



Village of Wagon Mound
Regular Meeting Agenda
Tuesday, January 14, 2025 - 6:00PM - AMENDED
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 ~~vacant position~~ Gabriel D. Maestas.
- III. *Approval of Agenda
- IV. *Approval of Minutes for:
 - A. Regular Meeting Minutes December 10, 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: Adopting Open Meetings Act Resolution #2025-01.
 2. *Discussion/Approval/Disapproval: Renew Joint Powers Agreement with Mora County Sheriff's Office.
 3. *Discussion/Approval/Disapproval: Renew Memo of Understanding with Mora County Sheriff's Office.
 4. *Discussion/Approval/Disapproval: Accept purchase of items to enhance recreation opportunities in Village parks using the remaining State and Local Fiscal Recovery Funds.
 5. *Discussion/Approval/Disapproval: Advertising to give away mobile home acquired with purchase of property at 606 Catron Ave.
 6. *Discussion/Approval/Disapproval: Clothing allowance for Utilities Assistant.
 7. *Discussion/Approval/Disapproval: Applications for Separation of Utility Charges.
 8. *Discussion/Approval/Disapproval: Mora County Sheriff's Office Purchase Requisitions from the Law Enforcement Protection Fund.

VIII. 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: Mayor Andres Martinez, Mayor Pro Tem Eldie R. Cruz, Councilor Claudia M. Martinez, Councilor Paul A. Miera, and ~~vacant position~~ Councilor Gabriel D. Maestas.

III. *Approval of Agenda

- Deputy Clerk Colleen Engelhardt asked for item II. Roll Call to be amended to remove the words *vacant position*, and to add *Councilor Gabriel D. Maestas*. She stated she used the agenda from last January as a template, and she missed updating the Roll Call section.

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

IV. *Approval of Minutes for:

A. Regular Meeting Minutes December 10, 2024

Motion to approve the minutes for the December 10, 2024 meeting was made by Councilor Miera; 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: Adopting Open Meetings Act Resolution #2025-01.

- Deputy Clerk Colleen Engelhardt stated the Open Meetings Act (OMA) resolution is adopted each January. She stated the resolution language describes the OMA requirements to hold Council meetings, and it declares the Village will post notice at the Clerk's Office, the Senior Center, the Post Office and the two gas stations. She stated the Village has held regular meetings in the Chambers on the second Tuesday of the month at 6PM, but this can be changed if Council chooses. Colleen noted the second Tuesday of November falls on the 11th which is Veteran's Day, and the Mayor is proposing to hold the meeting on Tues, Nov 18th. She stated if Council approves, the meetings notice will be posted in the designated locations and will remain posted through the end of the year.

Motion to approve Resolution #2025-01 was made by Councilor C Martinez; seconded by Mayor Pro Tem Cruz. (Vote 4-0) Motion carried with all in favor.

2. *Discussion/Approval/Disapproval: Renew Joint Powers Agreement with Mora County Sheriff's Office.

- Deputy Clerk Colleen Engelhardt stated the Joint Powers Agreement (JPA) is valid through March 31st, but this document requires Village and County approval along with each party's attorney signature as well as review and approval by the State. She stated this document creates the agreement between the Village and Mora County Sheriff's Office (MCSO) to authorize the use of Village Law Enforcement Protection Funds (LEPF) by MCSO. Clerk Treasurer Amber Alson stated this document needs to be executed in order for the Village to apply for the funds.
- Colleen stated section 4A – Scope of Services originally stated "to provide police protection and law enforcement within the municipality limit of the Village, including the enforcement of all state laws." She stated this section was amended to read "all state, *county and municipal laws*" to be more clear. Colleen stated the remainder of the document reads exactly the same as last year's JPA, and this will have an expiration date of March 31, 2026.

Motion to approve renewing the JPA with Mora County Sheriff's Office meeting was made by Councilor Miera; seconded by Councilor C Martinez. (Vote 4-0) Motion carried with all in favor.

3. *Discussion/Approval/Disapproval: Renew Memo of Understanding with Mora County Sheriff's Office.
- Deputy Clerk Colleen Engelhardt stated the JPA creates the relationship between the two entities, and the Memo of Understanding (MOU) establishes the agreement for MCSO to utilize the Marshal's Office. She stated the Village is temporarily utilizing that office space until the water and mold damage in the Clerk's Office is repaired. She stated a paragraph was included describing that during this time MCSO continues to have access to the office to connect to WiFi, print documents and utilize restroom facilities, and it also acknowledges MCSO will have exclusive, unlimited use and access to the Marshal's Office once Village staff are able to return to the Clerk's Office. She stated other than this new paragraph the language is the same, and the MOU will expire in January 2026.

