring to who is a paying customer and from which entity. Colleen stated she believes both entities used to provide him with updated lists, but she stated that is no longer happening.
- Colleen suggested the Village work on updating the agreement for Council approval, and then present it to the County for their approval.

VIII. Monthly Reports

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

- Amber stated in addition to the regular monthly bills Stewart Brothers Drilling and Dennis Engineering were issued final payments for the monitoring well project, and she stated these funds will be reimbursed through the loan.

Motion to approve the monthly vouchers was made by councilor Miera, seconded by Mayor Pro Tem Cruz. (Vote 3-0) Motion carried with all in favor.

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

B. Utility Delinquent List – Deputy Clerk, Colleen Engelhardt

- Colleen stated 10 active account letters were sent in March for a total delinquency of \$487.89, and payments received totaled \$807.30. She stated payments were due on March 23rd, and when account #203200 was contacted on the due date, the customer informed the check was issued from their bank and it had not yet arrived. She stated the Mayor approved waiting for the check which was posted on March 28th. Colleen stated several attempts were made to contact account #114900, and an extension was allowed until the check was received from #203200. She stated they were shut-off on March 28th for non-payment, and they have been issued a letter stating necessary steps to reinstate service.
 - Colleen stated the LIHEAP office contacted the Village to present a new, temporary program to help customers pay water and wastewater bills. Colleen stated she has provided this information to account #119400, and the customer has submitted application.
- Colleen stated 11 letters were sent to inactive accounts with a total delinquency of \$1,444.65, and no payments were received.

C. Utility Superintendent – Utility Superintendent, Gary Sanchez

- Water – Chlorine residual is t 0.28mg/L, and Gary reported he finished the water and wastewater online classes to gain the credits necessary to renew his certifications. He stated the Consumer Confidence Report is due next month, and he'll begin working on it soon.
- Wastewater – Gary stated he and the Mayor took the samples to Albuquerque at end of March when they went to check on the jetter at Pete's Equipment. He stated he will begin discharging from the 3rd lagoon at the end of the month.
- Natural Gas – Gary stated he'll be meeting with the PRC to review the master meters installed at the housing units. Mayor Martinez stated these master meters were replaced last year as the prior meters were 50-60 years old. He stated the master meters were also replaced at the school. The Mayor inquired if there has been a noticeable difference in gas usage, and Colleen stated it has been somewhat difficult to compare due to COVID and classes being taught virtually. She stated

without students in the building, she's not sure the usage is a good comparison to prior years. Gary stated he has noticed increased usage at housing units.

Gary stated they have been installing the street signs, and a few more needed to be ordered. He stated they will be installed when he receives them.

D. MVD Reports – MVD Manager, Amber Alcon

- March – total MVD revenue was \$5,450.35. Amber reported Malaika has been fingerprinted, received her credentials to the MVD software, has completed all of her MVD Agent trainings, and she has begun processing transactions. Amber stated she is off to a good start and asks lots of good questions, and she refers to her training notes.
- Amber reported she will be out all week for the Clerk's training.

E. Mora County Sheriff's Office (MSCO) Report

- Undersheriff Padilla stated they have been busy working on the Hermits Peak and Calf Canyon fires which has been pushing into the Sapello/Panderias areas of Mora County. He stated the fire is still very active, but it is not directly impacting Wagon Mound.
- The Undersheriff stated MSCO has continued to be busy, and he anticipates increased activity as the weather improves. He stated an incident occurred at Wagon Mound Public Schools (WMPS) with a report of a gun at school. He stated the school went into full lock down, and fortunately, it resulted in everyone being safe. He stated he has been contacted with concerned and upset parents in regards to the way in which the incident was handled. He stated he will be scheduling a meeting with school administrative staff to go over proper procedures for a lock down situation. Undersheriff Padilla stated MSCO is working toward getting a school resource officer assigned to Mora Public Schools, and he will be suggesting this for WMPS as well.
- Undersheriff Padilla reported Deputy Coca is now certified as a LIDAR/RADAR instructor, and he reported MCSO took first place in the First Annual First Responders relay race.
- Councilor Miera stated he has noticed deputies on I-25. The Undersheriff stated Deputy Coca has been assigned to this area and is now here almost every day.
- Undersheriff Padilla stated MCSO has Bean Day weekend on their schedule, and they are prepared to provide additional coverage for the event.
- Mayor Martinez stated the LEPF purchase requests submitted by MCSO was not included on the agenda due to a misunderstanding. The Mayor stated the funds need to be spent as soon as possible because the end of the fiscal year is approaching. Mayor Pro Tem Cruz suggested informally agreeing to move forward with the purchases and have them included for approval at the next meeting. Undersheriff Padilla stated he will be getting new quotes for those that have expired.

