



Village of Wagon Mound
Special Meeting Agenda
AMENDED
Thursday, July 30, 2020
6:00pm
Presiding Mayor Andres Martinez

*** - Indicates an action item**

During this meeting the Mayor and Council may convene into Executive Session as allowed by Section, 10-15-1, H 1-10. NMSA 1978

- I. Call to Order and Pledge of Allegiance
- II. Roll Call: Mayor Andres Martinez, Mayor Pro-Tem Timothy Cruz, Councilor Adrian A. Clouthier, Councilor Paul A. Miera, and Councilor F. Luis Lopez.
- III. *Approval of Agenda
- IV. Business Matters
 1. * Discussion/Approval/Disapproval: Joint Powers Agreement between the Mora County Sheriff's Office and the Village of Wagon Mound.
 2. * Discussion/Approval/Disapproval: Memo of Understanding between the Mora County Sheriff's Office and the Village of Wagon Mound.
 3. *Discussion/Approval/Disapproval: Review applications for vacant Utilities Assistant position and select applicant for hire.
 4. Discussion: Possible changes to staffing structure and reallocation of job duties.
 5. * Discussion/Approval/Disapproval: Review and acceptance of adopting Resolution 2020-07 BAR Adjustments.
 6. *Discussion/Approval/Disapproval: Review of June 30, 2020 Quarterly Report and adopting Resolution 2020-08: June 30th FY20 Fourth Quarter Report.
 7. *Discussion/Approval/Disapproval: Review of operating budget and adopting Resolution 2020-09: 2020-2021 Operating Budget.
- V. Adjourn



I. Call to Order and Pledge of Allegiance

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

III. *Approval of Agenda

- Mayor Martinez stated the roman numerals are incorrect as it skips number IV.
- Mayor Martinez stated he would like to rearrange the order of the business items. He stated items 3, 4, and 5 will be moved to become items 5, 6, and 7, and items 6 and 7 will be moved to become items 3 and 4.

Motion to approve the agenda with the recommended amendments was made by Mayor Pro Tem Cruz, seconded by Councilor Miera. (Vote 4-0) Motion carried and all in favor.

IV. Business Matters

1. * Discussion/Approval/Disapproval: Joint Powers Agreement between the Mora County Sheriff's Office and the Village of Wagon Mound.
 - Mayor Martinez stated this document was signed by Mayor Quintana and the Village's attorney as well as Mora County's Commissioner and attorney, but it was never brought before Council for approval. He stated it needed to be submitted before July 1st. He
 - Mora County Sheriff Amos Espinoza stated this document allows for the Village's LEPF funds to be utilized by Mora County Sheriff's Office (MCSO).
 - Utility Clerk Colleen Engelhardt stated she spoke with Jolene Gonzales of the DFA, and she confirmed the application was submitted on time, and it has been approved. The Utility Clerk stated the Village will be receiving the full \$20K.
 - o Utility Clerk Engelhardt stated she was told the DFA only needs one document with this application process. She stated when this was initiated in 2018, the JPA was created to establish the relationship between the DFA distributing the funds to the Village and authorizing the Village to distribute the funds for MCSO use. She stated the Memo of Understanding simply establishes the relationship between the Village and MCSO to allow MCSO the use of Village office space. Utility Clerk Engelhardt stated it was suggested to combine the two documents next year into the JPA rather than having to manage both documents separately.
 - Utility Clerk Engelhardt stated she wanted to clarify which entity has the responsibility of managing the JPA. She read from the JPA the clause stating the Village shall be the administering agency, and she stated there may have been some confusion regarding this as this document was getting prepared for renewal. She also read the clause stating the funds may be used for purchase and repair of equipment as well as officer training in support of the purpose of the document.
 - Mayor Pro Tem Cruz clarified that any purchases the MCSO make using Village LEPF funds must be approved by Council before they funds are authorized. Both the Mayor and the Utility Clerk confirmed. Mayor Martinez stated MCSO will submit a Purchase Requisition to the Clerk's Office, and then it will be put on an upcoming agenda for approval before the purchase is approved and funds are released. The Utility Clerk also stated that the JPA and MOU should have been brought before Council for approval before they were signed as well.

Motion to approve the Joint Powers Agreement between the MCSO and the Village of Wagon Mound was made by Mayor Pro Tem Cruz, seconded by Councilor Clouthier. (Vote 4-0) Motion carried and all in favor.

2. * Discussion/Approval/Disapproval: Memo of Understanding between the Mora County Sheriff's Office and the Village of Wagon Mound.
 - Mayor Martinez stated we have discussed the parameters of the MOU with the JPA discussion, and he recommended an approval of the MOU.

Motion to approve the Memo of Understanding between the MCSO and the Village of Wagon Mound was made by Mayor Pro Tem Cruz, seconded by Councilor Miera. (Vote 4-0) Motion carried and all in favor.

