



Village of Wagon Mound
Regular Meeting Agenda
Tuesday, March 12, 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 February 13, 2024
 - B. Special Meeting Minutes February 21, 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: Adopt Ordinance No. 2024-02 – Joint Utility Ordinance.
 2. *Discussion/Approval/Disapproval: South Catron Avenue Improvements Construction Award.
 3. *Discussion/Approval/Disapproval: Resolution 2024-02 Authorizing the Submittal of an Application for the FY25 New Mexico Department of Transportation Local Government Road Fund Coop Program.
 4. *Discussion/Approval/Disapproval: Resolution 2024-03 – Applying for NMDOT 2024 Annual Hardship Sale to purchase automotive and/or road equipment.
 5. *Discussion/Approval/Disapproval: Install Crow's Nest at rodeo grounds utilizing FY24 NM Regional Recreation Centers/Quality of Life Grant.
 6. *Discussion/Approval/Disapproval: Mora County Sheriff's Office Purchase Requisitions from the Law Enforcement Protection Fund.
 7. *Discussion/Approval/Disapproval: Acceptance of Fire Chief Robert Mondragon's resignation.
 8. Discussion/Approval/Disapproval: Appointment of Fire Chief.

9. *Discussion/Approval/Disapproval: Wagon Mound Fire Department Purchase Requisitions from the Fire Fund.

VII. Monthly Reports

- A. *Approval Item –Approval of Vouchers (payment to vendors) Clerk Treasurer
- B. Utility Delinquent List – Deputy Clerk
- C. Utility Superintendent – Utility Superintendent
- D. MVD Reports – MVD Manager
- 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

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 Anguiano. Mayor Andres Martinez, Mayor Pro Tem Eldie R. Cruz, Councilor Claudia M. Martinez, Councilor Paul A. Miera, Councilor Gabriel D. Maestas were all present.

III. *Approval of Agenda

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

IV.*Approval of Minutes for:

- A. Regular Meeting Minutes February 13, 2024
- B. Special Meeting Minutes February 21, 2024

Motion to approve the Regular Meeting Minutes February 13, 2024, and Special Meeting Minutes February 21, 2024, was made by Councilor Maestas, seconded by Mayor Pro Tem Cruz. (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)

- None

VI. Comments or Concerns of Council

- None

VII. Business Matters

1. *Discussion/Approval/Disapproval: Adopt Ordinance No. 2024-02 – Joint Utility Ordinance.

- Deputy Clerk Colleen Engelhardt informed council that this Joint Utility Ordinance will repeal the previous Ord. No. 2022-03 Joint Utility Ordinance regarding the moratorium on water sales and with this new ordinance the water application will now be open to new applicants with a cost of \$45 per 1,000 gallons, submission of a completed application, and a \$100 key deposit.

Motion to approve adoption of Ordinance No. 2024-02 – Joint Utilities Ordinance was made by Councilor C Martinez, seconded by Councilor Maestas. (Vote 4-0) Motion carried with all in favor.

2. *Discussion/Approval/Disapproval: South Catron Avenue Improvements Construction Award.

- Mayor Andres Martinez stated that he and Deputy Clerk Colleen Engelhardt attended bid opening for the South Catron Project with Dennis Engineering. He stated two bids were received, one from Pacheco Construction, out of Tucumcari, NM with a bid of \$357,345.38. The other was from Magnum Welding and Construction LCC, out of Las Vegas, NM with a bid of \$442,190.04. Pacheco Construction won the bid.
- Deputy Clerk Colleen Engelhardt stated that if the bid were to be awarded to Pacheco's Construction a letter of approval will have to be signed by Mayor Andres Martinez and submitted to Dennis Engineering who will then inform Pacheco's Construction to start planning for preconstruction. The amount available for the South Catron Project is \$383,353.51 with about \$26,000 available for contingency in case any issues arise.

Motion to approve award for construction on the South Catron Avenue Improvements to Pacheco's Construction was made by Councilor Miera, seconded by Mayor Pro Tem Cruz. (Vote 4-0) Motion carried with all in favor.

