



Village of Wagon Mound  
Regular Meeting Agenda

~~Tuesday, April 13, 2021~~ RESCHEDULED FOR Tuesday, April 20, 2021

6:00 pm

Presiding Mayor Andres Martinez

**SEE \*UPDATED\* 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, Mayor Pro Tem Timothy Cruz, Councilor Adrian A. Clouthier, Councilor Paul A. Miera, Councilor F. Luis Lopez.
- III. \*Approval of Agenda
- IV. \*Approval of Minutes for:
  - A. Regular Meeting Minutes March 9, 2021
- 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 FY20 Annual Audit completed by Southwest Accounting Solutions.
  2. \*Discussion/Approval/Disapproval: Review and adoption of Ordinance No. 2021-02.
  3. \*Discussion/Approval/Disapproval: Republish intent to repeal and amend dog ordinance Nos. 150, 308, and 409.
  4. \*Discussion/Approval/Disapproval: Review and acceptance of quote for Cab Lift Pump to repair the Solid Waste vehicle.
- VIII. Monthly Reports
  - A. \*Approval Item –Approval of Vouchers (payment to vendors) Clerk/Treasurer- Monica Martinez
  - 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 – Director, Theresa Carmody

G. Fire Chief – Robert Mondragon

H. Bean Day Association – President, Luis Lopez

IX. Old Business

X. Mayor's Report

XI. Adjourn

THIS MEETING WILL BE OPEN TO BOTH IN-PERSON AND ZOOM ATTENDANCE. TO PARTICIPATE VIA ZOOM, PLEASE FOLLOW THE DIRECTIONS BELOW:

MEETING ID: 867 0494 8522

PASSCODE: 400927

PLEASE CONNECT STARTING AT 5:45PM SO THE MEETING CAN BEGIN AT 6:00PM

- 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 - FOLLOW ONE OF TWO OPTIONS:
    - 1) CONTACT VILLAGE HALL (575-666-2408 or [deputyclerkwagonmound@gmail.com](mailto:deputyclerkwagonmound@gmail.com)) AND PROVIDE US WITH YOUR EMAIL ADDRESS. WE WILL SEND YOU AN EMAIL WITH A LINK TO ACCESS THE MEETING. ON APRIL 20<sup>th</sup>, CLICK ON THE LINK AND ENTER THE MEETING ID AND PASSCODE WHEN PROMPTED.
- OR-----
- 2) ON APRIL 20<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 Clerk Treasurer Monica Martinez. Mayor Martinez, Councilor Clouthier, Councilor Miera, and Councilor Lopez were present. Mayor Pro Tem Timothy Cruz was absent.
- III. \*Approval of Agenda:
  - Mayor Martinez stated the Roman numerals are out of order and need to be corrected. Deputy Clerk Colleen acknowledged the mistake. She stated the agenda will be amended to show: VII. Business Matters, VIII. Monthly Reports, IX. Old Business, X. Mayor's Report, and XI. Adjourn.**Motion to approve the amended agenda was made by Councilor Lopez, seconded by Councilor Clouthier. (Vote 3-0) Motion carried with all in favor.**
- IV. \*Approval of Minutes for:
  - A. Regular Meeting Minutes March 9, 2021**Motion to approve the amended agenda was made by Councilor Miera, seconded by Councilor Clouthier. (Vote 3-0) 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 Norma Jean Vasquez stated there is an infestation of parvo in the Village. She stated Bobby Clouthier approached her to help him find homes for his puppies. She stated there were two litters of puppies, and she and her friend have taken six so far as well as one dead pup to bury. She stated some of the pups were taken to a shelter in Denver, and two of the younger pups are very sick. She stated a third pup died this morning, and the shelter ran tests confirming parvo. She stated any of Mr. Clouthier's dogs are capable of spreading it. Norma Jean stated she will bring confirmation from the vet for the Village staff to post around town to alert dog owners.
- VI. Comments or Concerns of Council
  - None
- VII. Business Matters
  1. \*Discussion/Approval/Disapproval: Review and acceptance of FY20 Annual Audit completed by Southwest Accounting Solutions.
    - Mayor Martinez recommended postponing this item because the auditor has informed the Village that he is still waiting for the Housing audit to be finalized. The Mayor also stated the Village's portion of the audit was excellent.**Motion to approve postponing acceptance of the FY20 Annual Audit was made by Councilor Lopez, seconded by Councilor Clouthier. (Vote 3-0) Motion carried with all in favor.**
  2. \*Discussion/Approval/Disapproval: Review and adoption of Ordinance No. 2021-02.
    - Deputy Clerk Colleen Engelhardt stated at the March meeting a Public Hearing was held, and Council approved publishing a proposed draft of Ordinance No 2021-02 in order to address issues within the Village. Colleen read the proposed ordinance aloud. She stated counties are responsible for providing animal control services. She stated Mora County does not have these services in place, but they are working toward establishing them. Colleen stated the Sheriff had confirmed at the March meeting that the San Miguel dogcatcher has been cross-commissioned and will now be able to assist in Mora County. However, she stated, she does not believe any arrangements have been made to house animals that are detained. Colleen stated the Village is

