



Village of Wagon Mound  
Special Meeting Agenda  
Thursday, February 24, 2022 – 4PM  
Presiding Mayor Andres Martinez

**SEE INFO ON REVERSE FOR ZOOM MEETING ATTENDANCE**

**\* - 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, Councilor Adrian A. Clouthier, Councilor Paul A. Miera, Councilor Eldie R. Cruz, and Councilor Claudia M. Martinez.
- III. \*Approval of Agenda
- IV. Business Matters
  - 1.\*Discussion/Approval/Disapproval: Acceptance of letter of resignation from Clerk Treasurer Gina Garcia.
  - 2.\*Discussion/Approval/Disapproval: Appointment of Amber Alcon as Clerk Treasurer.
  - 3.\*Discussion/Approval/Disapproval: Creation of new job title, MVD Agent/Administrative Assistant, and approval of Job Description.
  - 4.\*Discussion/Approval/Disapproval: Advertising for hire of a full-time MVD Agent/Administrative Assistant.
- V. Adjourn

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**THIS MEETING WILL BE OPEN TO IN-PERSON AND ZOOM ATTENDANCE**

**MEETING ID: 885 3657 3987**

**PASSCODE: 460209**

**PLEASE CONNECT STARTING AT 3:45PM SO THE MEETING CAN BEGIN AT 4:00PM**

- TO CONNECT USING A CELL PHONE OR LANDLINE: DIAL 1-346-248-7799 - WHEN PROMPTED, ENTER THE MEETING ID AND PASSCODE
- TO CONNECT USING A COMPUTER OR TABLET: ON FEBRUARY 24<sup>th</sup>, GO TO [www.zoom.com](http://www.zoom.com), CLICK ON JOIN A MEETING, AND ENTER THE MEETING ID AND PASSCODE WHEN PROMPTED.



I. Call to Order and Pledge of Allegiance

II. Roll Call was taken by Appointed Clerk Treasurer Amber Alcon. Mayor Andres Martinez, Mayor Pro Tem Eldie R. Cruz, Councilor Adrian A. Clouthier, Councilor Claudia M. Martinez were present. Councilor Miera was absent.

III. \*Approval of Agenda

**Motion to approve the agenda was made by Councilor Martinez, seconded by Councilor Clouthier. (Vote 3-0) Motion carried with all in favor.**

**ROLL CALL: Cruz = Yes; Clouthier = Yes; Martinez = Yes**

IV. Business Matters

1.\*Discussion/Approval/Disapproval: Acceptance of letter of resignation from Clerk Treasurer Gina Garcia.

- Mayor Martinez stated Ms. Garcia was given the option to be discharged or to resign, and she chose the option to resign.

**Motion to approve the letter of resignation from Clerk Treasurer Gina Garcia was made by Mayor Pro Tem Cruz, seconded by Councilor Clouthier. (Vote 3-0) Motion carried with all in favor.**

**ROLL CALL: Cruz = Yes; Clouthier = Yes; Martinez = yes**

2.\*Discussion/Approval/Disapproval: Appointment of Amber Alcon as Clerk Treasurer.

- Mayor Martinez stated he has appointed Amber Alcon as the Clerk Treasurer. He stated Ms. Alcon has been performing many of the Clerk Treasurer duties without additional compensation, and she has already learned a great deal from prior Clerk Treasurer Monica Martinez. He stated he believes she will be a great asset to the Village, and he read aloud her letter of appointment.
- Deputy Clerk Colleen Engelhardt stated Amber has agreed to serve the duties of Clerk Treasurer as well as the MVD Manager.
- Mayor Martinez stated he is recommending the pay rate of \$19 per hour because Amber will be fulfilling duties of both positions.

**Motion to approve the appointment of Amber Alcon as Clerk Treasurer with a pay rate of \$19 per hour was made by Councilor Martinez, seconded by Councilor Clouthier. (Vote 3-0) Motion carried with all in favor.**

**ROLL CALL: Cruz = Yes; Clouthier = Yes; Martinez = yes**

3.\*Discussion/Approval/Disapproval: Creation of new job title, MVD Agent/Administrative Assistant, and approval of Job Description.

