



Village of Wagon Mound  
Regular Meeting Agenda

**Tuesday, August 8, 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 July 11, 2023

B) Special Meeting July 27, 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: Public Input and prioritizing projects for Village of Wagon Mound 2025-2029 Infrastructure Capital Improvement Plan (ICIP).

2. \*Discussion/Approval/Disapproval: Public Input and adding projects for Village of Wagon Mound Senior Center 2025-2029 Infrastructure Capital Improvement Plan (ICIP).

3. \*Discussion/Approval/Disapproval: Adoption of Resolution No. 2022-09 – Adopting the FY 2025-2029 Infrastructure Capital Improvement Plan(ICIP).

4. \*Discussion/Approval/Disapproval: Contract for Transfer Station Substitute with Paul Martinez.

5. \*Discussion/Approval/Disapproval: Adoption of Resolution 2023-10 – Facility Rentals.

6. \*Discussion: Payment of porta potty rentals, electricity, and ambulance service for the annual Bean Day event hosted by Wagon Mound Bean Day Association.

7. \*Discussion: Review of Ordinance No. 2022-03 – Joint Utility Ordinance and the temporary moratorium on Water Hauler sales.

VIII. Monthly Reports

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

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 Clerk Treasurer Amber Alcon. Mayor Andres Martinez, Mayor Pro Tem Eldie R. Cruz, Councilor Claudia M. Martinez, Councilor Paul A. Miera, and Councilor Gabriel J. Maestas were present.

III.\*Approval of Agenda

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

IV.\*Approval of Minutes for:

A) Regular Meeting July 11, 2023

**Motion to approve the minutes for Regular Meeting July 11, 2023 was made by Councilor C Martinez, seconded by Mayor Pro Tem Cruz. (Vote 4-0) Motion carried with all in favor.**

B) Special Meeting July 27, 2023

**Motion to approve the minutes for Special Meeting July 27, 2023 was made by Mayor Pro Tem Cruz, seconded by Councilor C Martinez. (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)

- Citizen Sofia Martinez stated the Concerned Citizens of Wagon Mound Mora County will be opening a walk-up coffee house. She stated they had hoped it would be ready for Bean Day, but it will not. She stated they are interested in selling locally baked goods, and they would like to offer internships to students.
- Ms. Martinez stated Los Jardines Institute has been working with the Justice 40 program through the Biden Administration which asserts that 40% of federal funding such as IRA and American Recovery Act funds flowing into states must flow to poor, disadvantaged, rural and contaminated communities. She stated they have been holding meetings in Albuquerque with approximately sixty organizations, and they got the Mayor to pass an Executive Order on Justice 40. She stated a person was hired to help community organizations in Albuquerque to write proposals to the federal government to address projects that are lacking in the community. She stated she gave presentations to both the San Miguel and Mora County Commissions, and they are looking at adopting a resolution between the two counties to primarily address infrastructure needs. She stated they have created "Tic Tacs" (regional centers) to help communities think about what projects are high priority and which are shovel ready. She stated Patricia Sullivan is directing the Tic Tac out of NMSU, and Ms. Martinez encouraged the Village to consider infrastructure needs. She provided a resource page to Council for more information.
- Mayor Martinez stated a few years ago the state said they had more than \$4B for infrastructure, particularly in rural communities. He stated the Village applied for about \$6M, and the funding was not available for legislators to allocate via Capital Outlay.
- Ms. Martinez stated the application should be sent to state and federal legislators, and she stated it is necessary to stay in contact with them. She stated she believes it is time for Wagon Mound to push for funding.

VI. Comments or Concerns of Council

- Councilor Miera stated he saw the utilities staff cutting weeds this morning, and he complimented the work they are doing. He inquired about speed bumps by the stop sign near his house, and he expressed his concern for the trash truck not having a back up alarm. He stated he is about safety.

VII. Business Matters

1. \*Discussion/Approval/Disapproval: Public Input and prioritizing projects for Village of Wagon Mound 2025-2029 Infrastructure Capital Improvement Plan (ICIP).

