



Village of Wagon Mound
Regular Meeting Agenda
Tuesday, February 15, 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 January 11, 2022

B. Special Meeting Minutes January 19, 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: Review and acceptance of Change Order #4 to Phase 4 of Senior Center project to add sealing the concrete floors to contract with Highland Construction.

2. *Discussion/Approval/Disapproval: Identify project and adoption of Resolution 2022-02 Authorizing the Submittal of an Application for the FY23 New Mexico Department of Transportation Local Government Road Fund Program.

3. *Discussion/Approval/Disapproval: Acceptance of purchase of chairs for Council Chambers and offices.

4. *Discussion/Approval/Disapproval: Acceptance of tire purchases for Volvo Trash Truck, Chevy Malibu, F150, and Backhoe.

5. *Discussion/Approval/Disapproval: Approval of two Mora County Sherriff's Office Purchase Requests for uniform clothing and equipment using Law Enforcement Protection funds.

Discussion/Approval/Disapproval: Approval of Baker Utility Supply purchase to replace parts used in water main break repair.

- 7. *Discussion/Approval/Disapproval: Acceptance of initiating phone and internet service to the Maintenance Shop through La Jicarita.
- 8. Discussion: Installing security cameras at the Maintenance Shop.
- 9. Discussion: Personnel - Village staff and NM Help employees duties, roles, and responsibilities.

VIII. Monthly Reports

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

DUE TO AN INCREASE IN COVID-19 CASES, THIS MEETING WILL BE CLOSED TO IN-PERSON PUBLIC ATTENDANCE. THE VILLAGE IS OFFERING AND ENCOURAGING VIRTUAL ATTENDANCE. TO PARTICIPATE VIA ZOOM, PLEASE FOLLOW THE DIRECTIONS BELOW.

MEETING ID 822 0350 3699

PASSCODE 306456

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 FEBRUARY 15th, CLICK ON THE LINK AND ENTER THE MEETING ID AND PASSCODE WHEN PROMPTED.
 - OR-----
 - 2) ON FEBRUARY 15th, 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 Gina Garcia. Mayor Martinez, Mayor Pro Tem Cruz, Councilor Clouthier, Councilor Miera, and Councilor Martinez were present.

III. *Approval of Agenda

- Mayor Martinez stated he would like to amend Business Matters Item #1 to read Change Order #4 rather than Change Order #2.

Motion to approve the amended agenda was made by Councilor Cruz, 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 January 11, 2022

Motion to approve the January 11, 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 January 19, 2022

Motion to approve the January 19, 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

- Councilor Miera stated he would like the old ordinances to be reviewed and bring them up to date. Mayor Martinez stated he can stop by the office at any time to look through the ordinance book. Deputy Clerk Colleen Engelhardt stated they are available for review and prioritization of which need to be addressed.
- Mayor Pro Tem Cruz suggested sending a letter of recognition to Irene Rosa for painting the sign near the train tracks on Hwy 120 as you enter the Village, and Mayor Martinez agreed.

VII. Business Matters

1. *Discussion/Approval/Disapproval: Review and acceptance of Change Order #4 to Phase 4 of Senior Center project to add sealing the concrete floors to contract with Highland Construction.

- Mayor Martinez stated sealing the concrete floors in the new Senior Center will help preserve the floors and make them easier to clean. Mayor Pro Tem Cruz stated it will also help with maintenance.

Motion to approve Change Order #4 to Phase 4 of the Senior Center Project was made by Councilor Miera, seconded by Councilor Clouthier. (Vote 4-0) Motion carried with all in favor.

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

2. *Discussion/Approval/Disapproval: Identify project and adoption of Resolution 2022-02 Authorizing the Submittal of an Application for the FY23 New Mexico Department of Transportation Local Government Road Fund Program.

- Deputy Clerk Colleen Engelhardt stated the Village currently has grants through the NMDOT Coop program from FY21 and FY22 totaling approximately \$75K-\$80K. She stated the intention for those grants is to install a sidewalk on S Catron Ave in front of the housing units and new Senior Center

that terminates at the entrance to the rodeo grounds. She stated the Mayor and herself have discussed applying for the FY23 funds to add to this sidewalk project, but the discussion is open. She stated the S. Catron sidewalk will require engineering services to ensure ADA requirements are met, and to address the slope in front of the housing units, as well as a tree and a fire hydrant in the path of the sidewalk. She stated the Mayor has suggested requesting funding to complete the sidewalk on the east side of the street as well as installation of a sidewalk on the west side. She stated if any funds remained, the money could be used to pave the termination of S. Catron Ave leading into the rodeo grounds.

