



Village of Wagon Mound
Regular Meeting Agenda
Tuesday, June 9, 2020 at 6:00 p.m.
Presiding Mayor Quintana

- I. Call to Order and Pledge of Allegiance**
 - The meeting was called to order at 6:00 p.m. by Mayor Quintana
 - The Pledge of Allegiance was led by Mayor Quintana

- II. Roll Call**
 - Roll call was taken by Municipal Clerk Eggert. Present were Mayor Quintana, Mayor Pro Tem Martinez, Councilor Clouthier, and Councilor Miera. Councilor Cruz was absent.

- III. *Approval of Agenda – June 9, 2020**
 - Motion to approve June 9, 2020 agenda with adding Public Input, and Mayor's Report to the agenda was made by Mayor Pro Tem Martinez, seconded by Councilor Clouthier. (Vote 3-0) Motion carried and all in favor.

- IV. *Approval of Minutes: Regular Meeting May 19, 2020**
 - Motion to approve Regular Meeting Minutes for May 19, 2020 was made by Mayor Pro Tem Martinez, seconded by Councilor Miera. (Vote 3-0) Motion carried and all in favor.

- V. Public Input: No public input.**

- VI. * Business Matters:**
 - 1. *Discussion/Approval/Disapproval: Approval of Speed Bumps and Awareness Signs**

of speed bumps to be installed on South Catron Road and Caliche Road. (Quotes attached)

Mayor Quintana stated that quotes were attached to the packets for the speed bumps and signs. Finance Clerk informed council that Northern Tool & Equipment were the cheapest, we would get 2 for the price of one, also if we signed up for the Advantage Membership for \$39.99 we would get the shipping free, savings of \$306.00. Mayor Quintana stated it would be cheaper for us to get the membership, Councilor Clouthier mentioned that the Village might be able to order other equipment also. Finance Clerk stated the signs for the speed bumps were \$9.99 and that we had poles somewhere for them. Mayor Quintana then finished and suggested to buy the membership for \$39.99 and save on that shipping for the speed bumps. Mayor Pro Tem stated we can use this purchase of the speed bumps to start with for now and monitor how they work, if they hold up and are sturdy enough, then we can purchase more for the different area of town.

 - Motion to approve purchase of the Speed Bumps through Northern Tool & Equipment and to purchase Awareness Signs was made by Councilor Miera, seconded by Councilor Clouthier. (Vote 3-0) Motion carried and all in favor.

2. *Discussion/Approval/Disapproval: Approval of equipment and supplies for Mora County Sheriff's department. (Requisition attached)

Sheriff Espinoza stated that if the funds for the LEPPF are not used by a certain date this year that it'll be rolled over to the next fiscal year and or they might lose it all together if not used. He stated especially now that we are dealing with the change, the COVID-19 pandemic. He then continued going over the requisitions and informing council why they needed certain trainings and equipment. Mayor Pro Tem suggested next time there are many requisitions for the Sheriff's purchase, to give a copy of every requisition they would like to purchase. Municipal Clerk agreed, and then mentioned she was going to do that but the Finance Clerk suggested not to because there were too many and said that if they wanted a copy they can request a one. Mayor Pro Tem said he'd like copies made no matter how many pages there are. Sheriff Padilla then inquired on the Solar Panel Radars if the Village has received them yet. Municipal Clerk informed them that we have them in the maintenance shop and waiting on someone to install them. Mayor Pro Tem informed the Sheriffs that we purchased two, one for Eastbound of the school and one for the Westbound. Sheriff Padilla then moved onto the graduation parade and that they would be here at 10:00am. Mayor Quintana mentioned that Monica, Kathleen, and he bought banners for our graduating class with their own money and that the banners will be given to the parents of the graduates after graduation. Sheriff Espinoza informed all who attended the meeting that the county passed an ordinance on fireworks and if we had any issues with fireworks they'll send someone out here.

- Motion to approve purchase of equipment and supplies for Mora County Sheriff's department was made by Councilor Miera, seconded by Councilor Clouthier. (Vote 3-0) Motion carried and all in favor.

3. *Discussion/Approval/Disapproval: Bean Day Celebration.

- Motion to approve Bean Day Celebration 2020 cancelation due to COVID-19 pandemic was made by Mayor Pro Tem Martinez, seconded by Councilor Miera. (Vote 3-0) Motion carried and all in favor.

4. *Discussion/Approval/Disapproval: Amendment – Personnel Ordinance.

