



Village of Wagon Mound
Regular Meeting Agenda
AMENDED

Tuesday, May 9, 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 Adrian A. Clouthier, Councilor Claudia M. Martinez, and Councilor Paul A. Miera.

III. *Approval of Agenda

IV. *Approval of Minutes for:

A. Regular Meeting Minutes April 18, 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: Review and acceptance of FY22 Annual Audit completed by Southwest Accounting Solutions.~~

~~2. *Discussion/Approval/Disapproval: Adoption of Resolution #2023-06 approving the FY22 audit.~~

3. *Discussion/Approval/Disapproval: Review quotes and approve purchase of new portable rodeo arena utilizing NM Regional Recreation Centers/Quality of Life Grant funds.

4. *Discussion/Approval/Disapproval: Change Order #6 to include tile work in Wagon Mound Senior Center – Phase 4 project.

5. *Discussion/Approval/Disapproval: Quote from Sandoval's Auto & Truck Repair to repair 2007 Autocart trash truck utilizing capital outlay appropriation A21F2813.

6. *Discussion/Approval/Disapproval: Renew Lease Agreement with El Centro Family Health to operate health care clinic in Village owned building.

7. *Discussion/Approval/Disapproval: Review quotes and accept purchase of new 30-yard dumpster for Collection Station utilizing State and Local Fiscal Recovery Funds.

8. *Discussion/Approval/Disapproval: Purchase Requisitions from Mora County Sheriff's Office:

a) Santa Fe Pawn LLC – Ammunition

b) Frontline Upfitting LLC – Replacement of Emergency Light Set Up on Silverado

9. *Discussion/Approval/Disapproval: Wagon Mound Bean Day Association applying for a Public Celebration Permit to host a beer garden during the Bean Day Celebration to be held September 1-4, 2023.

10. *Discussion/Approval/Disapproval: Approval to advertise hiring temporary, part time positions to work May through September.

11. *Discussion/Approval/Disapproval: Review applicants and approve hiring to fill the Utilities Assistant and MVD Agent/Administrative Assistant positions.

VIII. Monthly Reports

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

B. 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, and Councilor Claudia M. Martinez were present. Councilor Paul A. Miera and Councilor Adrian A. Clouthier were absent.

III. *Approval of Agenda

- Mayor Martinez stated he is recommending the removal of Business Matters Items #1 and #2 from the agenda because the audit is not yet prepared for approval.

Motion to approve the agenda with the Mayor's recommended amendments was made by Councilor C Martinez, seconded by Mayor Pro Tem Cruz. (Vote 2-0) Motion carried with all in favor.

IV. *Approval of Minutes for:

A. Regular Meeting Minutes April 18, 2023

Motion to approve the agenda with the Mayor's recommended amendments was made by Councilor C Martinez, seconded by Mayor Pro Tem Cruz. (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)

- None

VI. Comments or Concerns of Council

Mayor Pro Tem Cruz stated the county is holding a Planning & Zoning meeting tomorrow, and he asked about the status of the ordinance protecting the Springs. Deputy Clerk Colleen Engelhardt stated the ordinance has taken effect. She stated the attorney for the gravel company expressed to the Village's attorney that the ordinance was vague, but they were moving to a new site anyway. Colleen stated she and the Mayor spoke with the Village's attorney, and she suggested the Village contact NMDOT and NMED to find out more information regarding enforcement and the process for condemning gravel pits.

VII. Business Matters

~~1. *Discussion/Approval/Disapproval: Review and acceptance of FY22 Annual Audit completed by Southwest Accounting Solutions.~~

~~2. *Discussion/Approval/Disapproval: Adoption of Resolution #2023-06 approving the FY22 audit.~~

3. *Discussion/Approval/Disapproval: Review quotes and approve purchase of new portable rodeo arena utilizing NM Regional Recreation Centers/Quality of Life Grant funds.

- Mayor Martinez stated he has gathered quotes from Priefert, Ackerman Distributing, and Red River Arenas. He stated he met with Kenny Zamora, a rodeo producer, and he is highly recommending Priefert as a higher quality arena.
- Mayor Pro Tem Cruz asked who will be installing it, and Mayor Martinez stated Village staff along with the Bean Day Association members.
- Deputy Clerk Colleen Engelhardt stated the Priefert quote is in the amount of \$169,474.57, and the grant funds total \$181,485.00. She stated, if approved, she will submit a Notice of Obligation (NOO) to the state. Once the NOO is approved, the order will be placed by issuing a purchase order, and once the items are received the vendor will be paid. Once the vendor has cashed the check, the Village can submit for reimbursement from the state.

- Mayor Martinez stated he would like to use the remaining grant funds to level and add sand to the arena floor.

