



Village of Wagon Mound
Regular Meeting Agenda
Tuesday, August 13, 2024 - 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 D. Maestas.

III. *Approval of Agenda

IV. *Approval of Minutes for:

A. Regular Meeting Minutes July 16, 2024

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 selection of quote to contract an auditor.
2. *Discussion/Approval/Disapproval: Review and selection of quote to purchase vehicle(s) utilizing Capital Outlay funds.
3. *Discussion/Approval/Disapproval: Renew Contract of Lease with El Centro Family Health.
4. *Discussion/Approval/Disapproval: Purchase property within Village limits for municipal use.
5. *Discussion/Approval/Disapproval: Quote to repair to Case loader.
6. *Discussion/Approval/Disapproval: Review and accept payment to test water at Santa Clara Spring.
7. *Discussion/Approval/Disapproval: Select applicant for hire to fill the Administrative Assistant/MVD Agent position.
8. *Discussion/Approval/Disapproval: Change Order for South Catron Avenue Improvements Project.

VIII. Monthly Reports

1. *Approval Item –Approval of Vouchers (payment to vendors) Clerk Treasurer
2. Utility Delinquent List – Deputy Clerk
3. Utility Superintendent – Utility Superintendent
4. MVD Reports – MVD Manager



I. Call to Order and Pledge of Allegiance

II. Roll Call was taken by Clerk Treasurer Amber Anguiano. Mayor Andres Martinez, Councilor Paul A. Miera, and Councilor Gabriel D. Maestas were present. Mayor Pro Tem Eldie R. Cruz and Councilor Claudia M. Martinez were absent. (*Mayor Pro Tem Cruz arrived at 6:16PM*)

III. *Approval of Agenda

- Deputy Clerk Colleen Engelhardt stated item #8 under Business Matters can be removed from the agenda because the Change Order for the South Catron Avenue Improvements project is not needed at this time.

Motion to approve the agenda with the recommended amendment was made by Councilor Maestas, seconded by Councilor Miera. (Vote 2-0) Motion carried with all in favor.

IV. *Approval of Minutes for:

A. Regular Meeting Minutes July 16, 2024

Motion to approve the July 16, 2024 meeting minutes was made by Councilor Miera, seconded by Councilor Maestas. (Vote 2-0) Motion carried with all in favor.

V. Public Input: Please sign in if you would like to participate (limited to 3 minutes per person)

- Citizen Robert Garcia asked for clarification regarding the Village fees for businesses and the fees Bean Day charges for vendors.
- Clerk Treasurer Amber Anguiano stated the Village charges any business operating within Village limits, either as an annual Business Registration or a daily Business Permit. She stated the Bean Day Association charges their own fee for vendors to have a space to sell during the Bean Day Celebration.
- Citizen Garcia stated over the last few years when he sold during Bean Day, he was required to pay Bean Day Association to pick a space to set-up and sell his wares. He stated the Village Business Registration allows him to sell anywhere within Village limits, and this year he has received permission to set-up his booth on private property. He stated his intentions are to sell on private property and not pay vending fees to Bean Day Association.
 - Councilor Miera stated, to the best of his knowledge, the Bean Day vendor spaces are only located at the park and rodeo grounds. Amber stated the Bean Day Association basically rents specific Village owned properties throughout the Village including the parks and the rodeo grounds, and this is where they operate. She stated a seller can't just set-up on one of those rented spaces without paying their vendor fees. However, she stated, selling on personal private property or private property with permission of the landowner is allowed.
 - Mayor Martinez agreed stating the Village does not have authority to tell a property owner what they can or cannot do on private property. He stated Mr. Garcia only needs to show his Village Business Registration and have proof of the property owner's permission to sell there.
 - Mayor Martinez stated the Village is not the host of the event, but rather, is the owner of the properties where the events are being held. He stated, therefore, the Village has no say as to which vendors sell where within the rented spaces.
- Mayor Martinez stated a private property owner asked him if she could sell on her private property, and now he has become aware of the owner allowing others to sell on her property as well.
 - Deputy Clerk Colleen Engelhardt stated if the property owner is earning income by renting the space to vendors, then she needs to also purchase a Business Registration from the Village.
- Councilor Maestas asked about the rental contract or agreement the Village has with the Bean Day Association. Amber stated there is not an actual agreement in place, and this is why the Administrative

staff have been recommending adopting a rental agreement for Village properties. Councilor Maestas asked if Bean Day Association has the authority to charge admission to the rodeo grounds, and are they able to tell people to leave those facilities. The Mayor stated the Village allows the Association to use those facilities as a gesture to host Bean Day via a verbal agreement that has been allowed for years. Councilor Maestas asked if another entity could make the claim they have the same implicit agreement to use the facilities for the same dates. Amber stated these questions and concerns represent the importance of getting a lease agreement approved that can be used for any entity wishing to utilize Village properties. She stated at this point in the year, it is too late to enact a rental agreement for this year's event, and Councilor Maestas agreed it would put unnecessary constraints on their operations. He stated this event is culturally and historically important to our community, but there is a need for a formal agreement to clarify these concerns.