not wanting to take on the role of the County, rather, the goal is to address the specific dog issues occurring within the Village limits, which include dogs running loose in town and harassing and/or attacking other animals or people.

Mayor Martinez stated Mora County has not confirmed who will be responsible for the cost of housing a detained dog. He stated he does not believe it is the responsibility of the Village. He stated Mora County is looking at adopting regulations from other entities, but he stated those regulations do not necessarily work for the Village's needs. He stated the Village has been waiting for Mora to have the proper ordinance and attributes in place.

- Colleen stated if Mora County had an animal control ordinance in place, it could be enforced in the Village. She stated the County level ordinance covers the entire county, and individual municipalities can pass their own ordinances to address circumstances specific to their location.
- Mayor Martinez stated the Village wants to do something, but it is difficult to be effective without the appropriate resources. He stated the licensing process will identify the dog by an assigned number on the tag issued to that animal.
  - Colleen stated a database will need to be created, and the data collected will include the owner's name, address, contact information, dog's name, and the tag number issued. She stated the value of this process is the ability to identify the dog if an incidence occurs. Colleen stated she believes the most immediate action the Village can take is to enforce fines as a deterrent as opposed to a direct intervention.
- Councilor Miera stated he believes rabies vaccinations should be enforced as well, and Colleen stated the State only regulates rabies vaccination. Colleen stated there will be residents who come in to register their dogs voluntarily, and she stated those are not the people that have dogs running loose around town. She stated it is going to be difficult enough to get some citizens to register their dogs and requiring proof of vaccination will be an additional barrier.
- Mayor Martinez stated it his understanding that animal control is the responsibility of the county level of governance. He stated Mora County has been trying to move forward with animal control, but they are not moving very quickly.
- Citizen Norma Jean Vasquez asked if the licensing process will require the dogs to be spayed or neutered. Mayor Martinez stated that requirement is not included in the current proposed draft, and he stated the Village can make amendments in the future to fine tune the ordinance. He stated the Village's goal is to adopt something that gives the Sheriff's Office the ability to address the recent issues that have arisen.
- Citizen Phillip Trujillo asked if the ordinance will be addressing cats because, he stated, cats are everywhere. He stated they have had 10 cats visiting them daily, and they feed them.
  - Norma Jean asked if the Village will buy her another trap so she can continue trapping feral cats. She stated she is more than willing to trap them, pay \$20 to have them spayed/neutered, and then she brings them back to release them. She stated most of the cats that hang around her house have been fixed, and she does not have any kittens yet this year.
  - Mayor Martinez stated he, personally, may have a trap Norma Jean can borrow.
- Colleen stated there are a few options to move forward. She stated if the Council would like to get something in place tonight, the ordinance will need to be approved as it was written and published. She stated if there are desired changes to the language, the ordinance will need to be disapproved, and the Council will need to approve the updated language in the following Business Matter item.
- Mayor Martinez recommended disapproving the current draft in order to include some of the items discussed this evening.

**Motion to disapprove adoption of Ordinance 2021-02 was made by Councilor Miera, seconded by Councilor Lopez. (Vote 3-0) Motion carried with all in favor.**

3. \*Discussion/Approval/Disapproval: Republish intent to repeal and amend dog ordinance Nos. 150, 308, and 409.