Mayor Quintana passed out a fact sheet regarding Personnel Procedures and Policies. He then informed council our attorney stated if the municipal is in a financial hardship because of the Village carrying spousal and or family health insurance we would need to change it. Municipal Clerk added that the coverage the employees have with Erisa was established in 2013 and that she emailed the administration at Erisa to ask about the 80/20 if it was a set percentage or if we can lower what the Village is paying for the coverage. She informed the council she'd let them know what the response was on the 80/20 and if it can be changed. Mayor Pro Tem mentioned that all entities with PERA fall under the split of 80/20 that he was aware of. He continued with the Village trying to save money for the community, and stated if the Village doesn't have the money to pay for the spouse and or family health insurance there is nothing the Village can do but lessen the insurance coverage. He wanted everyone to know that the Village isn't picking on anyone individual but if the funds are not in the budget and if it effects the way we operate, the Village has to do what is right for the Village. Mayor Quintana mentioned that the Utility Superintendent is part of this decision

and that he will be coming back on Monday the 22nd of June, the Mayor wanted him involved with this discussion on taking the spousal coverage away. Mayor Pro Tem inquired about when is the Utility Superintendent coming back from his accident and if he isn't at 100% he can't work for the Village, he continued and stated that the Superintendent would need a release from his doctor at 100% and if not, he would not be able to work for the Village. He included that if he does come back and works for the Village, gets hurt doing anything the Village would be responsible for the rest of his life. Mayor Quintana stated after talking with the Utility Superintendent he would be back with a doctor's note for light duty. Mayor Pro Tem gave an example of light duty using the Municipal Clerk as an example being in the office as an admin. Light duty being sitting at her desk typing for a limited time that would be light duty for her. The Utility Superintendent's job is working with heavy equipment, working outside, asking the question where is the light duty in that, there isn't any and we couldn't have him in the office, his job is to do water, gas and other outside duties. Mayor Quintana stated we have to work with him and that he is coming back to do some things in the Village. Municipal Clerk did inform the council that he has office work he can work on for example the DIMP program and addressing PRC. Mayor Pro Tem then stated if the Village needed a gas line fixed or trash picked up with the dump truck or if he needed to do work using the back hoe, he would not be able to operate it, and that is the Utility Superintendent's main duty. Utility Clerk turned the meeting back to the personnel ordinance and reminded everyone that the process to get the Personnel Ordinance passed by July 1, 2020 needs to be acted on now. Mayor Pro Tem stated we are just starting on this and in a couple of weeks it'll give time to get going on what you come up with and it isn't the final say so and in the two weeks if you find something that'll work and it won't affect the budget great. Everything falls on the budget Mayor Quintana stated. Mayor Pro Tem stated we can start the process on the amendment tonight and it'll give enough time when we have our special meeting. He continued and stated by starting now it'll give plenty of time to approve or disapprove and at least we can start the change of the ordinance and in two weeks let us know what was found out about the change of percentage. Further discussion followed.

- Motion to approve Amendment to our Personnel policy on offering Health Insurance to employees only with the specific wording stated, and because of budget restraints, was made by Mayor Pro Tem Martinez, seconded by Councilor Clouthier. (Vote 3-0) Motion carried and all in favor.

5. *Discussion/Approval/Disapproval: Job Descriptions for all employees.

Mayor Quintana stated he went back to the minutes on September 10, 2019, for the descriptions of the job duties for all the employees and mentioned he didn't know what the council wanted to change. Mayor Pro Tem said that they all look fine but the only one he had a concern about was the Utility Assistants job description. He continued about the qualifications for his position and if he doesn't get his qualification within 12 months he addressed the councilman on what to do, maybe we can give him a break because of the COVID-19 pandemic. He also knows that he has been trying to get his CDL but because of covid no trainings has been offered. Mayor Pro Tem then asked if the Utility Assistant was still working. Mayor Quintana stated the Utility Assistant phoned him on Saturday around 2:00 and told him that he was going to fight fires. On the next business day Monday the Utility Assistant turned in his keys. The Mayor didn't know if he would be coming back and

what he heard was he wanted to come back. Sheriff Espinoza did let all know that when he hires someone, they have to sign a contract stating they would stay for two years and if not they would have to pay back for all equipment and trainings they went through. Mayor Quintana directed the meeting back to the job descriptions and Mayor Pro Tem stated he thought the job descriptions were all fine. The Utility Clerk wanted clarification on the time for the positions. Mayor Quintana stated the council wanted everyone coming in at 8:00am and Mayor Pro Tem confirmed it and stated everyone has to be coming in at 8:00 and the Mayor wanted everyone across the board to be the same. Finance Clerk stated that Utility Clerk's time on her job description states 7:00 to 1:00 and that we would have to change it then approve it. Municipal Clerk confirmed that the council will approve and sign off on the job descriptions with the changes for the Utility Clerk's hours to read 8:00am to 2:00pm and the Utility Superintendent's hours to read 8:00 to 4:30pm. Utility Clerk then stated the change on the full time and part time employee hours for clarification purposes.