- Councilor Maestas stated it also brings up questions about Railroad Ave running in front of the parks, which is owned by the State. Councilor Miera stated everything has already been done with the DOT, Mora County, and the State Police to block off that road. The Mayor stated they are required to have agreements with the State for both SR 120 running in front of the school and SR 271 running in front of the parks.
- Amber reiterated that these concerns demonstrate the need to establish a rental agreement, and Councilor Maestas requested this topic be put on future agendas to continue this discussion. Mayor Martinez stated this isn't just for Bean Day. He stated a rental agreement would also be for other entities wanting to utilize Village properties.

VI. Comments or Concerns of Council

- Councilor Maestas stated he would like to have the rental agreement placed on future agendas as a discussion item to start developing what the rental agreement will entail. He stated he believes community input is important, and he thanked Mr. Garcia for his input and concerns because it will help Council craft legislation to best serve the community.

VII. Business Matters

1. *Discussion/Approval/Disapproval: Review and selection of quote to contract an auditor.

- Clerk Treasurer Amber Anguiano stated she has reached out to multiple auditors for quotes, and the only response she received was from Fierro & Fierro. She stated the Village needs to hire an auditor as soon as possible to stay on track and in compliance with the deadline for the Village's FY23 audit submission. Amber stated she received good reviews about this firm, and she stated this is the firm that performed the Wagon Mound Housing Authority audit last year.
- Councilor Maestas clarified the contract will be valid for three years. Amber confirmed, but she stated the Village must submit the contract to the State annually, so we can change firms if we feel it is necessary.

Motion to approve quote from Fierro & Fierro the agenda with the recommended amendment was made by Mayor Pro Tem Cruz, seconded by Councilor Maestas. (Vote 3-0) Motion carried with all in favor.

2. *Discussion/Approval/Disapproval: Review and selection of quote to purchase vehicle(s) utilizing Capital Outlay funds.

- Deputy Clerk Colleen Engelhardt stated the Village requested \$75K in Capital Outlay funds to purchase a vehicle for the utilities department. She stated the Village was awarded \$150K, and Council has discussed purchasing a Ford F350, but it has not been approved. She stated Chalmers Ford is on a Statewide Price Agreement so only one quote is necessary, and they have provided a quote for an F350 Crew Cab in the amount of \$77,600. She stated this leaves \$72,400 to also purchase vehicles. Colleen stated previously the purchase of a van for the Senior Center had been discussed, and Mayor Martinez stated Colfax County Senior Citizens, Inc has stated they will be seeking funding to purchase vehicles as the operator of the Center.
- Mayor Martinez stated Council has quotes from Sandia Toyota, Toyota of Santa Fe, and Phil Long Toyota to review for the purchase of a Camry and a Tacoma. He stated the lowest quotes came from Toyota of Santa Fe, and together the total cost is \$77,598.79 which means the Village will need to

contribute a little more than \$5K to complete the purchase. He stated the Village's fleet is aging. The Mayor recommended the approval to purchase the F350 from Chalmers Ford and the Tacoma and Camry from Toyota of Santa Fe with the Village contributing \$5,198.79.

Motion to approve the Mayor's recommendations for vehicle purchases was made by Mayor Pro Tem Cruz, seconded by Councilor Miera. (Vote 3-0) Motion carried with all in favor.

3. *Discussion/Approval/Disapproval: Renew Contract of Lease with El Centro Family Health.

- Clerk Treasurer Amber Anguiano stated this is renewal of the annual lease for the health clinic. She stated the prior contract expired on June 15th, and it needs to be renewed. She stated the rent will remain the same. She stated she was informed that El Centro now has a new CEO.

Motion to approve renewing Contract of Lease with El Centro Family Health was made by Councilor Maestas, seconded by Mayor Pro Tem Cruz. (Vote 3-0) Motion carried with all in favor.

4. *Discussion/Approval/Disapproval: Purchase property within Village limits for municipal use.