- Deputy Clerk Colleen Engelhardt stated the ICIP is a planning tool for all local governments. She stated it is designed to look ahead at the upcoming four years to determine project needs. She stated a project must be included on the ICIP if it is to be considered for funding because the process includes citizen input and approval from Council. She stated the four year range is given to help determine which projects have a higher priority, which are more “shovel ready,” and which projects are better to plan for in the near future.
- Colleen read the ranking of projects from last year’s ICIP which covered 2024-2028. She stated the Village did receive funding for rodeo ground improvements, for the Senior Center, and for the restoration of municipal buildings. She stated this discussion is for the public and Council to determine what projects should be included, removed, and/or re-ranked. She stated brand new projects can also be included.
- Mayor Martinez stated he feels the water system should remain the top priority followed by the wastewater system.
- Colleen stated she feels that ongoing projects such as street improvements and municipal building repairs should stay on the ICIP but could be ranked with low priority. She stated projects that are in progress such as the rodeo grounds and senior center could be ranked higher.
- Mayor Martinez stated the roofs will be replaced this fall on Village Hall, the old Senior Center building, and the health clinic building through insurance. He stated the Village still has \$95K to apply toward municipal building repairs.
- Mayor Martinez stated it doesn’t make sense to do major street improvements until the water and sewer lines have been replaced because the streets will be torn up to access that infrastructure. He recommended ranking the streets in a later year.
- Clerk Treasurer Amber Alcon suggested the 2025 projects could be ranked as: water system improvements, wastewater improvements, Senior Center and Fire Department Substation improvements.
- Mayor Martinez stated building a new Fire Department will require purchasing new land because there needs to be an operable station while the new building is constructed. Colleen stated it was her understanding that the current building is not big enough to properly house the bigger fire engines, but that a new building could be constructed on the same property. Assistant Fire Chief Rio Armijo stated the current Fire Department is tight for the vehicles, but he stated getting water out to the Substation is a higher priority. Mayor Martinez stated he and the Clerk spoke with the Fire Chief, and they agreed the cheapest way to get water to that location would be to drill a well because connecting to the Village water system would require digging under the interstate.
- Colleen stated, after listening to the input, she and Amber are suggesting the following ranking:
 

2025	2026	2027
Water System	Rodeo Grounds	New Fire Department Building
Wastewater System	Solid Waste Transfer Station	Street Improvements
Senior Senter	Improvements	Municipal Building Restoration
Fire Department Substation	Recreational Improvements	
- Citizen Sofia Martinez asked about drainage and storm water control, and she referred to cement curbing that has eroded on Railroad Ave. Mayor Martinez stated those repairs have been in contention because Railroad Ave is a part of State Highway 271. Colleen stated over the years the Village has worked with the State, and they have gotten their planners and surveyors involved. But, she stated, then someone will retire or change positions, and the process starts over again.
- Colleen stated the Village has gone after NMDOT Transportation Project Funds (TPF) this year for sidewalks on S Catron Ave from the northernmost housing unit to the gate at the rodeo grounds as well as paving the end of S Catron Ave, and the road will be designed with proper drainage. She stated the TPF funds have not been awarded yet, and the Village has planned this project in conjunction with NMDOT Coop funds that have already been secured. She stated if the Village does not receive the TPF

funds the Coop funds may be applied to sidewalks elsewhere in the Village, and this may be a good location to consider.

- Ms. Martinez stated many years ago there was a project done in front of her family's home that removed the drainage channel, and flooding damage occurs on the property. She stated the Village was supposed to address this decades ago, but nothing has ever been done.
- Mayor Martinez recommended approving the project ranking as described by Colleen.

**Motion to approve the 2025-2029 Infrastructure Capital Improvement Plan was made by Councilor C Martinez, seconded by Councilor Miera. (Vote 4-0) Motion carried with all in favor.**

2. \*Discussion/Approval/Disapproval: Public Input and adding projects for Village of Wagon Mound Senior Center 2025-2029 Infrastructure Capital Improvement Plan (ICIP).

- Deputy Clerk Colleen Engelhardt explained that the Village has the Senior Center on the overall ICIP, but it must also have it's own ICIP because is funded through Long Term and Aging Services. She stated the Village does not have funds to complete the parking lot, and she asked for input.
- Mayor Martinez stated he would like to increase the amount from \$300K to \$500K.
- Mayor Pro Tem Cruz suggested adding security and fencing to the request, and Clerk Treasurer Amber Alcon suggested including new vehicles as well. Mayor Martinez stated a meal delivery vehicle and transportation vehicle are needed, and he suggested increasing the project total to \$750K to include parking lot design and construction, fencing, lighting, security cameras, and new vehicles.