- Motion to approve Job Descriptions with the change of the Utility Clerk's hours to read 8:00am to 2:00pm and the Utility Superintendent's hours to read 8:00am 4:30pm was made by Mayor Pro Tem Martinez, seconded by Councilor Clouthier. (Vote 3-0) Motion carried and all in favor.

Mayor Quintana directed the question to the council regarding the Utility Assistant on what should be done with this issue. He mentioned do we sit down and talk to him, Councilor Miera stated we should hire someone part time, Mayor Pro Tem informed them the Village cant' afford it and continued stating if he isn't on vacation time then he shouldn't be getting paid. Finance Clerk stated she isn't paying him anything right now because she doesn't know if he quit. Mayor Pro Tem continued with if he didn't fill out a vacation slip and have the Mayor sign it but by him just turning in his keys and say to us he's gone and going to fight fires, to Mayor Pro Tem he left the job, he quit. Further discussion followed. Right now we don't have anyone to get any work done in the Village. Running it through the attorney stated Sheriff Espinoza just to make sure there are no legal issues because he has had issues with something familiar. Mayor Quintana stated that this wasn't on the agenda and if they were interested in have a special meeting to discuss this issue. Mayor Pro Tem suggested that the Municipal Clerk call the attorney to make sure we have no legal issues to deal with on this.

VII. Monthly Reports:

A. *Approval of Vouchers – Finance Clerk Monica Martinez

Finance Clerk asked if anyone had questions on the vouchers and that the only thing that was paid on this month's bills along with the Trafficalm bill. She then asked for an approval of the vouchers.

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

B. Utilities Delinquent Report – Utility Clerk Colleen Engelhardt

May delinquent reports – 19 letters sent. Total Delinquent balance \$1,456.38.

Total payments received – \$2,340.90.

Acct D25001 – Customer received 1 or 2 extensions based on loss of employment due to Covid-19, customer made payment received for the account of \$200.00 she did inform him that

no further extensions will be offered unless documentation is presented.

Inactive Accounts – 13 letters sent. Total delinquent balance \$2,620.61.

2 payments received in full Acct A19001 and 103700 both account closed.

3 accounts were shut off last month for non-payment. Letters sent to reinstate the shut off accounts, no response from any of the account holders.

Past account holder issue – property owner D. Valdez, Acct 201100 had issues on reinstating

her utilities because of someone she let stay at the house that didn't pay the balance owed when it was due. Further discussion followed.

Gas Meter issues – Results on reading the gas meter for the Village came back as 500 mcf's which were high, normal in winter months are around 80 mcf's. Both Utility Clerk and

Municipal Clerk read the meter, taking a picture of it and sent it to the Utility Superintendent for verification of the reading, no response as of yet from Utility Superintendent. City of Las Vegas Gas company came to check out the meter, they discovered the reading was incorrect and recommended the Village to get quotes to calibrate the old ones and to get costs for the new meters as well.

- C. Utilities Report – Utility Superintendent Gary Sanchez – **Absent until July 2020.**
- D. MVD Reports – MVD Manager Sandra Romero **Absent**
- E. Mora County Sheriff's Office Report **was given on business matter item #2**
- F. Housing Authority Report – Theresa Carmody **Absent**
- G. Fire Chief – Robert Mondragon **Absent**
- H. Bean Day Association's Report – Luis Lopez **Absent**

VIII. Mayor's Report

IX. Adjournment

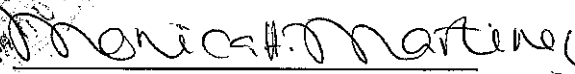
Motion to Adjourn was made by Councilor Miera, seconded by Councilor Clouthier. (Vote 3-0) Motion carried and all in favor. The meeting adjourned at 8:06 p.m.

Approved and attested this 14th Day of July 2020.