Motion to approve the purchase of a new rodeo arena from Priefert was made by Mayor Pro Tem Cruz, seconded by Councilor C Martinez. (Vote 2-0) Motion carried with all in favor.

4. *Discussion/Approval/Disapproval: Change Order #6 to include tile work in Wagon Mound Senior Center – Phase 4 project.

- Deputy Clerk Colleen Engelhardt stated Change Order #3 was processed in December 2021 to remove a custom designed, oversized walk-in cooler with a cost of \$78K, and apply these funds to other material and labor costs in Phase 4. She stated costs had increased due to the pandemic, and the funding was not sufficient to complete the phase. Colleen stated the space designed for the custom cooler was determined to be a storage area with reach-in freezers and refrigerators. However, Colleen stated, the Village was informed by the Health Bureau that the floor in this room needs to be a hard surface that is easily cleanable. Colleen stated there was tile remaining from the kitchen area, and the contractor provided a quote to install it. She stated the quote also includes some concrete work which is to fill the gutters located around the perimeter of the room that were designed to function with the walk-in cooler. She stated the quote is in the amount of \$5,597.58, and she stated the work and cost may be added to Phase 4 with a change order. She stated this cost will be applied to the same grant the with which the kitchen equipment was purchased.
- Colleen informed Council of the passing of the project's architect, Michael Freeman. She stated she is in communication with ALTSD to find out what the Village needs to do to close out the project without the architect's signature. She stated ALTSD is working with their legal team to provide better information, and they are suggesting the Village may want to refer to our attorney as well to ensure the Village is protected and confident in closing out the project.
 - Mayor Martinez stated the Village still owes the architect \$1,800 and the contractor \$6,500. He stated the contractor is almost finished and will be submitting their final pay request soon. He stated then the kitchen equipment will be transferred to the Senior Center from the Maintenance Shop, and Roper will provide a quote to install the equipment.

Motion to approve change Order #6 for Wagon Mound Senior Center – Phase 4 was made by Councilor C Martinez, seconded by Mayor Pro Tem Cruz. (Vote 2-0) Motion carried with all in favor.

5. *Discussion/Approval/Disapproval: Quote from Sandoval's Auto & Truck Repair to repair 2007 Autocart trash truck utilizing capital outlay appropriation A21F2813.

- Deputy Clerk Colleen Engelhardt stated these funds will expire on June 30th, and there is \$40,430.71 remaining. She stated Sandoval's provided the Village a quote to replace four leaking hydraulic cylinders at a cost of \$3,400 on the white trash truck. She stated, upon further review, Sandoval's is recommending overhauling the entire hydraulic system by replacing all cylinders and hoses. She stated the reasoning is the hoses are dry and showing signs of cracking, and the remaining cylinders are showing the same wear leading to future leaks.
- Colleen stated the quote is for \$13,787.01 which means approximately \$26K will be reverted, but the white trash truck will be in good working order.
- Mayor Martinez stated, if time allows, the blue trash truck may also have a little more work done on it as well.

Motion to approve quote from Sandoval's to repair the 2007 Autocart trash truck was made by Mayor Pro Tem Cruz, seconded by Councilor C Martinez. (Vote 2-0) Motion carried with all in favor.

6. *Discussion/Approval/Disapproval: Renew Lease Agreement with El Centro Family Health to operate health care clinic in Village owned building.

- Clerk Treasurer Amber Alcon stated the terms of lease agreement will remain the same except the rental fee is increasing from \$250 to \$350 per month due to building maintenance requirements.

Motion to approve renewing the lease agreement with El Centro was made by Councilor C Martinez, seconded by Mayor Pro Tem Cruz. (Vote 2-0) Motion carried with all in favor.