3. *Discussion/Approval/Disapproval: Resolution 2024-02 Authorizing the Submittal of an Application for the FY25 New Mexico Department of Transportation Local Government Road Fund Coop Program.

- Deputy Clerk Colleen Engelhardt stated there are various projects that can be applied for through Coop funding, such as the sidewalk in front of El Centro Family Clinic, filling potholes, and a sidewalk on the 600 block of Ritch Ave. She stated after working with Richard at Dennis Engineering, she has learned the Ritch Ave sidewalk will likely be a costly project because property ownership will need to be determined, and a significant retaining wall will be necessary. Colleen stated the average annual Coop fund award varies from about \$50K to \$60K. She stated the plan and design phase alone will be over that amount. Colleen stated she and the Mayor discussed the possibility of requesting \$50K which will require a match of 25% or \$12,500. She stated there may be other programs that would be a better fit for the Ritch Ave sidewalk project, and she stated the Coop funds are flexible to shift the project location. Colleen stated, with approval, she will submit the application packet to NMDOT.
- Mayor Andres Martinez stated the Ritch Ave sidewalk project may take a few years of Coop awards to acquire the funding needed to complete the project.
- Clerk Treasurer Amber Anguiano stated the reason for this project possibly taking a few years would be because of the match amount. Amber mentioned the Village is not guaranteed a match waiver.
- Deputy Clerk Colleen Engelhardt stated the sidewalk project will also be costly because of the retaining wall that will be needed.

Motion to approve Resolution 2024-02 authorizing submittal an application for the FY25 NMDOT of the agenda was made by Councilor C Martinez, seconded by Pro Tem Cruz. (Vote 4-0) Motion carried with all in favor.

4. *Discussion/Approval/Disapproval: Resolution 2024-03 – Applying for NMDOT 2024 Annual Hardship Sale to purchase automotive and/or road equipment.

- Mayor Andres Martinez stated in the previous year, the Village purchased a grater. The Mayor suggested the Village should not purchase equipment that does not work or that needs work and can't be utilized at initial purchase.
- Deputy Clerk Colleen Engelhardt stated the Hardship Sale will be held at the NMDOT auction yard in Santa Fe on August 12th at 8:00am. She stated application for the Hardship Sale requires a resolution and letter stating the justification for financial hardship.

Motion to approve Resolution 2024-03 authorizing submittal an application for the 2024 Annual Hardship Sale was made by Mayor Pro Tem Cruz, seconded by Councilor Maestas. (Vote 4-0) Motion carried with all in favor.

5. *Discussion/Approval/Disapproval: Install Crow's Nest at rodeo grounds utilizing FY24 NM Regional Recreation Centers/Quality of Life Grant.

- Mayor Andres Martinez stated a Magnum submitted a quote of \$25K to install the crow's nest at the rodeo arena. He stated, Norcon, the company awarded the installation of the bleacher system, will also be submitting a bid, and they have a CES contract.
- Deputy Clerk Colleen Engelhardt stated that Magnum there was a misunderstanding with Magnum holding a state contract. She stated she learned they have held contracts with NMDOT for a variety of work, but they do not hold a statewide price agreement which would allow the Village to work off one quote for compliance with procurement requirements. She suggested the item be tabled until additional quotes are received for review.

Motion to approve tabling a decision on selecting a quote to install the Crow's Nest at the rodeo grounds was made by Mayor Pro Tem Cruz, seconded by Councilor C Martinez. (Vote 4-0) Motion carried with all in favor.

*Discussion/Approval/Disapproval: Mora County Sheriff's Office Purchase Requisitions from the Law Enforcement Protection Fund.

- Mayor Andres Martinez stated the Mora County Sheriff's office must use the LEPF funds by the end of May and stated that there is about \$40K that needs to be spent. Clerk Treasurer Amber Anguiano

stated she would like orders for items to be placed as soon as possible because payment needs to be issued by the end of the fiscal year.