Motion to approve renewing the MOU with the Mora County Sheriff's Office was made by Councilor Maestas; seconded by Mayor Pro Tem Cruz. (Vote 4-0) Motion carried with all in favor.

4. *Discussion/Approval/Disapproval: Accept purchase of items to enhance recreation opportunities in Village parks using the remaining State and Local Fiscal Recovery Funds.
- Deputy Clerk Colleen Engelhardt stated this is the funding the Village received during COVID through the American Rescue Plan Act. She stated the Village was notified the funds must be spent or obligated no later than December 31, 2024, or they will be reverted to the US Treasury. Colleen stated the Village had a remaining balance of \$2,111.27. She stated Council had previously determined the best use of these funds was to improve recreation and park access, and previously had discussed purchasing items to host outdoor movie nights in the park. She stated on December 31st the Village purchased a projector, an inflatable screen, a speaker system, a popcorn machine and cornhole boards and equipment. Colleen stated the purchase total was \$2,202.33 with the Village contributing \$91.06.

Motion to accept purchase of recreation items utilizing SLFRF funds was made by Mayor Pro Tem Cruz; seconded by Councilor Miera. (Vote 4-0) Motion carried with all in favor.

5. *Discussion/Approval/Disapproval: Advertising to give away mobile home acquired with purchase of property at 606 Catron Ave.
- Mayor Martinez stated he thought the mobile home was in decent shape when he first looked at it, but after the previous owner moved items out, it became clear it will need a fair amount of work. He stated the roof needs to be repaired, and it leaked causing damage inside as well. He stated this is why he is now recommending giving it away.
 - Clerk Treasurer Amber Anguiano asked how the Village will offer a fair opportunity for people interested in it. Mayor Martinez suggested it be offered as "first come, first-serve." Mayor Pro Tem Cruz stated a time limit should be given so it doesn't just sit there, Councilor C Martinez stated it should be advertised as "serious inquiries only," and Amber suggested adding "as is."
 - Mayor Martinez stated the Village will disconnect the utilities, but removal will be the responsibility of the individual.
 - Councilor Maestas asked if it has a title. Amber stated it does, and it is in the process of being transferred to the Village.
 - Mayor Martinez recommended posting notice at the usual locations in town as well as the post offices in Watrous and Ocate.
 - Mayor Pro Tem Cruz stated there had been a discussion of allowing the Utilities Superintendent to stay there as needed. He stated the Village could purchase a travel trailer to still have a place to stay. Amber asked if the shop has water because to be able to set up a small bedroom in the loft. The Mayor stated there is no water at the shop, but it could be connected to water and sewer. He stated he thinks it would be a good investment.

Motion to approve advertising to give away mobile home acquired with purchase of property at 606 Catron Ave was made by Councilor C Martinez; seconded by Councilor Maestas. (Vote 4-0) Motion carried with all in favor.

6. *Discussion/Approval/Disapproval: Clothing allowance for Utilities Assistant.

- Mayor Martinez stated the Utilities Assistant has submitted a Purchase Request in the amount of \$983.55. He stated his original intention was to wait for the completion of the employee's probation period before purchasing clothing. He stated the utilities staff had to repair a water main leak, and they were wet in the mud. The Mayor stated he is recommending authorizing the clothing allowance now so the employee does not ruin his own boots and clothes.

Motion to approve clothing allowance for Utilities Assistant was made by Mayor Pro Tem Cruz; seconded by Councilor C Martinez. (Vote 4-0) Motion carried with all in favor.

7. *Discussion/Approval/Disapproval: Applications for Separation of Utility Charges.

- Deputy Clerk Colleen Engelhardt stated the request was received on Dec 12th to remove solid waste from the account holder's billing. She stated this account has multiple bins, and she stated they were charged for all of the bins in Dec. She stated she explained to the customer that Council will review the request at the January meeting so they will be charged for one bin in Jan, and upon Council approval, solid waste charges would be fully removed starting with the Feb billing cycle.
- Mayor Martinez stated he advised the customer that they will no longer have access to dump at the Collection Center, and Colleen stated the solid waste fee charged by the Village includes both curbside pickup as well as access to the Collection Center.

Motion to approve the application for Separation of Utility Charges was made by Councilor Maestas; seconded by Councilor Miera. (Vote 4-0) Motion carried with all in favor.