**Motion to approve the Senior Center 2025-2029 Infrastructure Capital Improvement Plan 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: Adoption of Resolution No. 2023-09 – Adopting the FY 2025-2029 Infrastructure Capital Improvement Plan(ICIP).

Deputy Clerk Colleen Engelhardt stated the discussion and approval of Business Items 1 and 2 created the ICIP plans, and this is the resolution officially approving the plans.

**Motion to approve Resolution No. 2023-09 was made by Mayor Pro Tem Cruz, seconded by Councilor C Martinez. (Vote 4-0) Motion carried with all in favor.**

4. \*Discussion/Approval/Disapproval: Contract for Transfer Station Substitute with Paul Martinez.

- Mayor Martinez stated this contract will allow Paul Martinez to work at the Transfer station when the regular employee, Sam Clouthier, is not available. The Mayor stated the prior contract for the Transfer Station Substitute has been terminated.

**Motion to approve the contract with Paul Martinez as the Transfer Station Substitute was made by Councilor C Martinez, seconded by Mayor Pro Tem Cruz. (Vote 4-0) Motion carried with all in favor.**

5. \*Discussion/Approval/Disapproval: Adoption of Resolution 2023-10 – Facility Rentals.

- Deputy Clerk Colleen Engelhardt stated at last month's meeting a discussion took place regarding NM Self Insurer's Fund (NMSIF) requirements for facility rentals. She stated agreements from five or six other municipalities along with an information page from NMSIF was included in the packets for Councilors to review. She stated the purpose is to protect the Village, the community, and the renters by ensuring all parties understand rules and responsibilities as well as liabilities.
- Colleen stated a draft agreement was provided to give a template for ideas to create the document. She stated a potential renter would complete the form, which would inform the Village of the kind of event to be held and how they would be charged based upon the facility to be used. It states the renter is the responsible party even if sub-contractors or vendors will be involved in the event, and they are responsible for providing an insurance bond. She stated the form also includes the rental fee schedule. She stated she believes a damage deposit is necessary as well as both an hourly or day use fee. She stated she and the Clerk are also recommending different fees for commercial, governmental, or public event. She stated the current fees listed are very much a draft and a starting point for the conversation.

- Mayor Martinez stated he believes the old Senior Center, the Fire Station, and the Village Chambers should be included the possible facilities to be rented. Clerk Treasurer Amber Alcon asked if the new Senior Center should be included, and Mayor Martinez stated no. Councilor C Martinez asked if it will be added in the future, and the Mayor stated it may be in the future with a higher damage deposit and rental fee because it is a new facility.
- Councilor C Martinez inquired about a birthday party or Easter event being held at one of the parks, and asked if a community member would be required to rent the space and agree to the form. Colleen and Amber stated yes.
- Mayor Pro Tem Cruz stated he believes the insurance bond requirement will discourage people from wanting to rent especially for smaller events such as birthday parties.
  - Amber stated it is a bond that all municipalities require. She stated in her personal experience, bonds are required as a food vendor at events.
  - Amber also stated often times bounce houses are part of a birthday party, and because the event is being held on Village property, the Village would be liable for injuries.
- Councilor Maestas stated the parks are public places, and he doesn't feel payment should be required to use them. He stated he believes a business entity should be charged but not the public.
  - Amber stated for personal events the rental should be required. Colleen stated the difference is a family may choose to utilize the park for a birthday party, and if they are happy to share the space with the general public then no rental fee would be required. But, if a family wants the space reserved and will be bringing in additional equipment such as a bounce house, then the rental would be required.
  - Councilor C Martinez asked how will the space be reserved as a private party, and will the general public not be allowed to be at the park during that time.
  - Amber stated there is a group that will be using the big park in September for a prayer event. She stated the Village will be required to provide electricity, porta potties, etc for these kinds of events, and the Village needs to charge a fee to cover the cost of those bills. She also stated the Village has invested money in both parks as well as the rodeo grounds to make them more usable, and all of them require upkeep and maintenance.
  - Mayor Pro Tem Cruz asked how will the Village control a family that has come off the highway and uses the park for an hour or two for a family picnic.
  - Amber clarified that this process is for events not for general, daily use.
  - Mayor Martinez stated the difference is between an event or function rather than general day use.
  - Councilor Maestas suggested the agreement form should indicate "for private or commercial events."
- Councilor Miera asked about the bond, and Amber stated the Village could provide a list of insurance companies that provide the bond required.
- Councilor C Martinez stated she feels the fees are going to deter families from using the public areas. She stated she feels \$500, including the rental fee and the bond, is steep for an event that doesn't require electricity or porta potties.
- Citizen Sofia Martinez suggested having a separate fee for citizens.
- Colleen stated she believes the concept of holding a birthday party has thrown off the discussion. She stated the Rental Agreement is designed for a specific event with specific space allocated to them. She stated any member of the public could show up to either park at any given time with cake, drinks, and party hats and use the tables and playground equipment without any charge or anyone going after them to pay a fee. She stated the group would be sharing the space with other families, kids, and/or parties. She stated a more typical rental event would be like the upcoming prayer event, car shows, festivals, and planned events like Bean Day. Amber stated a birthday party that is bringing in additional equipment like a bounce house would also be required to adhere to the Rental Agreement terms.
- Mayor Martinez stated he is recommending the item be tabled until a future date when the additional spaces can be added to the agreement and further discussion can take place at that time on prices.