3. *Discussion/Approval/Disapproval: Review applications for vacant Utilities Assistant position and select applicant for hire.
 - Mayor Martinez stated the Village held interviews with two applicants for the Utilities Assistant position, and the interview team consisted of Mayor Pro Tem Cruz, Utilities Superintendent Sanchez, Utility Clerk Engelhardt, and himself. He stated both gave great interviews. However, he stated, in reviewing each applicant's qualifications, one had much more experience relative to what the position is requiring.
 - Mayor Martinez recommended the hire of Edward Valdez because he holds a CDL, he has experience driving a trash truck, and he is a diesel mechanic. He stated these qualifications and experience can greatly benefit the Village. The Mayor recommended the starting wage at \$15 per hour, and to have his first day be Monday, August 3rd.

Motion to approve the Mayor's recommendation was made by Mayor Pro Tem Cruz, seconded by Councilor Miera. (Vote 4-0) Motion carried and all in favor.

4. Discussion: Possible changes to staffing structure and reallocation of job duties.
 - Mayor Martinez stated he has temporarily appointed a new Clerk/Treasurer, and this appointment will be brought before Council at the August 11th Meeting. He stated he has the Utility Clerk working full-time during this transition, and the former Clerk/Treasurer Nora Sanchez's contract has been extended to assist and train during this transition. He stated these individuals are working hard to get the finances in order to be able to submit the proper budget documents to the DFA by the July 31st deadline.
 - Utility Clerk Engelhardt stated included on the August 11th agenda will also be an action item to combine the duties of the Municipal Clerk and Finance Clerk into one position with the title Clerk/Treasurer.
 - Mayor Martinez stated the Finance Clerk position had been opened for interested people to apply. He stated the applicants were contacted and informed of the restructuring. He stated they were also informed that their applications will be kept on file in the case of a similar position opening in the future. He stated once the finances have been addressed, the Village may be interested in opening another office position in the early fall. And, he stated, the Utility Clerk has expressed interest in increasing her part-time hours from 18 to 30 hours per week.
5. * Discussion/Approval/Disapproval: Review and acceptance of adopting Resolution 2020-07 BAR Adjustments.
 - Appointed Clerk/Treasurer Monica Martinez stated Budget Adjustment Resolutions are required when a budget line item is over or under the initial budget amount. She stated property tax and MVD donations both revenue more than expected while retirement, Medicare, office supplies, and employee training expended more than budgeted.
 - Appointed Clerk/Treasurer Martinez stated she spoke with the auditor, and he explained line item transfers such as these do not reflect poorly on the Village.

Motion to approve Resolution 2020-07 BAR Adjustments was made by Mayor Pro Tem Cruz, seconded by Councilor Clouthier. (Vote 4-0) Motion carried and all in favor.

6. *Discussion/Approval/Disapproval: Review of June 30, 2020 Quarterly Report and adopting Resolution 2020-08: June 30th FY20 Fourth Quarter Report.

- Appointed Clerk/Treasurer Monic Martinez stated the BAR is required to complete the Fourth Quarter report, and this Resolution is required to submit the Fourth Quarter Report.

Motion to approve Resolution 2020-08: June 30th Fourth Quarter Report was made by Mayor Pro Tem Cruz, seconded by Councilor Clouthier. (Vote 4-0) Motion carried and all in favor.

7. *Discussion/Approval/Disapproval: Review of operating budget and adopting Resolution 2020-09: 2020-2021 Operating Budget.

- Appointed Clerk/Treasurer Martinez stated the DFA had allowed the previous year's budget to be resubmitted as the interim budget in June due to COVID-19. She stated she worked with Nora to increase a few individual line items such as salaries, and adding a line item for the Fire department's propane as it had been allocated under natural gas previously. However, she stated, this budget is very similar to the one submitted in June. She stated it needs to be submitted by tomorrow, July 31st, in order to remain in compliance.
- Utility Clerk Engelhardt stated the Village will need to hold a Public Hearing at the August 11th meeting. She stated it should have been held previously, but the Budget Analyst is aware of the Village's circumstances. The Utility Clerk stated she was informed that by holding the Public Hearing in August will allow us to remain in compliance.

Motion to approve Resolution 2020-09: 2020-2021 Operating Budget was made by Councilor Miera, seconded by Mayor Pro Tem Cruz.

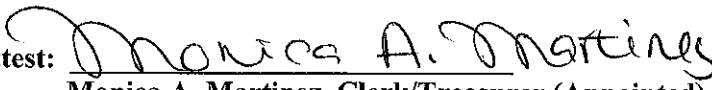
V. Adjourn

Motion to adjourn was made by Mayor Pro Tem Cruz, seconded by Councilor Clouthier. (Vote 4-0) Motion carried and all in favor. The meeting adjourned at 6:50PM.

Approved and attested this 11th Day of August, 2020.



Andres Martinez, Mayor

Attest: 

Monica A. Martinez, Clerk/Treasurer (Appointed)