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

- Clerk Treasurer Amber Anguiano reviewed the Purchase Requisitions:
 - Frontline Upfitting – \$3,102.56 – replace headlights on Dodge Charger
 - Armur Express - \$6,513.95 – overt carriers and ID placards for current and new staff
 - Frontline Upfitting - \$3,497.32 – remove decals from donated vehicles and replace with MCSO logo
 - Santa Fe Pawn - \$1,521.96 – equip all duty weapons with lights, including a spare
 - Quill - \$1,849.00 – desktop computer for deputies to perform all office related work
- Mayor Martinez clarified that the Village keeps receipts and inventory of the items purchased for MCSO, and Amber stated it is all documented. He stated these items are owned by the Village, and in the event the agreement was terminated, the items would come back to the Village.
- Councilor Maestas stated they have hired several new employees, and the Village is buying the new equipment. Mayor Martinez stated it has been a revolving door with employees coming and going.
- Amber stated the LEPF is distributed annually and these funds, ideally will be spent by May in order to give time to receive the items and issue payment. She stated they are doing well at spending the funds, and in addition to the items approved at meetings, there have been items under \$1,000, such as trainings, that have been requested as well.
- Councilor Maestas stated the Village could request they focus on purchasing equipment rather than items like decals and clothing to ensure the Village receives the items back if the agreement is ever terminated.
 - Amber stated there are specific rules for use of the LEPF funds that have to be followed so the Village could potentially get in trouble because the LEPF does cover trainings.
 - Deputy Clerk Colleen Engelhardt stated she has wondered about repair work, etc, because several years ago a prior sheriff wanted to use Village LEPF funds to purchase a new vehicle. She states a contact at the DFA advised that there is no specific language that a vehicle cannot be purchased in these circumstances, but he provided a few good reasons why it did not make sense for the Village to approve. She stated she doesn't believe it's wrong to approve repairs, but she stated she understands the point Councilor Maestas is making. She stated her understanding why training is highly suggested for good use of LEPF funds is because the Village is investing in the deputies to become more qualified at the services they provide.
 - Councilor Maestas stated he is not opposed to spending on items they need, but he suggested thinking long-term the Village could recoup some of what has been invested if a decision was made to work with a different agency.

Motion to approve MCSO Purchase Requisitions was made by Councilor Maestas; second by Mayor Pro Tem Cruz. (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 extended warranty for the Camry has been paid in the amount of \$2,256. She stated all other payments are regular monthly bills.

Motion to approve the December 2024 monthly vouchers was made by Mayor Pro Tem Cruz; seconded by Councilor Miera. (Vote 4-0) Motion carried with all in favor.

B. Utility Delinquent List – Deputy Clerk

- Active Accounts – 13 letters sent with a delinquency total of \$1,045.62, and total payments received was \$1,827.53 with 8 of the 13 customers paying down their full account balance rather than just paying the delinquent balance. All accounts were paid on time.
- Inactive Accounts – #106800 – full account balance was paid on January 3rd. The customer is renting out the home, but she is leaving the account in her name.

C. Utility Superintendent – Utility Superintendent

- Mayor Martinez stated the Utility Superintendent left early today due to an emergency.

D. MVD Reports – MVD Manager

- Clerk Treasurer Amber Anguiano stated 30 transactions were processed in December for a revenue total of \$3,276.74.

E. Mora County Sheriff's Office Report

- Absent

F. Housing Authority – Northern Regional Housing Authority

- Absent

G. Wagon Mound Fire Department – Fire Chief

- Fire Chief Timothy Cruz asked about the status of the rescue vehicle. He stated it has been a year, and he was told the paperwork was going to be sent to the Village. Clerk Treasurer Amber Anguiano stated that is not the process, but she did spend some follow-up work on it this week. She stated she contacted the company of the Manufacturer's Certificate of Origin (MCO), and she explained that the Village has tried reaching out to Braun NW several times. Amber stated the woman said she can issue another MCO, but it will require Braun's signature because they were the dealer from whom the vehicle was purchased. Amber stated the woman will be reaching out to Braun to facilitate getting the new MCO signed by them.
 - The Fire Chief asked for clarification on the process that was initiated a year ago, and Amber stated there was no follow-through from the Fire Department because she never received all the paperwork needed to initiate the surety bond process.
 - Amber stated she is not certain of the MCO reissue getting the signature from Braun. She stated if Braun does sign it, the surety bond process will no longer be necessary. Amber stated if Braun does not sign, then the surety bond process will require a new VIN inspection report, the unsigned MCO, the copy of the check issued to pay Braun for the truck, and she will need to figure out if the surety bond can be paid from the Fire Fund or if it will need to be paid from the General Fund.
- Fire Chief Cruz also asked about the status of the Explorer donated from Mora County as well as the status of the new logo being created for WMFD to make decals for the vehicles. Amber stated the paperwork for the Explorer was sent to the state, and she's just waiting for the title to arrive in the mail. Colleen stated she thought the new logo had been emailed, but she stated she would follow-up with Jena tomorrow on the status.