**Motion to table Resolution No. 2023-10 was made by Councilor Miera, seconded by Councilor Maestas. (Vote 4-0) Motion carried with all in favor.**

6. \*Discussion: Payment of porta potty rentals, electricity, and ambulance service for the annual Bean Day event hosted by Wagon Mound Bean Day Association.
- Mayor Martinez stated last year the Village paid for the porta potties in full, and split the cost of the ambulance service with Bean Day. He stated it is his understanding the electricity is going to be donated this year. He stated he believes Mora County may be providing the ambulance service without charge, but he wasn't certain because the Bean Day Association has not communicated with him regarding this matter. He stated the Village will be paying for the porta potties as well as solid waste disposal.
    - Colleen stated last year there were a total of 12 porta potties rented for the weekend for a cost of \$1,400.00, and the EMS services were provided by the Town of Springer for a fee of \$1,500.00 which the Village paid half.
  - Mayor Martinez stated he wanted to make Council aware of what is being considered.
7. \*Discussion: Review of Ordinance No. 2022-03 – Joint Utility Ordinance and the temporary moratorium on Water Hauler sales.
- Mayor Martinez stated a rancher came in wanting to set up a water hauler account, but the moratorium was put in place to protect the Village's water supply last year. The Mayor stated the rancher asked if the moratorium will be lifted by next summer, and the Mayor stated he wanted to share this with Council. He stated the Village is currently allowing water hauler usage but only accounts that were established prior to the moratorium.
    - Deputy Clerk Colleen Engelhardt stated water hauler use has been down relative to past summer usage. She stated the moratorium was established by ordinance, and to remove it will require a two month process of holding a public hearing, posting of an intention to adopt, and then adoption.

#### VIII. Monthly Reports

- A. \*Approval Item –Approval of Vouchers (payment to vendors) Clerk Treasurer Amber Alcon
- Clerk Treasurer Amber Alcon stated payments were issued to Treetop for the new park tables, to Priefert for the rodeo arena, and to Gigawatt Electric and Automatic Entrances for the new Senior Center. She stated the remaining vouchers are all regular monthly payments.
    - Mayor Martinez stated the park tables were purchased using American Rescue funds, and the rodeo arena was purchased with grant funds.
    - Deputy Clerk Colleen Engelhardt stated the Automatic Entrances and most of the Gigawatt Electric payment will be paid from Capital Outlay funds for the repair of the ADA accessible entry door and the installation of six additional outlets needed in the space that was originally allocated for the custom-built walk-in cooler but will now be utilized for reach-in fridges and freezers. Colleen stated Gigawatt Electric will be the fire alarm monitoring company, and a small portion of that payment went toward the annual monitoring fee.
  - Mayor Pro Tem Cruz stated Franken has sold the Phillips 66 so the charge account will no longer be available. Amber stated the Village has a Wex card, and it can be used for fuel purchases anywhere.

**Motion to approve the July vouchers was made by Councilor C Martinez, seconded by Councilor Maestas. (Vote 4-0) Motion carried with all in favor.**

#### B. Utility Delinquent List – Deputy Clerk, Colleen Engelhardt

- July Active – 11 letters sent with delinquency total of \$733.00, and payments total \$1,148.80.
- July Inactive – 9 letters sent with delinquency total of \$931.45, and payment was received for Acct# 09000 in the amount of \$91.95.