- Undersheriff Joey Romero stated the purchase requests up for approval are for equipment for the deputies that are on patrol. He stated Mora County has approved hiring for two additional deputies which brings the MCSO personnel total to 10, and the equipment is also needed for the new hires.
 - Galls - \$2,639.47 – Equipment and duty gear for two new hires.
 - Undersheriff Romero stated two new positions have been opened for hire, and
 - Frontline Upfitting - \$2,630.14 – Install dash camera in Dodge Charger. MCSO traded with the Santa Rosa County Sheriff's Office the Dodge Ram that had be outfitted as a K9 unit.
 - Flock Safety - \$8,025.00 – Final payment for Flock cameras purchased last year.
 - IPS Tactical - \$5,940.00 – Outfit new deputies with outer carrier vest and metal name tag.
 - ProForce - \$2,612.34 – Taser, holster, and battery back-ups.
 - IPS Tactical - \$1,588.42 – Uniforms for new hires.
 - Undersheriff Romero explained this requisition was originally submitted to outfit new hire, Vicotr. Munoz, who was fitted for uniforms and then declined the position. He stated this will now be used for uniforms for another new hire.
- Clerk Treasurer Amber Anguiano stated that the total of the six requisitions is \$23,435.37.

Motion to approve Mora County Sheriff's Purchase Requisitions as summarized was made by Councilor Miera, seconded by Councilor Maestas. (Vote 4-0) Motion carried with all in favor.

7. *Discussion/Approval/Disapproval: Acceptance of Fire Chief Robert Mondragon's resignation.

- Mayor Andres Martinez stated Fire Chief Robert Mondragon has yet to provide a resignation letter, but he verbally informed him of his resignation. Mayor Andres Martinez stated he will formally accept his verbal resignation.

- Clerk Treasurer Amber Anguiano asked Mayor Martinez if he informed Fire Chief Mondragon to provide a letter of resignation because it will be needed for his personnel file.

Motion to approve acceptance of Fire Chief Robert Mondragon's resignation was made by Councilor Maestas, seconded by Mayor Pro Tem Cruz. (Vote 4-0) Motion carried with all in favor.

8. *Discussion/Approval/Disapproval: Appointment of Fire Chief.

- Mayor Andres Martinez stated the volunteers of the Fire Department voted Tim Cruz as the new Fire Chief. Mayor Martinez agreed and recommended approval of his appointment.
- Clerk Treasurer Amber Anguiano stated Tim Cruz will take office April 1st, 2024, and he will be given a letter of appointment which states the expectations of the Fire Chief. She stated this will need to be signed, and he will be given an Oath of Office.

Motion to approve appointment of Timothy Cruz as Fire Chief starting April 1, 2024 was made by Councilor Miera, seconded by Councilor Maestas. (Vote 4-0) Motion carried with all in favor.

9. *Discussion/Approval/Disapproval: Wagon Mound Fire Department Purchase Requisitions from the Fire Fund.

- Clerk Treasurer Anguiano stated the requisitions are from Waterway of New Mexico to conduct hose testing, pump testing, and the hydrant flow testing for a total of \$5,556.40.

Motion to approve Wagon Mound Fire Department's Purchase Requisitions to Waterway of New Mexico was made by Mayor Pro Tem Cruz, seconded by Councilor C Martinez. (Vote 4-0) Motion carried with all in favor.

III. Monthly Reports

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

- Clerk Treasurer Amber Anguiano stated the February vouchers are the regular monthly expenses.

- Mayor Pro Tem Cruz asked if there is a way to separate the regular monthly expenses from other payments, and Amber stated she believes she is able to select a report to separate them.

Motion to approve February vouchers was made by Mayor Pro Tem Cruz, seconded by Councilor C Martinez. (Vote 4-0) Motion carried with all in favor.

