



Village of Wagon Mound
Regular Meeting Agenda
Tuesday, November 14, 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 October 17, 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: Review and acceptance of letter of resignation from Clerk Treasurer Amber Anguiano.
 2. *Discussion/Approval/Disapproval: Advertising to hire for the Clerk Treasurer position.
 3. *Discussion/Approval/Disapproval: Contract with former Clerk Treasurer Amber Anguiano.
 4. *Discussion/Approval/Disapproval: Changing the title of the MVD Agent/Administrative Assistant to MVD Manager/Administrative Assistant.
 5. *Discussion/Approval/Disapproval: Contract with Gabriel Maestas for Utilities Worker substitute.
 6. *Discussion/Approval/Disapproval: Clothing allowance for Utilities staff.
 7. *Discussion/Approval/Disapproval: Wagon Mound Fire Department Purchase Requisition from the Fire Fund for Overhead Door to repair Fire House garage door.
 8. *Discussion/Approval/Disapproval: Mora County Sheriff's Office Purchase Requisitions from the Law Enforcement Protection Fund:
 - A) Frontline Upfitting – Light Bar for Dodge Ram & Install Radar in Units Donated from Dona Ana Sheriff Office
 - B) TLC Uniforms – Duty Boots
 - C) IPS Tactical – Class B Uniforms
 - D) Sandia Computers – Rugged Dell Duty Laptops
 9. Discussion: Meeting with NMDOT and BNSF regarding railroad crossings.

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



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 Miera. (Vote 4-0) Motion carried with all in favor.

IV. *Approval of Minutes for:

A. Regular Meeting October 17, 2023

Motion to approve the minutes for October 17, 2023 was made by Mayor Pro Tem Cruz, seconded by Councilor Maestas. (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

- Mayor Pro Tem Cruz expressed his concern with the ongoing litigation. He stated he believes a meeting should be held with the attorneys prior to the mediation hearing.
 - Deputy Clerk Colleen Engelhardt stated attorneys for Harper Land and Cattle have filed a motion to intervene on the lawsuit. She stated the judge has requested a phone conference with the attorneys on November 29th to discuss how to proceed.

VII. Business Matters

1. *Discussion/Approval/Disapproval: Review and acceptance of letter of resignation from Clerk Treasurer Amber Anguiano.
 - Mayor Martinez stated Amber presented him with her letter of resignation stating she is ready to forward with other opportunities. He stated she has done a great job during her time with the Village, and he has nothing but praise for her. He stated he wishes she was staying, but he is also wishing her the best in her endeavors.

Motion to approve acceptance of Clerk Treasurer Amber Anguiano's letter of resignation was made by Councilor C Martinez, seconded by Councilor Maestas. (Vote 4-0) Motion carried with all in favor.

2. *Discussion/Approval/Disapproval: Advertising to hire for the Clerk Treasurer position.

- Mayor Martinez stated he is recommending posting the position for two weeks starting this Friday. He stated it will be posted around town, in the Las Vegas Optic, with the Municipal League, and any other place we find to post.
- Deputy Clerk Colleen Engelhardt stated the Clerk Treasurer position is an exempt position as it is appointed by the Mayor and confirmed by Council. She stated while the standard hiring process is not required for appointed positions, it is acceptable to do so to seek qualified candidates.
- Councilor Martinez asked what qualifications will be listed, and Colleen stated the job description will be provided, which does not have extensive qualification requirements. However, she stated it does have experience suggestions and a willingness to learn.

Motion to approve advertising to hire for 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.

3. *Discussion/Approval/Disapproval: Contract with former Clerk Treasurer Amber Anguiano.
- Mayor Martinez stated the past two Clerks have been retained under contract upon their resignation in order to complete necessary tasks during the hiring process and to train the new Clerk Treasurer. He stated Amber is willing to fulfill this role under contract.
 - Councilor C Martinez asked about the term for the contract, and Deputy Clerk Colleen Engelhardt stated the contract was written to be open until either party terminates it. Mayor Martinez stated he believes Amber will be needed for about 6 months to get the new employee comfortable with the job duties.
 - Colleen asked if the Governing Body prefers to set a timeline for the contract, and Councilor C Martinez stated she believes an open contract is better because different people train differently.
 - Colleen stated the contract is being offered at \$25 per hour which is consistent with the past contracts for Clerks.