#### C. Utility Superintendent – Utility Superintendent, Gary Sanchez

- Water – Chlorine residual is at 0.22mg/L. He will be taking samples for the lead and copper test from five residential locations at the beginning of September, and he will also be taking samples for the disinfection byproducts test to determine the effect on the water and the system. He will be installing new residential water and sewer hookups later this week.

Wastewater – He will need to collect monitoring well samples in September. The pond levels are good due to evaporation from the heat and wind.

- Mayor Martinez asked about the status of the repair to the tear in the liner, and Gary stated he has not been able to get in contact with the company that will do the repair. The Mayor asked him to stay on top of it to ensure it gets repaired.
- Natural Gas – nothing to report.
- Rodeo Grounds – The construction of the new arena is in progress, and the work is going smoothly.

#### D. MVD Reports – MVD Manager, Amber Alcon

- July – 56 transactions processed with a total income of \$3,834.20.

#### E. Mora County Sheriff's Office Report

- Absent

#### F. Housing Authority – Northern Regional Housing Authority

- Absent

#### G. Wagon Mound Fire Department – Fire Chief

- Asst Fire Chief Rio Armijo stated they responded to one fire and two accidents in July. He stated Garcia Tires has already replaced tires on three of four vehicles needing new tires. He stated Northern Fire serviced the fire extinguishers. He stated the State Fire Marshal is requiring the following upgrades: new packs of composite material, weeds and trees need to be cut around Fire House, SCBA tank refiller needs to be serviced every three months by Artesia Fire with a contract in place, pylons in front of each bay door at both Fire Houses, sell the old pumper fire truck by auction, pressure relief valve for Truck #2 – to be repaired by 411 Equipment, Substation needs water – more than likely a well, and 14 new SCBA tanks. Asst Fire Chief Armijo stated the WMFD increase their ranking from a Level 5 to a Level 4 department, which is an improvement. He stated the ISO (Insurance Services Office) inspection will be taking place in the next month or two.
- Mayor Martinez stated Overhead Door will coming in to work on the bay doors at the main Fire House. The Mayor stated he and the Clerk Treasurer met with the Fire Chief, and it is understood the Fire Department must do the ground work – including the calls, the quotes, and the Purchase Requisitions - for the needed work and purchases.
- Asst Fire Chief Armijo reported he is in the process of replacing tires on all the vehicles, and he purchases batteries and trickle chargers for the Rescue Unit as well as the Forest Unit.

#### H. Bean Day Association – President, Luis Lopez

- Absent

#### X. Old Business

- Clerk Treasurer Amber Alcon reported the FY 22 audit will be submitted to the State by next week, and the Mayor thanked her for working hard to get this accomplished.
- Citizen Sofia Martinez asked about the litigation the Village is involved in, and Deputy Clerk Colleen Engelhardt stated the Village adopted an ordinance to protect the municipal water supply, and a lawsuit was filed against the Village by Jay Land Holdings and Yates Properties. Citizen Martinez stated Yates is a big oil company, and they have attempted to explore and/or drill for oil in areas throughout New Mexico, and she stated it is important for the Village to stay its course in protecting the Santa Clara Spring. She stated there are methane gas deposits in this area, but Mora County has a strong ordinance as well.



K. Mayor's Report

- Mayor Martinez reported the new Senior Center is almost done. He stated the mechanical and electrical subcontractors are finishing up a few things, and then the Fire Marshal will come for an inspection. The Mayor stated then the health department will need to come in for their inspection, and then the items from the old Center will need to be moved to the new Center.
  - Deputy Clerk Colleen Engelhardt stated capital outlay and grant funding will not cover expenses for "consumable items," such as plates, silverware, utensils, and cookware so those items will be transferred.

KI. Adjourn


**Motion to approve adjournment was made by Mayor Pro Tem Cruz, seconded by Councilor Maestas. (Vote 4-0) Motion carried with all in favor. The meeting adjourned at 7:25PM.**

Approved and attested this 12<sup>th</sup> Day of September 2023.



Andres Martinez, Mayor

Attest:

  
Amber L. Alcon, Clerk Treasurer  
(SEAL)