- Mayor Martinez stated he would like to see the dog license fee be reduced to \$10 per animal, and Deputy Clerk Colleen Engelhardt asked for clarification if this will be a one-time or an annual fee.
  - Councilor Miera suggested it be an annual fee, and Mayor Martinez recommended the license be a one-time fee. He stated keeping the vaccinations current will be the responsibility of the owner.
  - Mayor Martinez addressed including cats in the license process, and Colleen asked if the fee will also be a \$10 one-time fee. Citizen Norma Jean Vasquez asked if this will include the feral cats she traps, and the Mayor stated it would not. Colleen stated she is not certain licensing cats is addressing the problem, and Mayor Martinez agreed.
  - Mayor Martinez asked how the language can include cats, and Councilor Miera stated the ordinance should call for both dogs and cats to be spayed/neutered. Colleen stated she thinks this is a step in the right direction, but she asked how it would be regulated.
  - Clerk Treasurer Monica Martinez suggested having a separate ordinance for cats, and Norma Jean stated she would like to research how other communities manage cats and cat overpopulation.
  - Monica stated it would be nice to find a program that takes the feral cats after they are fixed rather than releasing them back in town. Norma Jean stated no shelters will take cats. Citizens Phillip and Margaret Trujillo stated Tina, with the Animal Coalition in Las Vegas, is Phillip's niece, and they have been working with her to potentially come to town to trap feral cats to take them to the shelters in Denver.
- Colleen stated the recommended changes to the draft ordinance so far include changing the license fee to be a one-time fee of \$10 per dog, and she asked about the requirement of spaying and neutering. Councilor Miera stated it should be a requirement unless the owner provides proof the dogs are pedigrees, and they want to breed. Colleen stated she is concerned with the potential number of office hours that will be dedicated to enforcing this ordinance because many of the proposed ideas involve detailed regulatory tracking, and the Village staff is small.
- Mayor Martinez stated the ordinance should recommend citizens to have their pets spayed/neutered rather than making it a requirement for licensing.
- Mayor Martinez stated the Village needs to ensure that not only the Sheriff's Office is addressing these issues, but to also ensure the Magistrate Judge is following through as well. The Mayor stated the LEPF is allocated to the Sheriff's Office through a Joint Powers Agreement for them to provide the Village with law enforcement services. He stated it is important for the Village to get something on our books so the Sheriff's Office can enforce it.
- Mayor Martinez recommended approval of republishing the intent to repeal Ordinance Nos. 150, 308, and 409 to include a one-time registration fee of \$10 per dog, and to state the Village strongly recommends citizens to spay and neuter their pets.

**Motion to approve the Mayor's recommendations was made by Councilor Miera, seconded by Councilor Lopez. (Vote 3-0) Motion carried with all in favor.**

4. \*Discussion/Approval/Disapproval: Review and acceptance of quote for Cab Lift Pump to repair the Solid Waste vehicle.

- Mayor Martinez presented the quote to Council, and he stated this is the only company that carries the specific part needed to repair the trash truck.

**Motion to approve the purchase of the Cab Lift Pump to repair the Solid Waste vehicle was made by Councilor Clouthier, seconded by Councilor Lopez. (Vote 3-0) Motion carried with all in favor.**

## VIII. Monthly Reports

A. \*Approval Item –Approval of Vouchers (payment to vendors) Clerk/Treasurer- Monica Martinez

- Clerk Treasurer Monica Martinez stated most of the monthly payments were regular bills. She stated Luna Community College was issued payment for the Utility Assistant's CDL training, and White Sands Drug and Alcohol Compliance was issued payment for their annual fee.

- Councilor Miera asked about drug testing. Monica stated all staff are tested at hire, and the Utility Superintendent and Assistant are tested randomly. She stated White Sands has not been testing as regularly due to COVID, and the Village is waiting for them to test the MVD Manager/Admin Assistant.

**Motion to approve the vouchers was made by Councilor Lopez, seconded by Councilor Miera.  
(Vote 3-0) Motion carried with all in favor.**

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

- March Active Letters – 12 letters delivered for total delinquent balance of \$1040.18. Payment due date was March 22<sup>nd</sup> and payments received total \$1281.73.
- March Inactive Letters – Acct# 105400 – payment was submitted in February, and the check was returned NSF. The check was submitted a second time and returned NSF again. The payment was reversed, and the \$25 Village NSF fee was applied to the account.
- April Active Letters – 9 letters sent for total delinquent balance of \$1531.30. Payment is due Mon, April 26<sup>th</sup>, and 6 payments have already been received totaling \$1354.60.

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

- Drinking Water – Chlorine residual is at 0.23 mg/L, and they will begin reading meters tomorrow.
- Wastewater – The pump at the lagoons was not working properly, and they discovered an old beer can stuck in it. The can was removed, and the pump is working well.
  - Mayor Martinez commended the utilities staff for the difficult work they do. He explained they had to pump 18 feet of sewage out of the vault in order to access the malfunctioning pump, and they were working in cold conditions.
- Natural Gas – All new gas meters have been installed at the school, housing complexes, Village Hall, and the old Senior Center. After the school meters were installed, two leaks were discovered on the school's side of the meter, but they helped repair them to ensure safety at the school. A bad regulator was also discovered at a residential location, and this was repaired as well.
  - John Jones has reported the Village's DIMP plan will be complete by mid-May.
  - City of Las Vegas is replacing a distribution line near Colmor, and the gas pressure will be reduced while the work is performed. The pressure change will not impact Village gas delivery.