- Fire Chief Cruz stated he will be issuing a key to the propane delivery guy so he can access the tank at the Substation when it needs to be filled. He stated WMFD will be participating in a Fire Prevention presentation at the school.

H. Bean Day Association – President

- Absent

X. Old Business

- Mayor Martinez reported the new garage door has been installed at the Maintenance Shop, and now Fluhman Builders is doing all the cement work for the canopy at the rodeo grounds so it will be ready when the building arrives in mid-February.
- Mayor Martinez stated he met with the contractor and engineer for the paving work at the Senior Center for the Substantial Completion review. He stated there are several items the contractor needs to address to meet the engineer's specifications. The Mayor stated it will take longer, but it will be done correctly.
 - Councilor Maestas asked if there is an estimated time of completion, and Mayor Martinez stated he believes there will be a point when they are charged \$500 per day.

X. Mayor's Report

- Mayor Martinez reported he transferred the deeds for the two properties donated to the Village from Harper Land & Cattle as well as the for the property purchased next to the Maintenance Shop.
- Mayor Martinez presented to Council ideas for utilizing the donated buildings , and he suggested holding a Public Hearing to get input and ideas from residents as well. The Mayor stated the Santa Clara needs a lot of work, and the Conestoga will need a little work. He stated the old Bob Bachen building doesn't need much work at all, but there is a lot of stuff stored in there, especially metal, that will need to be moved or sold. He suggested possibly holding an auction, and he stated one idea is to clean up the building in order to rent it as office or business space.
 - Mayor Pro Tem Cruz suggested possibly contacting the film industry for the buildings to be used as sets. Mayor Martinez also stated there are many grant opportunities through Main Street and NM True to make improvements, especially because the hotel is on the Historical Register.
 - Mayor Martinez stated he asked Fluhman Builders for a quote to install a new garage door on the side of the Bachen building because the door at the back is now blocked by trees.
- The Mayor stated the skid steer should be delivered in the next week or two.
- Mayor Martinez stated Fluhman builders has equipment stored at the rodeo grounds until they construct the canopy, and he has agreed to use the equipment to move the remaining concrete barriers to line both sides of the mud bog pit. The Mayor stated they started cleaning up around the concession stand, and he is going to contact Luis Lopez to move the old rodeo arena pipe. The Mayor stated if it isn't moved soon, the Village will cut it down and move it out of the rodeo grounds. He stated the Village is trying to make improvements and make it look nice. The Mayor also expressed an interest in possibly setting up RV parking spaces at the rodeo grounds to rent for a small revenue source.
- Mayor Pro Tem Cruz asked about the materials for the BBQ pit, and Mayor Martinez stated the Village will go for the materials sometime in March when the weather improves.
- Deputy Clerk Colleen Engelhardt reported the Source Water Protection Plan team sent an email in December stating they had gotten behind schedule, and they anticipate sending the first draft soon. She stated the Village will need to review the first draft, and the team will then issue the final draft for review by others including John Shomaker and possibly Kate Ziegler before presenting at a Public Hearing. She stated the Village's attorney has recommended holding separate public hearings for the SWPP and the ordinance. She stated he wants to have the SWPP approved so the information needed from it can be included in the draft ordinance and then presented at a public hearing.
- Clerk Treasurer Amber Anguiano suggested the Village may want to plan a trip to the legislature in accordance with the different days allocated for specific purposes such as senior day or recreation


day. Mayor Martinez stated he would like to set a date to meet with our representatives at the February meeting.

- Mayor Pro Tem Cruz asked about the flooring at the Senior Center, and Colleen stated Rural Development informed her they cannot obligate any of the funds until the full amount is requested. She stated the Village received the funding through support from Senator Ben Ray Lujan, and she reached out to one of his staffers, Carmela Quintana. Colleen stated Carmela reached out to the head of USDA in New Mexico, and as a Biden appointee, we caught her just before she left office. Colleen stated Senator Lujan issued a letter to her requesting the Village be able to spend the funds piece meal. Colleen stated she has maintained communication with the flooring representative, and she understands we are waiting on funding approval.

KII. Adjourn

Motion to adjourn was made by Councilor Miera, seconded by Councilor C Martinez. (Vote 4-0) Motion carried with all in favor. The meeting adjourned at 7:24PM.

Approved and attested this 11th Day of February 2025.



Andres Martinez, Mayor

Attest: 

Amber L. Anguiano, Clerk Treasurer

(SEAL)