- Mayor Martinez stated the idea is to improve the area as the new Senior Center building is nearing completion. He stated the whole area will benefit, especially if the Village receives funding to pave the Senior Center parking lot.
 - Mayor Pro Tem Cruz suggested if the funds are received, perhaps the same paving company can complete both projects.

Motion to approve adoption of Resolution 2022-02 authorizing submitting application to for FY23 NMDOT Local Government Road Fund program to install sidewalks on S. Catron Ave 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

3. *Discussion/Approval/Disapproval: Acceptance of purchase of chairs for Council Chambers and offices.

- Mayor Martinez stated the old chairs in the Chambers were failing making it feel like you may tip over backward when you sit and make it difficult to stand up. Deputy Clerk Colleen Engelhardt stated a total of eight chairs were purchased – five for the Chambers, one in the Mayor’s office, one at the Clerk’s desk, and one at the Admin Assistant’s desk.

Motion to approve purchase of Council Chambers and office chairs 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

4. *Discussion/Approval/Disapproval: Acceptance of tire purchases for Volvo Trash Truck, Chevy Malibu, F150, and Backhoe.

- Mayor Martinez stated he discussed the two tires purchased for the trash truck at Mesa Tire at the January meeting.
- The Mayor stated the Village has a Chevy Malibu that was parked in the alley. He stated it is running well, but it needed tires. He stated Big O gave the best quote, so the tires were purchased, and the car was given oil change. He stated it will now be parked in the garage.
- Mayor Martinez stated the red F150 was also parked in the alley. He stated all it needed was new tires, an oil change, and new spark plugs. He stated it is now running well too.
- Mayor Martinez stated the front tires on the backhoe badly needed replacing. He stated one of them kept losing air, and he stated a good price was found to purchase two to replace both. The Mayor stated it had been 10 years or more since the tires were replaced on the backhoe. He stated the Village is in the process of obtaining quotes to also replace the back tires.
- Deputy Clerk Colleen Engelhardt stated three quotes were obtained for each purchase and the lowest quote was selected for each, and she summarized the purchases: Volvo trash truck - Mesa Tire for \$1200.00; Chevy Malibu - Big O for \$455.76; F150 - Sandoval’s for \$653.72; and the backhoe - Lawn & Garden Tire (online) \$739.98.

Motion to approve tire purchases for Volvo Trash truck, Chevy Malibu, F150, and Backhoe 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

5. *Discussion/Approval/Disapproval: Approval of two Mora County Sherriff’s Office Purchase Requests for uniform clothing and equipment using Law Enforcement Protection funds.

- Deputy Clerk Colleen Engelhardt stated there are two separate quotes and requests, but the items are all uniform clothing or uniform equipment totaling \$6,705.36.
- Sheriff Espinoza stated the purchases will help the Deputies because they only have one or two uniforms, and currently they are having to wash them every night.

Motion to approve two MCSO Purchase Requests for uniform clothing and equipment using LEPP 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

6. *Discussion/Approval/Disapproval: Approval of Baker Utility Supply purchase to replace parts used in water main break repair.
- Mayor Martinez stated the Village borrowed two 2-inch high pressure valves from the City of Las Vegas to repair a water main break near Aguilar St on Hwy 120. He stated the quote shows a total of 4 valves so the Village will have two on-hand. He stated the cost for four valves is \$605.36.
 - Mayor Pro Tem Cruz asked if having two on-hand is sufficient, and Utilities Superintendent Gary Sanchez stated the Village has very few 2-inch lines. Mayor Martinez stated he did an inventory with the Utilities staff yesterday, and the Village has most supplies need to fix a water main break from a purchase made last year. Mayor Pro Tem Cruz stated his thought is with the increases in cost of materials, it may make sense to have a few more on hand. Mayor Martinez stated the Village could purchase a total of six valves – two will go to the City of Las Vegas, and the Village will have four.
 - Councilor Miera stated it seems like that line has had a lot of problems, and Gary stated he believes the break was a result of the hydrant testing. He stated when a hydrant is shut-off too quickly it causes “water hammer,” which results in broken lines. Mayor Martinez stated the Fire Chief had notified the Village of the testing, but it was rescheduled due to illness. The Mayor stated in the future a Utilities staff member will accompany the testing to ensure proper hydrant operation.
- Deputy Clerk Colleen Engelhardt stated total cost for six valves will \$908.04 at \$151.34 each.