Motion to approve the contract with former Clerk Treasurer Amber Anguiano was made by Councilor C Martinez, seconded by Councilor Maestas. (Vote 4-0) Motion carried with all in favor.

4. *Discussion/Approval/Disapproval: Changing the title of the MVD Agent/Administrative Assistant to MVD Manager/Administrative Assistant.
- Mayor Martinez stated Julia will be taking over the title of MVD Manager now that Amber is resigning. He stated she recently gained her VIN Inspector certification, and she has everything she needs to run the MVD office.
 - Deputy Clerk Colleen Engelhardt stated it is a requirement from the State for the office to have a Manager because that is the title they require for an employee to process deposits, etc.

Motion to approve changing the position title of MVD Agent/Administrative Assistant to MVD Manager/Administrative Assistant was made by Councilor Miera, seconded by Mayor Pro Tem Cruz. (Vote 4-0) Motion carried with all in favor.

5. *Discussion/Approval/Disapproval: Contract with Gabriel Maestas for Utilities Worker substitute.
- Mayor Martinez stated he has had Gabe filling in because Julian has been attending CDL classes, and the Utilities Superintendent has been taking time off so as not to lose annual leave hours at the end of the year.
 - Deputy Clerk Colleen Engelhardt stated the contract is being offered at \$12 per hour.
 - Councilor Gabriel Maestas stated he would like to recuse his vote on this matter.

Motion to approve the contract with Gabriel Maestas as a Utilities Worker substitute was made by Mayor Pro Tem Cruz, seconded by Councilor Miera. (Vote 3-0) Motion carried with all in favor.

6. *Discussion/Approval/Disapproval: Clothing allowance for Utilities staff.
- Deputy Clerk Colleen Engelhardt stated in the past the Utilities staff is given an annual clothing allowance in the amount of \$500 to replace boots, work shirts, and Carhartt pants. She stated some years more funds were allowed for additional items, and it is typically allocated in the fall.
 - Mayor Martinez recommended \$500 for the Utilities Superintendent, and once the Utilities Assistant completes his probationary period allocating additional funds so he may purchase all clothing necessary for the job such as rain gear, overalls, and a jacket.
 - Deputy Clerk Colleen Engelhardt stated Julia will complete her probationary period mid-month, and Julian will complete his at the end of the month.
 - Utilities Superintendent Gary Sanchez stated the boots run about \$250 and with 4 pairs of pants the total will already exceed \$500 without buying any shirts. He stated he thought it will run about \$600.
 - Mayor Martinez stated Gary will need to get pricing on the items he is wanting to buy before it is approved, and Mayor Pro Tem Cruz agreed.

Motion to approve the clothing allowance for the Utilities Superintendent was made by Mayor Pro Tem Cruz, seconded by Councilor Maestas. (Vote 4-0) Motion carried with all in favor.

7. *Discussion/Approval/Disapproval: Wagon Mound Fire Department Purchase Requisition from the Fire Fund for Overhead Door to repair Fire House garage door.

- Deputy Clerk Colleen Engelhardt stated Overhead Door came out to perform maintenance on the Fire Department garage doors, and at that time, they performed an assessment for needed repair work. She stated the Fire Department has now submitted a Purchase Request for Overhead Door to replace a motor on one of the doors. She stated the total cost for parts, labor and milage is \$1,897.53.

Motion to approve Fire Department's Purchase Requisition for Overhead Door was made by Councilor C Martinez, seconded by Mayor Pro Tem Cruz. (Vote 4-0) Motion carried with all in favor.

8. *Discussion/Approval/Disapproval: Mora County Sheriff's Office Purchase Requisitions from the Law Enforcement Protection Fund:

A) Frontline Upfitting – Light Bar for Dodge Ram & Install Radar in Units Donated from Dona Ana Sheriff Office