B. Utility Delinquent List – Deputy Clerk

- Active Accounts – 13 letters sent with a delinquency of \$2,351.11. Two accounts were shut off due to non payment, payments were due on February 26th, and 11 payments were received on time totaling \$2,685.14.
 - #117700 – Colleen stated this customer is not typically on the delinquent list, and when she contacted them, they explained they have had turnover with some payments being overlooked. Payment was received.
 - #A16004 – Colleen stated this account was shut-off for non-payment. She stated she tried contacting the customer on the due date, but payment was not received. She stated the account accrued the \$75 shut-off fee, and now the account balance of \$466.36 must be paid in full prior to reinstating service. She stated the customer did inquire about making a payment, but no payment has been made.
 - #109500 – Colleen stated she had multiple conversations with this customer after the delinquent letter was issued. She stated the customer first claimed to have been confused about the due date, and then claimed a payment had been made. She stated she reviewed the account history and the last payment received was in December. Colleen stated the customer then stated they would come in to make the payment, but on the due date the customer called to request an extension of a few more days. She stated she informed them of the delinquent policy, and the customer understood payment needed to be received no later than 9AM the following morning to avoid shut-off. She stated she tried calling twice the next morning, but payment was not received. She stated services were shut-off, and the \$75 fee was applied to the account. She stated payment was made two days later, the balance was paid in full, and services were reinstated.
- Inactive Accounts – 8 total accounts with 4 letters sent, and 4 accounts that no longer have good mailing addresses with a total delinquency of \$852.31. No payments were received.

C. Utility Superintendent – Utility Superintendent

- Absent

D. MVD Reports – MVD Manager

- Clerk Treasurer Amber Anguiano reported a total of 40 transactions were processed in February with a total of \$ 2,178.50.

E. Mora County Sheriff's Office Report

- Undersheriff Romero reported MCSO will soon have drone capabilities via the AxonAir drone platform with three certified drone pilots on staff.
- The Undersheriff stated the units that were purchased through the capital outlay funds last year, are now currently being built.
- Undersheriff Romero reiterated the two new deputy positions open for hire. He stated Deputy Armijo has submitted his two week notice, and he will no longer be serving with MCSO.
- Deputy Clerk Colleen Engelhart stated that the MCSO sent a notice for new fire restrictions, and the notices have been posted.
- Mayor Andres Martinez informed the Undersheriff of the Easter Egg Hunt the Village will be hosting and asked if there could be deputies on patrol Saturday, March 23rd, and the Undersheriff confirmed.

F. Housing Authority – Northern Regional Housing Authority

- Absent

G. Wagon Mound Fire Department – Fire Chief

- Assistant Fire Chief (2) Rio Armijo stated they responded to two calls in February. He stated at one of the calls, a truck broke down, and Sandoval's Auto has determined the turbo gave out. He stated Sandoval's is working on a quote for the repairs.

- Assistant Fire Chief (2) Armijo stated at the most recent fire department meeting, the volunteers appointed officers. He stated Tim Cruz was elected as Fire Chief, Rio Armijo was elected as Assistant Fire Chief (2), Ermino Armijo was elected as Assistant Fire Chief (1), Raymond Armijo was elected as Captain, Perfecto Olguin was elected as captain, Malaika Armijo was elected as lieutenant, and Robert Mondragon stepped down as Fire Chief and was elected to lieutenant.
- Clerk Treasurer Amber Anguiano inquired about bunker gear. Rio stated the bunker gear is uniform gear used to protect from structure fires, and he stated it needs to be replaced every 10 years.
- Clerk Treasurer Amber Anguiano informed Fire Department that the NM State Fire Marshall has to review the items up for purchase before final purchase to ensure items are up to code for Fire Department and for audit purposes.

H. Bean Day Association – President

- Absent

X. Old Business

- None

K. Mayor's Report

- Mayor Andres Martinez reported the Village received \$500K for the Senior Center parking lot and \$150K for vehicles via Capital Outlay. The Mayor suggested a Ford F350 be purchased for utilities to haul equipment new transport van be purchase for Senior Center activities.
- Clerk Treasurer Amber Anguiano stated the FFY23 audit can now be made public, and the auditor will likely attend the April meeting for the close out.
- Mayor Martinez stated Village staff will be meeting with the NM Environment Department to review updating the Village's Source Water Protection Plan.

II. Adjourn

Motion to adjourn was made by Mayor Pro Tem Cruz, seconded by Councilor Miera. (Vote 4-0) Motion carried with all in favor. The meeting adjourned at 6:59PM.

Approved and attested this 9th Day of April 2024.



Andres Martinez, Mayor

Attest:



Amber L. Anguiano, Clerk Treasurer

(SEAL)