Motion to approve the purchase of six 2-inch Hymax valves from Baker Utility Supply was 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

7. *Discussion/Approval/Disapproval: Acceptance of initiating phone and internet service to the Maintenance Shop through La Jicarita.
- Mayor Martinez stated the Village has purchased a lot of valuable equipment in the Maintenance Shop, and he stated he believes it is necessary to install security cameras on the inside and outside of the shop in order to protect the investment.
 - Deputy Clerk Colleen Engelhardt stated, additionally, the shop will now have a landline phone, and the internet will be useful for the staff when they need to look up information pertaining to their work.
 - Colleen stated the paperwork to initiate the service has been submitted, and the set-up fees will be applied to the monthly bill. She stated the total cost for set-up will be \$129.32. She stated there is a 6-month contract, and there is a \$125.00 charge if the Village discontinues service during that time. She stated the internet will cost \$79.99 per month.

Motion to approve the initiating phone and internet service to the maintenance shop was made by Councilor Clouthier, 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

8. Discussion: Installing security cameras at the Maintenance Shop.
- Mayor Martinez stated he has explained why he is recommending security cameras.
 - Deputy Clerk Colleen Engelhardt stated the Village has spoken with three different companies:
 - ADT – Colleen stated they were difficult to work with. She stated they provided very little explanation and would not provide a written quote.
 - VLCM/Verkada – Colleen stated the system is very high tech, and all of their technicians and servers are US based. She stated she attended a zoom meeting with them to see how the system

works, and it offers many features beyond just security cameras such as card read door entries, etc. She stated they have a variety of camera styles to suit different needs. She stated they have not yet provided a quote, but they have stated their cameras will cost more up front because of the technology. She stated the footage is stored in the Cloud rather than on an actual recording device, and there will be much lower maintenance cost for maintaining the equipment and backup storage. Colleen stated VLCM is based in Albuquerque.

- Alarm Co. of New Mexico – Colleen stated this system will be the older technology which uses a DVR recorder with only one style of camera. She stated he is based out of Las Vegas and is available for maintenance as needed.
- Colleen stated both companies offer an option to be able to view the cameras from an app on a phone or computer, and in both cases the film will be date/time stamped in order to be used in a court of law.
- Councilor Miera asked if the Fire Department utilizes cameras, and he asked if the system could incorporate cameras at the Station and Substation. Mayor Martinez stated they could be installed at the Station, but the Substation would need to have the phone and internet lines installed. The Mayor stated that would need to be paid through FD funds.
- Colleen stated both companies can expand the system to include cameras on additional buildings.

9. Discussion: Personnel - Village staff and NM Help employees duties, roles, and responsibilities.

- Mayor Martinez recommended adjourning into Executive Session as allowed by Section, 10-15-1, H 1-10. NMSA 1978 to discuss personnel matters.

Motion to adjourn into Executive Session was made by Mayor Pro Tem Cruz, seconded by Councilor Martinez. (Vote 4-0) Motion carried with all in favor.

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

At 6:34PM, the meeting convened into Executive Session

Motion to adjourn Executive Session and reconvene the meeting 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

- The Regular Meeting reconvened at 6:49PM.
- Mayor Martinez stated no action was taken regarding Village staff and NM Help employees duties, roles, and responsibilities.
- Deputy Clerk Colleen Engelhardt stated the Sheriff's had an alarm go off in their new building while Council was in Executive Session. She asked Mayor Martinez if they can provide their report next.

VIII. Monthly Reports

E. Mora County Sheriff's Office Report

- Sheriff Espinoza stated the new MCSO building is almost done with a potential move-in date of March 14th. He stated it is connected to the new Mora County office building. He stated calls for service have been remaining high. He stated now that they have day and night shifts, they are handling many of the calls State Police used to handle in the area.
- The Sheriff stated there is a crew polishing the floors in the new building, and they set-off the alarm. He stated he needs to go check-out the building to turn off the alarm.

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

- Clerk Treasurer Gina Garcia reported a payment in the amount of \$2500.00 was paid out to the Village's lobbyist, Frank Sanchez, and another payment of \$44,184.03 was paid to Chalmers Ford for the new F350 flatbed. She stated she is in the process of requesting reimbursement for the Chalmers payment from the Capital Outlay allocation. Gina stated the remaining payments are regular monthly bills.