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

- Mayor Martinez stated Amber was hired in November and completed her required training via online classes by the end of January, including her VIN Inspector certification. He stated in February, she opened the MVD office two days per week, and in March she operated at three days per week. He stated her reports are proof of how well she has done, and he stated he is proud of her accomplishments.
- Amber reported a total of 103 transactions processed in March for a total of \$7679.18.
- Mayor Martinez stated dealerships have started sending her work to process as well, which will bring in more revenue.

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

- Absent

**F. Housing Authority – Director, Theresa Carmody**

- Absent

**G. Fire Chief – Robert Mondragon**

- Absent

**Bean Day Association – President, Luis Lopez**

- None

## IX. Old Business

- Deputy Clerk Colleen Engelhardt stated Dennis Engineering (DEC) has been working on the monitoring well project. They have sent the Village and NMED the bid and contract paperwork to review. She stated the document is 296 pages, but it is something everyone needs to read through in order to gain familiarity. She stated she has been working with Richard Runyon of DEC, and it appears the project will be complete by September 2021.

## X. Mayor's Report

- The Mayor provided the following reports to Council:
  - Trash truck – the Village requested \$200K from the state legislature to purchase a new truck, and we were allocated \$135K. He stated he has been in contact with Pete's Equipment in Albuquerque. He stated the smallest side-loader available is a 22-yard vehicle for \$289K. He stated the sales rep suggested using the \$135K as the down payment, and the remainder will be paid down with annual payments of \$35K over the next 5 years. The Mayor stated the Village does not generate enough revenue to support this cost. He stated the next option is to purchase a Ford F550 or F350 and have a rear-loading 8-yard satellite system installed in the bed for a total cost of about \$95K. The Mayor explained this style will require two people to operate with one person driving and the other person loading the trash bin for it to be dumped. He stated he believes this size rig will be better suited for the Village because it is smaller, and trash will be collected more quickly. Mayor Martinez stated the Village is looking into the possibility of utilizing the remaining \$35K to apply toward a second satellite system that could be installed if the other one ever fails and needs repair.
  - Federal Funding Request – Mayor Martinez stated seeking funding through the State can be difficult so the Village submitted requests for federal funding.
    - Deputy Clerk Colleen Engelhardt explained there have been a few different revenue streams presented to the Village. She stated the first is under the COVID Recovery Act. Colleen stated the draft appropriations showed the Village receiving \$70K, but she stated it has not been finalized. She stated it is her understanding the money will be distributed to the State, but the State must allocate the funds as directed by the federal legislation. She stated the funds will be distributed to the Village's General Fund, and the money will likely have stipulations for how it is to be spent with regards to impacts from the pandemic.
    - Colleen stated the second funding opportunity was sent via email from Congresswoman Leger Fernandez. Colleen stated she first attended a Zoom meeting the Congresswoman held to hear from the small communities she represents in order to present the feedback on the House floor to allocate funds in ways the local communities can best utilize them. Colleen stated she was emailed forms to complete to request funds through various funding streams, and the program offered through the USDA aligned best with the Village's needs. She stated the program is specifically designed for rural communities with populations of 20,000 or less, and the Village submitted requests for three different projects totaling \$1.2M. She stated the Village requested \$700K to properly complete the new Senior Center with new kitchen equipment, a paved parking lot, outdoor lighting, fencing, and security cameras. She stated the second request was submitted for \$250K to purchase a new solid waste vehicle, and the third request was for \$250K to renovate Village Hall. Colleen stated she was not given a timeline for a decision or any feedback at all so she is not certain when the Village will be informed of the allocations.
    - Mayor Martinez stated even if the Village is allocated a small fraction of the request, it will be helpful. He stated he is comfortable seeking federal funding because he is confident in the staff, and their ability properly manage it.

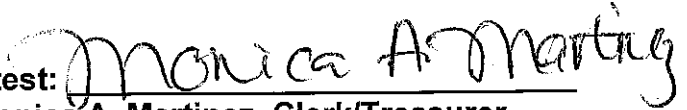
XI. Adjourn

Motion to adjourn was made by Councilor Clouthier, seconded by Councilor Miera. (Vote 3-0)  
Motion carried and all in favor. The meeting adjourned at 7:15PM.

Approved and attested this 18<sup>th</sup> Day of May, 2021.



Andres Martinez, Mayor

Attest:   
Monica A. Martinez, Clerk/Treasurer  
(SEAL)