- Mayor Martinez stated the individual who owns the property at the corner of Catron Ave and Nolan St is interested in selling. He stated he and the Clerk Treasurer met with her to view the property, and she informed them she isn't sure yet how much she wants to ask. He stated she wants to have the property appraised, and she is claiming it is 3½ lots. The Mayor stated he and the Deputy Clerk reviewed the property lot maps, and it appears they are not full lots because the lots where the Maintenance Shop is located would complete the full length of the lots.
- The Mayor stated he feels the most the Village could offer is \$20K, and he stated it has great potential for benefiting the Village. Deputy Clerk Colleen Engelhardt stated discussions have included using it as additional storage space for utilities vehicles and equipment. She stated the home could potentially be used to house EMTs or a Sheriff's Deputy.
- Clerk Treasurer Amber Anguiano stated it would be a good acquisition for the Village, but she agreed the Village cannot afford any more than \$20K.
- Mayor Martinez stated he is recommending the approval of the purchase with a limit of \$20K.

Motion to approve the negotiation and purchase of the property located at the southwest corner of Catron Ave and Nolan St for no more than \$20,000 was made by Councilor Maestas, seconded by Mayor Pro Tem Cruz (Vote 3-0) Motion carried with all in favor.

5. *Discussion/Approval/Disapproval: Quote to repair to Case loader.

- Mayor Martinez stated the loader is old and was acquired through a hardship sale. He stated it recently gave out and stopped working. He stated Sandoval's Auto & Truck has provided a "worst case scenario" quote to repair it in the amount of \$12,113.86. He stated it may not require all the parts and labor quoted so it may be less expensive to repair it.
- The Mayor stated he and the Utilities Superintendent went to the 2024 Hardship Sale yesterday, but there were not any good vehicles or equipment at the auction. He stated they were hoping to find a loader, but there were not any available.
- Mayor Pro Tem Cruz asked about taking it to a Case dealership. Mayor Martinez stated he called Case, and the repairs were going to cost more than \$20K.
- Undersheriff Romero stated the Sheriff's Office is part of a program where they are able to acquire old military equipment, and he stated it is possible they may be able to track one down for the Village. He stated he will need to discuss with the Sheriff, and he stated it may take a while to locate the exact equipment the Village is seeking.

Motion to approve quote from Sandoval's Auto & Truck Repair to repair the Case loader was made by Councilor Miera, seconded by Mayor Pro Tem Cruz. (Vote 3-0) Motion carried with all in favor.

6. *Discussion/Approval/Disapproval: Review and accept payment to test water at Santa Clara Spring.

- Deputy Clerk Colleen Engelhardt stated the Village had water from the Santa Clara Spring tested in 2022 when the nearby gravel pit operations began to give baseline water quality data. She stated, at that time, it was recommended the Village test again in a year or two to compare the water chemistry.

She stated the Village had the water tested a second time for comparison in July. Colleen stated Dr. Kate Zeigler helped with collecting the sample and delivering it to the lab. She stated she received an email from Dr. Zeigler after receiving the test results, and there was nothing in the results that stood out as problematic. Colleen stated Dr. Zeigler stated the nitrate testing requires the samples to be delivered within a specific timeframe, and the samples were received at the lab shortly after that hold time. Colleen stated Dr. Ziegler is willing to re-sample and pay for the cost of a nitrate test because this was due to a delay on their end.

- Mayor Martinez stated the Village also had these test done because we are in the process of working with the Environment Department to update our Source Water Protection Plan. He stated the new Plan will be backed by science which will help in developing an ordinance to protect the Spring.
- Colleen stated the water testing invoice is in the amount of \$1,938.33.

Motion to approve payment to test water at Santa Clara Spring was made by Councilor Maestas, seconded by Councilor Miera. (Vote 3-0) Motion carried with all in favor.

7. *Discussion/Approval/Disapproval: Select applicant for hire to fill the Administrative Assistant/MVD Agent position.
- Mayor Martinez stated this item will only be a discussion at this time. The Mayor stated the MVD Municipal Oversight Coordinator has stated there has been a lot of turn over in in municipal offices in the region, but the Wagon Mound MVD office has been running smoothly and consistently with Amber as the MVD Manager. The Mayor stated the process for hiring, finger printing, bonding, and training a new MVD Agent is costly and time consuming. He stated he is suggesting to open an Administrative Assistant position where the employee is focused solely on assisting in the Village office rather than also being trained as an MVD Agent. He stated this will free up time for Amber to continue running the MVD.
 - Deputy Clerk Colleen Engelhardt stated with the position split between Admin Assistant and MVD, the focus has to be MVD. She stated the MVD training is in-depth and detailed, and training for office tasks was not the priority. She stated there are specific tasks that both she and Amber do that cannot be done by an Assistant. But, she stated, the thought is for an employee to be trained solidly in administrative tasks, then both she and Amber can focus on their specific tasks.
 - Mayor Martinez stated he is recommending developing a job description for an Administrative Assistant which will then be presented for approval at next month's meeting.
 - Mayor Pro Tem Cruz asked Amber for her opinion, and she stated she is okay with change. She stated this is why making a hiring decision has been difficult. She stated the Village has hired for the third position twice in the last two years. She stated training is difficult, and it's also difficult for both Colleen and herself when the third employee leaves.
 - Councilor Maestas clarified that the position will be modified to only include administrative tasks and asked if there is a need for a second MVD employee. Amber stated there was never a need or requirement for a second MVD agent, but the idea was there would always be coverage if one of them was out.
 - Mayor Martinez asked if Council had any other questions or input, and Council agreed with the discussion.