Motion to approve the monthly vouchers was made by Councilor Miera, seconded by Councilor Martinez. (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

- Active Accounts – 11 letters sent with delinquent total of \$656.01, and payments received totaled \$1,109.75. Colleen stated all accounts were paid on time without issue.
- Inactive Accounts – 9 letters sent with delinquent total of \$1,203.01, and no payments were received. Colleen stated she is working toward filing liens. She stated she would like to initially send a letter notifying the customer of the intention to file the lien to provide them an opportunity to make payment to avoid the lien. She stated some of the accounts on the list are older than the four year statute of limitations.
- February Potential Delinquent List – Colleen stated payment was due today, and she'll be issuing delinquent letters tomorrow.
 - Acct#117700 – Colleen stated she will be contacting this customer before sending the letter because it is unusual for this account to have a delinquent balance.

C. Utility Superintendent – Utility Superintendent, Gary Sanchez

- Water – Chlorine residual is at 0.05mg/L. Gary stated he is preparing to coordinate with JCH to install the altitude valve on the water tank. He stated he'll be installing the valve, and JCH will calibrate it to the correct height needed for the tank. He reported the water main break on Hwy 120 occurred last week on Thursday. He stated they dug to find the leak, made the repair, and let it sit overnight to dry out. On Friday, he stated they filled and compacted, and on Monday they patched the asphalt to meet the DOT requirements.
 - Deputy Clerk Colleen Engelhardt reported Isiah Roybal with NMDOT contacted the Village and complimented the asphalt patch and the repair work.
- Wastewater – Gary reported he will be taking the 1st Quarter wastewater samples including all the new monitoring wells, and stated he'll start discharging from Pond #3. He stated he's trying to keep the level down in Pond #2 in order to have the tear properly repaired. He stated he applied a temporary patch, and the company capable of doing the repair has a long list of work to do before they get to the Village.
- Natural Gas – Gary reported on January 31st they exercised and cleaned all the valves through the Village, and all are working correctly. He stated this is a quarterly requirement from the PRC.
- Gary reported they were finally able to move the last few vehicles from the alley to the rodeo grounds, and they hauled the old tires to the landfill. Mayor Martinez asked about the transport vans, and Gary stated he can likely pull them over to the rodeo grounds.

D. MVD Reports – MVD Manager, Amber Alcon

- Deputy Clerk Colleen Engelhardt reported on behalf of MVD Manager Amber Alcon. She stated 77 transactions were processed in January for a total of \$7,766.42.

F. Housing Authority – Northern Regional Housing Authority

- Natasha Martinez reported she spoke with the Undersheriff to possibly have MCSO utilize the Wagon Mound Housing Authority office as a substation, and she stated MCSO assisted with a complaint with a tenant.
- Natasha stated the WMHA files have been audited, and they are now getting updated. She stated they will need to ask tenants to supply many of the basic documents the audit identified as being missing. She also stated the flat rate rents will be recalculated.
- Natasha stated oversight of the Wagon Mound units has been transferred from the Las Vegas office to the Raton office, and Coleen Sanchez Garcia will be the contact.

- Deputy Clerk Colleen Engelhardt stated she contacted Coleen this afternoon to report a tenant's concern for her gas bill being higher than she thought it should have been. Colleen stated the Village has checked the lines and the meter, and there was no leak detected. Colleen stated she recommended the tenant contact housing with her concern. She stated the tenant had threatened legal action against the Village.

G. Wagon Mound Fire Department – Fire Chief

- Absent

H. Bean Day Association – President, Luis Lopez

- Absent
- Mayor Martinez asked if anyone has heard anything regarding Bean Day. Councilor Miera stated no meetings have been held, and Councilor Clouthier stated they are uncertain whether or not they'll be able to hold it.

IX. Old Business

- Deputy Clerk Colleen Engelhardt reported Dennis Engineering has provided the Village with the closeout documents for the Monitoring Wells project. She stated the Mayor has signed the documents, and the Clerk has submitted the documentation to receive reimbursement for payments to the contractor and engineer. Colleen stated the project came in under cost by about \$13K, and the payment to the contractor will be about \$93K. Colleen stated the engineer from the NMED, Andrea Telmo, will be stopping by tomorrow to take a look at the project.
- Colleen stated Jack Roper has begun work at the new Senior Center on the mechanical installation. She stated Highland Construction is waiting for the electrical supplies to be delivered, and they are anticipating doing this work next week. Colleen stated there is an issue with access to the mechanical room, and a locksmith may be needed.

X. Mayor's Report

- None - The Mayor stated he tries to discuss everything as needed during the meeting.


XI. Adjourn

Motion to approve adjournment was made by Councilor Clouthier, seconded by Councilor Martinez.

(Vote 4-0) Motion carried with all in favor. The meeting adjourned at 7:14PM.

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

Approved and attested this 8th Day of March 2022.



Andres Martinez, Mayor

Attest: 

Amber L. Alcon, Clerk Treasurer
(SEAL)