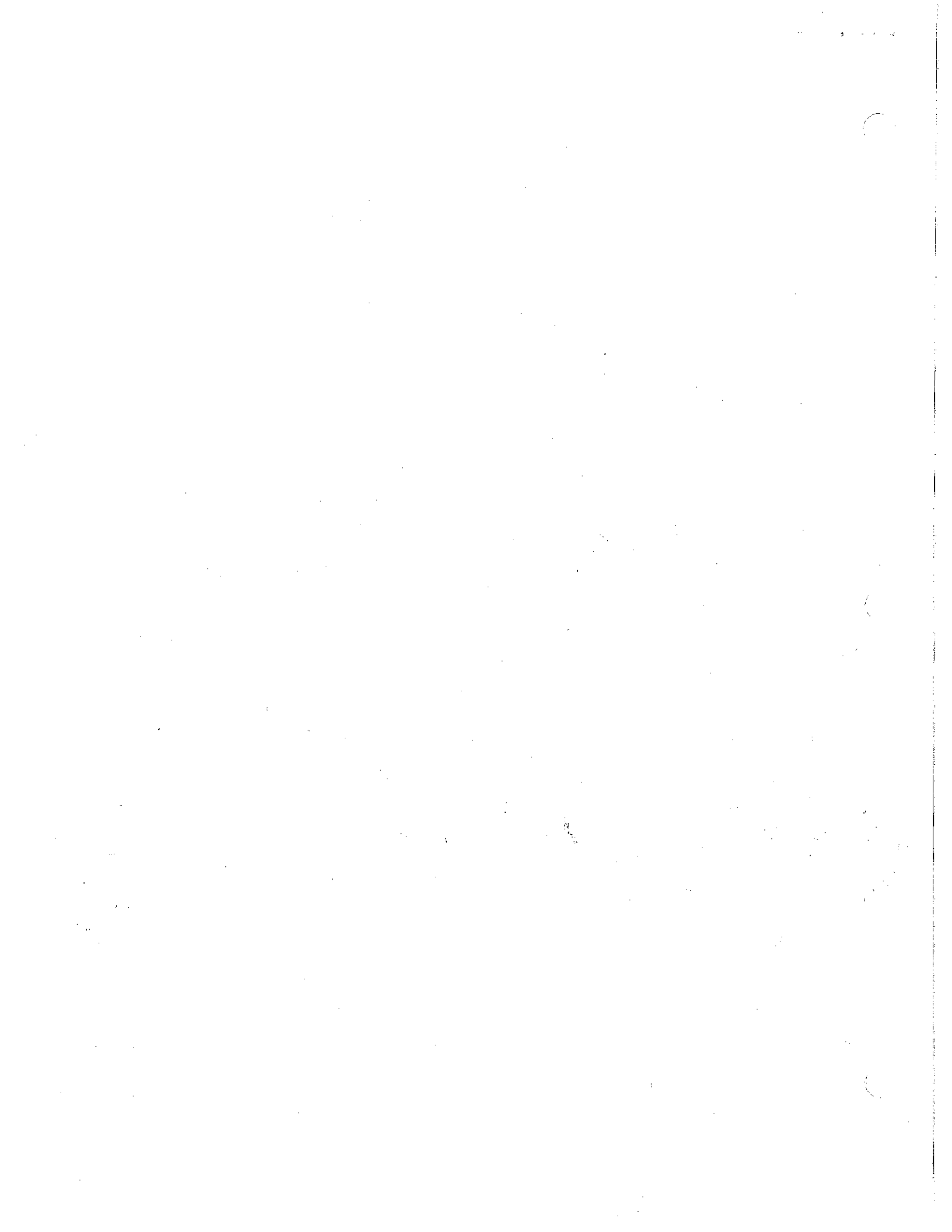


Andres Martinez, Mayor

Attest:


Kathleen Eggert, Municipal Clerk

*Ms. Eggert was discharged from the municipal Clerk position on July 24, 2020 by Mayor Martinez, and this decision was approved by Council on August 11, 2021. Monica Martinez was appointed Clerk Treasurer on July 24, 2020, and she signed these minutes because Ms. Eggert did not attest them.