7. *Discussion/Approval/Disapproval: Review quotes and accept purchase of new 30-yard dumpster for Collection Station utilizing State and Local Fiscal Recovery Funds.
- Mayor Martinez stated there was a dumpster at the transfer station that had become unusable, and Mora County has refused to haul this bin due to safety concerns. He stated three quotes were reviewed, and the lowest quote came from Arthur Regional Landfill.
 - Deputy Clerk Colleen Engelhardt stated the cost of the container was \$6,398.75, and there is approximately \$19K remaining in the SLFRF funds.
- Motion to approve acceptance purchasing a new 30-yard dumpster from Arthur Regional Landfill using SLFRF funds was made by Mayor Pro Tem Cruz, seconded by Councilor C Martinez. (Vote 2-0) Motion carried with all in favor.**
8. *Discussion/Approval/Disapproval: Purchase Requisitions from Mora County Sheriff's Office:
- a) Santa Fe Pawn LLC – Ammunition
 - b) Frontline Upfitting LLC – Replacement of Emergency Light Set Up on Silverado
- Clerk Treasurer Amber Alcon stated these requisitions are to purchase ammunition and maintain the light bar on the Silverado. She stated they need to spend the remaining FY23 LEPF funds to avoid another rollover request.
 - Mayor Martinez stated the FY24 LEPF allocation is increasing from \$45K to \$104K, and he stated the Sheriff's office will need to have improved communication and presence in the Village. He stated he would like to find out if these funds may be used to upgrade the Marshall's Office to make it more functional.
- Motion to approve purchase requisitions from MCSO made by Councilor C Martinez, seconded by Mayor Pro Tem Cruz. (Vote 2-0) Motion carried with all in favor.**
9. *Discussion/Approval/Disapproval: Wagon Mound Bean Day Association applying for a Public Celebration Permit to host a beer garden during the Bean Day Celebration to be held September 1-4, 2023.
- Bean Day Association Member Emily Cornell stated Bean Day has hosted a beer garden in the past, and they are hoping to do so again on Saturday and possibly Sunday in the same location at the park where beans are served. She stated they are hoping to also host music in the park to keep people in town throughout the weekend. She stated the application must be submitted at least 30 days prior to the event. Emily stated Bean Day has not yet secured a brewery/vendor, but they are seeking Council's approval now to be proactive.
 - Deputy Clerk Colleen Engelhardt stated event holder is responsible for submitting the application, and they are required to have Council approval to host the beer garden. She stated the event holder is also responsible to coordinate with vendor, and the vendor is the responsible party to ensure compliance with all applicable laws and regulations.
- Motion to approve WMBDA request to apply for a Public Celebration Permit to host a beer garden during the 2023 Bean Day weekend was made by Councilor C Martinez, seconded by Mayor Pro Tem Cruz. (Vote 2-0) Motion carried with all in favor.**
10. *Discussion/Approval/Disapproval: Approval to advertise hiring temporary, part time positions to work May through September.
- Mayor Martinez stated he is interested in hiring 2-3 individuals to work over the summer cutting weeds and trees, cleaning the parks, making park improvements, and refence the new Senior Center property.
 - Councilor Martinez asked if these positions will be paid through the same program as last year, and Deputy Clerk Colleen Engelhardt stated the payroll will be paid directly through the Village without any reimbursement.
 - Mayor Martinez stated the positions will be offered at minimum wage, and they will work between 20-40 hours per week. He stated applicants must be at least 18 years of age.

Motion to approve advertising to hire 3 temporary, part time positions to work May through September was made by Councilor C Martinez, seconded by Mayor Pro Tem Cruz. (Vote 2-0) Motion carried with all in favor.

11. Discussion/Approval/Disapproval: Review applicants and approve hiring to fill the Utilities Assistant and MVD Agent/Administrative Assistant positions.

- Clerk Treasurer Amber Alcon stated interviews were held yesterday.
- Amber stated Councilor C Martinez and she interviewed applicants for the MVD Agent/Admin Asst position, and she stated they are recommending hiring Julia Olguin.
- She stated the Utilities Superintendent, Mayor Pro Tem Cruz and she interviewed the Utilities Assistant applicants, and she stated they are recommending hiring Julian Chavez.
- Mayor Martinez recommended following the interview committees' recommendations with a starting pay for both positions of \$13 per hour.

Motion to approve hiring Julia Olguin for the MVD Agent/Admin Asst position and Julian Chavez for the Utilities Assistant position both at \$13 per hour was made by Councilor C Martinez, seconded by Mayor Pro Tem Cruz. (Vote 2-0) Motion carried with all in favor.

VIII. Monthly Reports

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

- Clerk Treasurer Amber Alcon stated April payments were all regular monthly bills.

Motion to approve payment of monthly vouchers was made by Councilor C Martinez, seconded by Mayor Pro Tem Cruz. (Vote 2-0) Motion carried with all in favor.

B. Utility Delinquent List – Deputy Clerk, Colleen Engelhardt

- April Active Accounts – 7 letters sent with a delinquent total of \$819.91. Due date was April 25th and payments received totaled \$1,185.30. All payments were received on time.
- April Inactive Accounts – 12 letters sent with a delinquent total of \$1,344.27. Payments received totaled \$253.66. Accounts #B24002 and #221900 are paid in full.