B) TLC Uniforms – Duty Boots

C) IPS Tactical – Class B Uniforms

D) Sandia Computers – Rugged Dell Duty Laptops

- Undersheriff Romero stated for the Frontline Upfitting requests, the light bar is needed as a safety measure because the current light bar is not very visible from a distance. He stated the radar units were donated by State Police, and they are wanting to install them in the Tahoe police units donated by Dona Ana Sheriff's Office. He stated installing the radar will allow the vehicles to become patrol units.
- Undersheriff Romero stated the TLC Uniforms purchase is for boots for each of the Deputies. He stated this is the first time since he has worked for MCSO that boots are being supplied to the Deputies, and he feels it is important to give the staff the proper equipment and uniform to perform their duties.
- Undersheriff Romero stated the IPS Tactical request is for Class B uniforms for the staff. He stated this style of uniform is worn on special occasions, during road blocks, special assignments, and on Friday and Saturday to give an alternative to the formal Class A uniform.
- Undersheriff Romero stated the Sandia Computers request is for five laptops at a great discount. He stated the cost is about \$6K less than if they were purchased directly through Dell. He stated these laptops will go to the patrol division. He stated the current laptops in use do not meet the specs necessary for patrol use. He stated Sandia Computers will be able to upgrade the current laptops to make them more functional, but he stated that will be a future request.
- Deputy Clerk Colleen Engelhardt stated the amounts of the Purchase Requests are: Frontline - \$2,103.50 and \$1,374.34; TLC Uniforms - \$1,320.00; IPS Tactical - \$3,207.68; and Sandia Computers - \$8,000.00. She stated including these requests the remaining FY23 LEPF funds are about \$45K.
 - Mayor Martinez stated he spoke with Undersheriff Romero regarding their Purchase Requests submitted in the last two months totaling \$50K. The Mayor stated he understands the funds were released later than anticipated due to the Village's late audit, but he is going to limit their requests to \$7K per month because there are still six months remaining in the fiscal year for the funds to be spent.
- Mayor Pro Tem Cruz asked if the items purchased for deputies are returned upon separation from the MCSO. Undersheriff Romero explained all items purchased with public funds are returned, and they keep a tight inventory. For example, he stated, if a Deputy requests to utilize his own holster, both he and the Sheriff provide authorization to do so. He stated, if approved, the issued holster must be returned and the inventory will show "personal" for the holster.
 - Councilor Miera stated a lot of money is spent on uniforms when the department faces a high turnover.
 - Undersheriff Romero stated NM State Police is recruiting at \$40 per hour starting pay, and MCSO cannot compete with that wage. He stated this is one of the reasons they are trying to keep current certified deputies happy to encourage them to stay with MCSO.

Motion to approve MCSO Purchase Requisitions A-D was made by Councilor Miera, seconded by Councilor C Martinez. (Vote 4-0) Motion carried with all in favor.

9. Discussion: Meeting with NMDOT and BNSF regarding railroad crossings.

- Mayor Martinez stated Colleen and he met with representatives of NMDOT and BNSF with regards to the middle railroad crossing at Bond St. He stated they are initiating a project to replace the crossing arms

and the signal lights to improve safety. He stated the group moved to the southern crossing near Garciville, and they presented the Village with a \$100K offer to close this crossing permanently.

- Deputy Clerk Colleen Engelhardt stated BNSF is offering \$50K and the State is now able to match the offer with another \$50K. She stated at the Bond St crossing they have already invested in upgrades by redoing the actual crossing surface between the tracks. She stated they learned that repairs and upgrades to Bond St is the responsibility of the Village. Colleen stated she and the Mayor explained Village residents regularly use all three crossings, but the southern crossing is also heavily used by ranchers. Colleen stated a representative of the State suggested the possibility of closing the Bond St crossing and keeping the northern and southern crossing open. She stated she asked if there is an option to keep all three crossings open, and the railroad representative stated BNSF does not have the authority to close a crossing without the approval from the Village unless they were to go through a legal process involving attorneys and the PRC. She stated he said it would not be worth BNSF's time and money to pursue that option.
- Mayor Martinez stated the representatives stated the suggestion for closing one crossing is in an effort to improve safety, and they referenced two train collisions – one that happened over 30 years ago, and one that happened in 2022. The Mayor stated both accidents were a result of poor decision making on behalf of the individuals, not because the crossing itself is unsafe.
- Mayor Pro Tem Cruz stated he feels all three crossing should remain open.
- Councilor Miera agreed and stated the NMDOT travels through that crossing as well, and it also provides access in case of an emergency.
- Mayor Martinez stated he also agrees, and he suggested there is no need to bring it before the public for input. Councilors agreed there is no need to pursue the matter further.

VIII. Monthly Reports

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

- Deputy Clerk Colleen Engelhardt stated in addition to regular monthly bills state and federal taxes were paid, Amber was paid per diem for a training she attended last month, Veriforce was paid their annual fee to maintain the natural gas certifications, and Hall Environmental was paid for water and wastewater testing.

Motion to approve October 2023 vouchers was made by Councilor Miera, seconded by Councilor C Martinez. (Vote 4-0) Motion carried with all in favor.