F. Housing Authority – Northern Regional Housing Authority

- Deputy Clerk Colleen Engelhardt stated the Board President was on the zoom meeting before it shut-down. She stated she tried providing a phone number for her to call in, but she has not called.

G. Wagon Mound Fire Department – Fire Chief

- Absent
- Clerk Treasurer Amber Alcon stated a purchase requisition was submitted yesterday for to purchase safety equipment from Galls, who is on a state contract, in the amount of \$2,029.24 for the fire department using fire funds. She suggested the purchase could also be placed now and be approved at the May meeting. Mayor Martinez suggested informing the fire department of when they need to submit paperwork in order to be included on the agenda.

H. Bean Day Association – President, Luis Lopez

- Councilor Miera stated an association meeting was held and planning has begun. Mayor Martinez stated if the pandemic breaks out again, the Council will need to consider the safety of the Village.

IX. Old Business

Deputy Clerk Colleen Engelhardt stated the Mayor and she met with the Senior Center contractor, architect, and the two remaining subcontractors to create list of the remaining tasks required to complete the current phase, to create a timeline, and to address any issues or concerns. She stated the architect and the subcontractors are working through a few issues with mechanical equipment and lighting installation, and so far she stated, the lines of communication have been open. Colleen stated all parties agreed the work can be completed by the end of June. She stated the communication between the architect and the mechanical subcontractor is critical because there is a six-week lead time for the mechanical equipment once it is determined what needs to be ordered.

- Mayor Martinez stated the Village is aware of the ability of pulling the contractor's bond and reporting the architect to the state board if issues persist, but he is hoping the work continues to progress.

X. Mayor's Report

- Mayor Martinez stated Julian Barela is in zoom attendance to provide a report to Council regarding the Mora Valley Community Health Service's (MVCHS) proposal for operations in Wagon Mound:
 - Mr. Barela stated MVCHS provides primary, medical, dental and behavioral health services for Mora County, and he is recognizing Wagon Mound has a need for these services. Additionally, MVCHS provides personal care services for those eligible for Medicare to receive assistance with services including grooming, errand running, transportation, minor housekeeping, yard cleaning, etc, and currently MVCHS is providing this service for two individuals in Wagon Mound, and they are looking to expand this program. He stated the second program they are looking to expand is adult day services. He stated this program provides transportation from the client's home to the center where a variety of activities, case management, and meals and/or snacks. He stated the program is designed for homebound individuals who could face rapid decline without the social interactions and case management.
 - Mr. Barela stated they have a contract with Aging and Long Term Services to provide these services in Mora, and they have been awarded additional funding to expand into Wagon Mound. He stated they are seeking a physical location to house the center and their offices. He stated the intention of MVCHS is not to duplicate the services provided by the Senior Center or other providers in Wagon Mound, but they are interested in providing complimentary services while working in collaboration with the Village and Colfax County Senior Citizens Inc. He stated the Village and other providers can assist by providing referrals when they become aware of individuals that may benefit from the services.
 - Mr. Barela stated he and his staff met with the Mayor and Village staff for a site visit to the old Senior Center building. He stated he believes the dining area, the kitchen, and the back office space for staff. He stated the adult day services program will create two full-time positions with the potential for growth. Mr. Barela stated personal care attendants will be hired as needed, and he foresees the potential for serving a minimum of ten clients. He stated is interested in hiring within the Wagon Mound area.
- Mr. Barela stated he is working on creating a draft MOU to present to the Village for the use of the space, and it will detail the roles of each entity. He stated the funding will not be available until July, and he stated he is aware that both parties will likely require more time to get the building and programs up and running. He stated once the MOU is approved, MVCHS will hire staff, and preparations for minor building repairs will be made, and then client recruitment will begin. He stated he believes it is possible to have the programs running by September if not sooner.
- Mayor Martinez stated he believes the programs will be beneficial to the community, and he looks forward to working with MVCHS.

XI. Adjourn


Motion to approve adjournment was made by Councilor C Martinez, seconded by Mayor Pro Tem Cruz. (Vote 3-0) Motion carried with all in favor. The meeting adjourned at 7:56PM.

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

Approved and attested this 10th Day of May 2022.



Andres Martinez, Mayor

Attest: 

Amber L. Alcon, Clerk Treasurer
(SEAL)