C. Utility Superintendent – Utility Superintendent, Gary Sanchez

- Water – Chlorine residual is 0.38mg/L, water usage has increased due to people watering, and the Spring has been producing at a rate of approximately 150 gallons per minute. Gary stated once the new Utilities Assistant starts he will perform the two water hookups and one sewer hookup.
- Wastewater – The discharge permit application is being reviewed and should be approved soon. The third lagoon pond level is low enough to schedule the repair of the tear in the second pond.
- Natural Gas – Nothing to report.
- Solid Waste – The blue trash truck has been repaired with a new hose and new hydraulic fluid.

D. MVD Reports – MVD Manager, Amber Alcon

- April – 53 transactions processed for a total of \$4,617.05

E. Mora County Sheriff's Office Report – Undersheriff Romero

- MCSO has been busy with the fire near Valmora and the fire on State Route 434.
- New Flock System cameras have already been useful with two hits on stolen vehicles – one had been reported stolen but incorrectly not removed from the system and the Deputies were not able to get to the second vehicle in time.
- Danny Vigil was promoted to Sergeant, and they are currently hiring one vacant deputy position.

F. Housing Authority – Northern Regional Housing Authority

- Absent

G. Wagon Mound Fire Department – Fire Chief

- Fire Department Member Rio Armijo stated their trucks need tires, batteries and other equipment. He asked about the process to purchase items for the Fire Department. Clerk Treasurer Amber Alcon stated any purchase over \$1000 requires Council approval, and any purchase over \$500 requires three quotes.
- Fire Department Member Tim Cruz asked about the process with credit card use as well as the need for three quotes. Amber stated before any purchase is made a Purchase Requisition signed by the Fire Chief must be submitted and approved. She stated anything over \$500 does require three quotes. She stated purchases over \$1000 require Council approval so the Purchase Requisitions need to be submitted in order to be included on the agenda for the next meeting.
- Rio asked about an account at CarQuest San Miguel Supply, and Tim asked about an account with Sandoval's Auto in Raton. Amber stated she asked the Fire Chief last year to provide her with a list of all the fire vehicles including makes, models, years, and VIN numbers so they could be included in the Village's contract with Sandoval's. She stated the contract alleviates the need for the three quotes.
 - Deputy Clerk Colleen Engelhardt stated the Village's contract with Sandoval's covers repair work which would cover installation of tires, however, tire purchases still require three quotes.
 - Amber stated Garcia Tire in Las Vegas holds a State Purchasing contract which also alleviates the need for three quotes.
- Rio stated they will prepare the paperwork for the Purchase Requisitions, but there is also a problem with the rescue truck because it doesn't have a license plate. Tim stated he and Rio are here to find out what they need to do to resolve this, and he stated the Fire Department provided the Village with all the paperwork for the truck. Amber stated this has also been discussed with the Fire Chief. She stated the Village does not have the paperwork for that vehicle. She stated the prior MVD employee sent the paperwork into the State to be processed. Colleen stated the Village has the certified mail return slip indicating it was delivered, however, the State does not have the paperwork. Amber stated she was unable to locate a copy of the paperwork, the Fire Chief did not have copies, and when she reached out to the State to explain the circumstances to see what they could do, she was told they were not able to process it without the necessary paperwork. Amber stated she has tried contacting the manufacturer, and she has provided the Fire Chief with the manufacturer's phone number to obtain the paperwork on the vehicle. Amber stated the Certificate of Origin will be needed from the manufacturer, and receipts will be needed from the dealer for proof of purchase. Tim stated they have not been made aware of this information, and he asked for a copy of the Certified Mail slip as well as the contact information for the manufacturer. Colleen stated she can get the contact information after the meeting, but she'll need to do a little digging for the certified mail slip.
- Mayor Martinez stated he feels it is essential the Fire Department starts attending the Council meetings regularly to keep everything up-to-date. He stated the Fire Department is a part of the Village, and the Village is here to help. He stated we need to be help each other.
- Rio stated they are not here to be causing problems, and Tim stated they are here for clarification for the processes to acquire the things they need.

H. Bean Day Association – President, Luis Lopez

- Wagon Mound Bean Day Association Member Emily Cornell stated they held a meeting recently, and they were happy to hear about the new rodeo arena because safety concerns had arisen about the status of the current arena.
- Emily stated they are adding a bike race event on Monday morning this year.

IX. Old Business

- None


X. Mayor's Report

- The Mayor stated he has addressed all of his report items throughout the meeting.

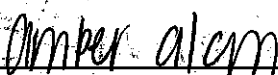
XI. Adjourn

Motion to approve adjournment was made by Councilor C Martinez seconded by Mayor Pro Tem Cruz. (Vote 2-0) Motion carried with all in favor. The meeting adjourned at 7:00PM.

Approved and attested this 13th Day of June 2023.



Andres Martinez, Mayor

Attest: 

Amber L. Alcon, Clerk Treasurer
(SEAL)