~~8. *Discussion/Approval/Disapproval: Change Order for South Catron Avenue Improvements Project.~~

III. Monthly Reports

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

- Clerk Treasurer Amber Anguiano stated payment was issued to CB's Heating Cooling for repairing the HVAC unit. She stated the remaining payments are regular monthly bills, and payments that had been previously approved through grant funding sources.

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

B. Utility Delinquent List – Deputy Clerk

- Active Accounts – 11 letters sent with a total delinquency of \$794.91. All payments were received on time and total \$1,045.47.
- Inactive Accounts – 7 accounts and 3 have current addresses. Three letters sent with delinquency total of \$754.56. No payments received.

C. Utility Superintendent – Utility Superintendent

- Mayor Martinez stated the Utilities Superintendent is in Artesia to update some of his natural gas qualifications.

D. MVD Reports – MVD Manager

- 81 transactions process for a total of \$5,884.08, and 10 exams were given.
- MVD Manager Amber Anguiano stated her Bureau Chief, Michael Griego, performed an evaluation of the Wagon Mound MVD, and she provided Council with a copy for their review. She stated everything went well, and the office received praise for how well it is being operated.

E. Mora County Sheriff's Office Report

- Undersheriff Joey Romero provided the report:
 - Bean Day – MCSO will be in town for the weekend, and they may have a few other departments supporting them as well.
 - MCSO is now fully staffed. He stated they have a total of 12 Deputies with 3 in training, and once they complete training, the schedule will be expanded.
 - Conex Donation – MCSO is waiting for DFA to complete their review before the donation occurs.

F. Housing Authority – Northern Regional Housing Authority

○ Absent

G. Wagon Mound Fire Department – Fire Chief

- Fire Chief Cruz provided the report:
 - The Fire Chiefs Association will be holding a conference Sept 26-29, and he would like to attend.
 - Pecos has donated a Rescue Truck, and he confirmed with Amber that the paperwork has been submitted for the license plate.
 - The carryover request will need to be submitted, and the Fire Chief stated he will work with the Clerk Treasurer to get the exact amount that needs to be reported. He stated a letter will also need to be submitted stating the carryover is being requested to purchase bunker gear, radios, and a new truck.
 - Fire Protection funds are now being distributed twice a year rather than quarterly, and Amber stated the first distribution has been received.
 - Bean Day – WMFD will arrive an hour prior to each event, and Councilor Miera stated he will make sure the Bean Day Association President has their phone numbers.
- Mayor Martinez stated the Village has two sets of couches that he wants to donate to the Fire Department, and the Fire Chief stated they will take them.

H. Bean Day Association – President

- Absent

○ Old Business

- Mayor Martinez stated the Village met with the contractor for the S Catron paving project. He stated the project completion date has been pushed back to September 20th, and they have agreed to move and re-stage their equipment for the Bean Day events.
- The Mayor stated they discovered the footing for the wall will cover a 6-inch water main so the engineers are working on a solution either by moving the wall or by narrowing the sidewalk.

- Mayor Martinez stated the Village is in the process of working with the engineer to create a change order to include the paving of the Senior Center parking lot, but we need to have the contract from the State executed before proceeding.


Mayor's Report

- Mayor Martinez stated Mr. Harper passed away earlier this year. The Mayor stated his son, Alan, contacted a few weeks ago to let him know the Harper family has decided to sell the ranch. He stated Alan stated they are willing to continue supporting the Village with protecting the Santa Clara Spring, and they will continue supporting the school as well. The Mayor stated he thanked Alan for their support and commitment to the community, and he stated the Village will remain in contact with them to see what will happen with the remainder of their assets.


II. Adjourn

Motion to adjourn was made by Councilor Maestas, seconded by Councilor Miera. (Vote 3-0) Motion carried with all in favor. The meeting adjourned at 7:28PM.

Approved and attested this 10th Day of September 2024.



Andres Martinez, Mayor

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