B. Utility Delinquent List – Deputy Clerk, Colleen Engelhardt

- Active Accounts – 9 letters sent with total delinquency of \$481.65. Payments were due on October 24th. All payments were received on-time, and they totaled \$706.44.
- Inactive Accounts – 8 total accounts with 4 letters sent, and 4 accounts that no longer have good mailing addresses. Total delinquency of \$852.31, and no payments were received.

C. Utility Superintendent – Utility Superintendent, Gary Sanchez

- Water – received results for the DDB2 testing, and the average of the halocetic acids is way below average at 1.90ug/L and total trihalomethanes are at 8.74ug/L. He stated this test is done to determine how the chlorine is effecting the system, and a high read would be 60ug/L so this is a very good result showing it is not negatively impacting the system.
- Wastewater – nothing to report
- Natural Gas – on Fri, Nov 10th, he was called in for a report of a potential gas leak. Upon investigation, he found the regulator had dirt in it, and it was stuck open. He stated he popped it open a few times to clear the debris, and the gas smell dissipated.
- Mayor Pro Tem Cruz asked what the man with the boat was doing at the sewer ponds. Gary stated the man is with NM Rural Water, and he was helping perform a sludge depth test as required for the

discharge permit. Gary stated the lagoons are doing really well as compared to five years ago. He stated the sludge depth has gone down significantly due to the way the ponds are being managed.

D. MVD Reports – MVD Manager, Amber Alcon

- Deputy Clerk Colleen Engelhardt reported a total of 54 transactions for a total of \$4,502.10 were processed in October.

E. Mora County Sheriff's Office Report

- Undersheriff Romero reported that Deputy Coca just received his Level 3 VIN Inspector certification so MCSO will begin offering this service starting next month. He stated Danielle Apodaca was hired today to fill a Deputy opening. He stated she was a State Police Dispatcher, and she'll need to go through the process of becoming certified. He stated they are still looking to fill one more Deputy position. The Undersheriff reported their call volume has gone up, and they have processed a little over 3,000 calls in 2023. He stated MCSO held an active shooter training at Wagon Mound Public Schools, and they participated in the Trunk or Treat event with them on Halloween. Undersheriff Romero reported Deputy Olguin resigned recently, and the K9 program has been put on hold. He stated they will open up the opportunity for training to other MCSO Deputies.

F. Housing Authority – Northern Regional Housing Authority

- Mayor Martinez stated the Village's auditor has been contacted by the housing's auditor, and he was informed they are on schedule to complete their audit in time to submit the Village's FY22 by our deadline of December 15th.

G. Wagon Mound Fire Department – Fire Chief

- Assistant Fire Chief reported they have responded to five calls in November so far with one fatality. He stated Overhead Door will be repairing one of the garage bay doors, and tires have now been replaced on all the vehicles. He stated they now need to work on tune-ups and servicing the vehicles. He stated the Fire Chief reported at the last meeting that Truck #2 will be taken to 411 in Albuquerque for repairs to the pressure relief valve, and once it is repaired that truck will go back into service. The Assistant Chief stated he spoke with Deputy Coca about getting a Level 3 Vin inspection done on the truck without plates so it can get registered properly. He reported WMFD did a fire prevention presentation at Wagon Mound Public Schools.

H. Bean Day Association – President, Luis Lopez

- Absent

X. Old Business

- None

X. Mayor's Report

- Mayor Martinez reported he spoke with Mr. Harper, the landowner directly north of the Village. He stated Mr. Harper expressed his interest in the community, and that he wants to find ways to help it prosper. The Mayor stated Mr. Harper suggested meeting with the school Superintendent to discuss a way to help retain teachers. Mr. Harper suggested the possibility of buying homes or land where a home could be built, and if the teacher were to agree to stay at Wagon Mound Public Schools for a certain length of time, he would donate the house to that teacher.
- The Mayor also stated Mr. Harper brought up the house located on his property just east of town, and the Mayor stated he is going to suggest a MCSO Deputy may be interested in living there. The Mayor stated he will let the Undersheriff know as the idea develops.
- Mayor Martinez stated he believes the Village should consider his offers to invest in the community.


kl. Adjourn

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

Approved and attested this 12th Day of December 2023.



Andres Martinez, Mayor

Attest: 
Amber L. Anguiano, Contract Clerk
Treasurer
(SEAL)