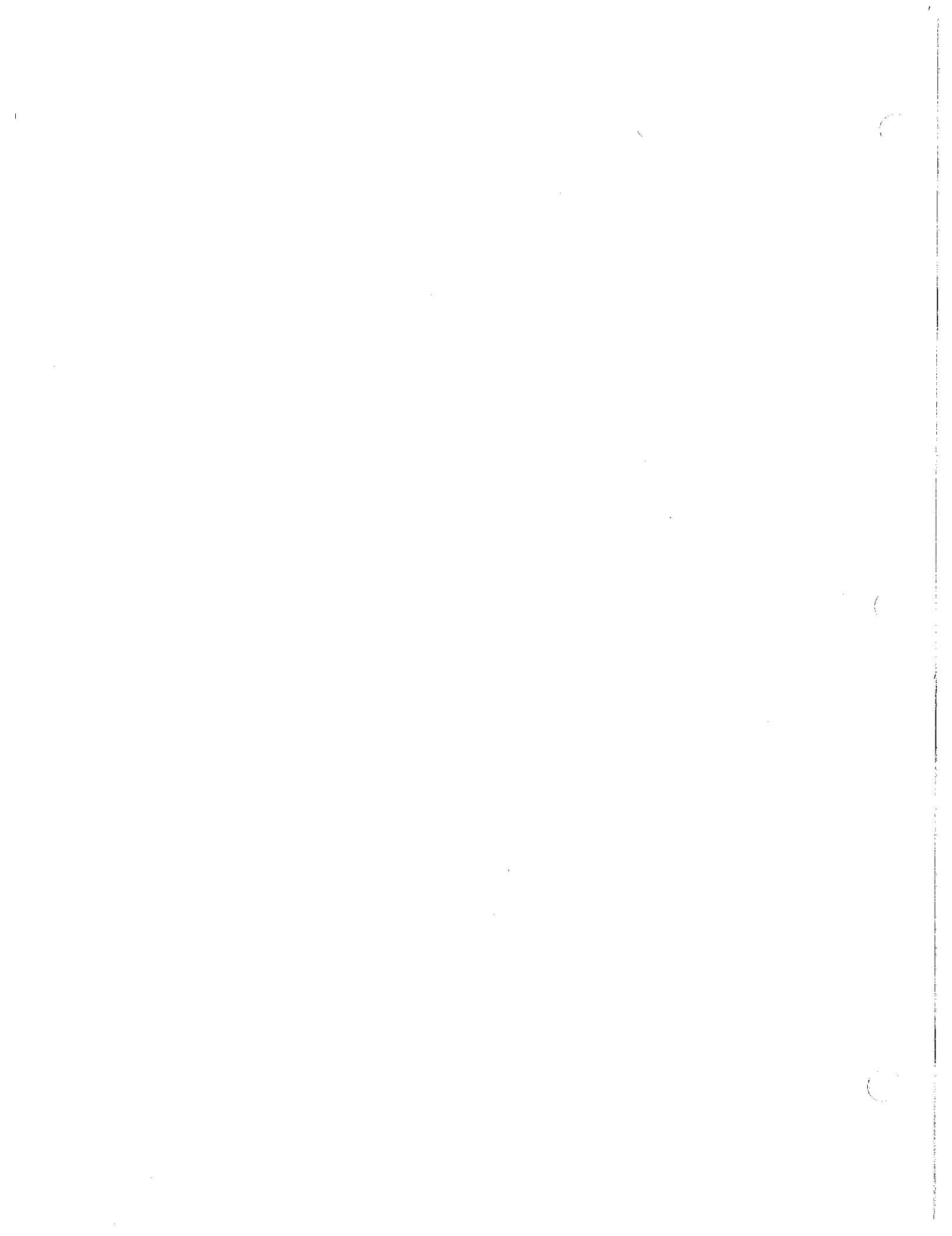


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Regular Meeting Agenda
Tuesday, June 9, 2020 at 6:00 p.m.
Presiding Mayor Quintana
AMENDED

*** - 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**
- III. *Approval of Agenda – June 9, 2020**
- IV. *Approval of Minutes: Regular Meeting May 19, 2020**
- V. Public Input: N/A**
- VI. Comments or Concerns of Council: N/A**
- VII. * Business Matters:**
 - 1. *Discussion/Approval/Disapproval:** Approval of Speed Bumps and Awareness Signs of speed bumps to be installed on South Catron Road and Caliche Road. (Quotes attached)
 - 2. *Discussion/Approval/Disapproval:** Approval of equipment and supplies for Mora County Sheriff's department. (Requisition attached)
 - 3. *Discussion/Approval/Disapproval:** Bean Day Celebration.
 - 4. *Discussion/Approval/Disapproval:** Amendment – Personnel Ordinance.
 - 5. *Discussion/Approval/Disapproval:** Job Descriptions for all employees.
- VII. Monthly Reports:**
 - A. *Approval of Vouchers – Finance Clerk Monica Martinez**
 - B. Utilities Delinquent Report – Utility Clerk Colleen Engelhardt**
 - C. Utilities Report – Utility Superintendent Gary Sanchez – Absent until July 2020.**
 - D. MVD Reports – MVD Manager Sandra Romero**
 - E. Mora County Sheriff's Office Report**



- F. Housing Authority Report – Theresa Carmody
- G. Fire Chief – Robert Mondragon
- H. Bean Day Association's Report – Luis Lopez

VIII. Mayor's Report:

IX. Adjournment