- Mayor Martinez stated the Village will need to hire for this position, and Amber will be able to train the new hire. He stated having two trained MVD agents will allow for the MVD to remain open if one is out sick or on vacation. The Mayor stated the individual will be cross trained in many of the daily office tasks as well.
- Deputy Clerk Colleen Engelhardt stated Amber's title will be MVD Manager, and the new hire will be an MVD Agent. She stated the Village has only had one trained MVD employee, and the State requires them to be a manager. She stated the need for the new job description is because the

MVD Agent will have slightly different duties and responsibilities as compared to the MVD Manager.

- Clerk Treasurer Amber Alcon stated as the MVD Manager she will oversee the MVD operations, she will attend Manager meetings and trainings, and she will assist the Agent with daily closeouts, etc.
- Colleen stated, as the Administrative Assistant, the individual will assist with payroll, cutting checks, and maintaining files. She stated the individual will also receive training in the Utility Billing operations including running bills.
- Colleen stated Council will need to determine the starting pay range for this position. Mayor Martinez stated he would like to recommend starting the new hire at \$15 per hour, and Councilor Martinez stated she believes the individual's experience needs to be considered. Amber stated she believes an entry level candidate could start at \$12 or \$13 an hour to give them room to grow and learn. Mayor Martinez agreed, but he also stated the workload assigned to the individual will need to be considered. Colleen stated on the job description, it could state a range of \$12-\$15, or it could state To Be Determined Based Upon Experience. Mayor Pro Tem Cruz suggested listing it as a starting range of \$12-\$15 depending on experience.
- Colleen also asked if this position will be required to gain VIN certification. The Mayor and Council agreed they will need to obtain their VIN certification, and it can be stated as "must be willing to obtain."
- Amber stated the Job Description should state the new hire will be required to pass a background check.

**Motion to approve the MVD Agent/Administrative Assistant Job Description as presented with the addition of a starting range of \$12-\$15, willingness to obtain VIN Certification, and the requirement passing a background check was made by Mayor Pro Tem Cruz, seconded by Councilor Martinez. (Vote 3-0) Motion carried with all in favor.**

**ROLL CALL: Cruz = Yes; Clouthier = Yes; Martinez = yes**

**4.\*Discussion/Approval/Disapproval: Advertising for hire of a full-time MVD Agent/Administrative Assistant.**

- Deputy Clerk stated, once approved, the advertisement will be run in the Las Vegas Optic, and she believes the last posting cost was approximately \$150 for publishing for three days. Colleen stated she has an email list she'll send it to, and it will be posted in Mora, Springer, and at Highlands University. Amber stated it will also be posted on the Village website.

**Motion to approve the agenda was made by Councilor Clouthier, seconded by Councilor Martinez. (Vote 3-0) Motion carried with all in favor.**

**ROLL CALL: Cruz = Yes; Clouthier = Yes; Martinez = yes**

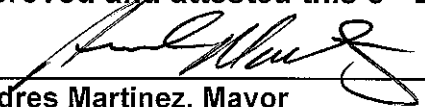
**V. Adjourn**

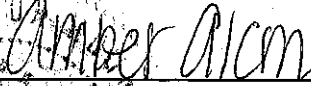
**Motion to adjourn was made by Councilor Clouthier, seconded by Mayor Pro Tem Cruz. (Vote 3-0) Motion carried with all in favor. The meeting adjourned at 4:19PM**

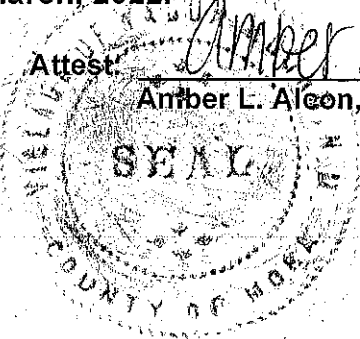
**ROLL CALL: Cruz = Yes; Clouthier = Yes; Miera = Yes**

*Martinez*

**Approved and attested this 8<sup>th</sup> Day of March, 2022.**

  
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Andres Martinez, Mayor

Attest:   
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Amber L. Alcon, Clerk Treasurer



(SEAL)