



Village of Wagon Mound
Regular Meeting Agenda
Tuesday, September 13, 2022 - 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 August 9, 2022
- 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 selection of quote for installation of new playground equipment utilizing State and Local Fiscal Recovery Funds.
 2. *Discussion/Approval/Disapproval: Lease or purchase new vehicle for Village administrative use.
 3. *Discussion/Approval/Disapproval: Review and selection of quotes to purchase tires for:
 - a) F250 from Utilities Fund
 - b) Ford Ranger Hot Shot from General Fund
 4. *Discussion/Approval/Disapproval: Approval of Harris Technology Services quote to renew Fortinet Forticare Service Agreement.
 5. *Discussion/Approval/Disapproval: Review and approval of Resolution No. 2022-13 requesting a time extension on NMDOT Cooperative Agreement L400513.
 6. *Discussion/Approval/Disapproval: Review and approval of Resolution No. 2022-14 requesting a time extension on NMDOT Cooperative Agreement L40559.
 7. *Discussion/Approval/Disapproval: Review and approval of engineering contract for South Catron Ave Sidewalk Project Design Phase.
 8. *Discussion/Approval/Disapproval: Acceptance of quote and payment to R'N'T Crane Service to install Crow's Nest at Rodeo Grounds using State and Local Fiscal Recovery Funds.

9. *Discussion/Approval/Disapproval: Acceptance of costs affiliated with the Bean Day Celebration weekend:
 - a) Portable Toilet Rentals
 - b) Ambulance Services
 - c) Fuel to Transport Additional Dumpster for Rodeo Grounds
10. *Discussion/Approval/Disapproval: Acceptance of contracts with Paul Martinez and Abel Moreno to assist the Utilities staff.
11. *Discussion/Approval/Disapproval: Review candidates and selection for hire to fill vacant full-time Utilities Assistant position.
12. *Discussion/Approval/Disapproval: Review and approval of two Mora County Sheriff's Office purchase requests:
 - a) Instructor recertification course for Undersheriff Padilla.
 - b) Updating radar in police units.
13. Discussion: FY21 audit status for the Village and Wagon Mound Housing Authority.

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: Mayor Andres Martinez, Mayor Pro Tem Eldie R. Cruz, Councilor Claudia M. Martinez, and Councilor Paul A. Miera were present Councilor Adrian A. Clouthier was absent

III. *Approval of Agenda

Motion to approve the agenda was made by Councilor C Martinez, second by Councilor Miera (Vote 3-0) Motion carried with all in favor.

IV. *Approval of Minutes for:

A. Regular Meeting Minutes August 9, 2022

Motion to approve the minutes for August 9, 2022 was made by Mayor Pro Tem Cruz, second by Councilor C Martinez (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)

- None

VI. Comments or Concerns of Council

- Mayor Pro Tem Cruz stated that he wants to get a storage facility for the Bean Day Association and the Village.
- Mayor Martinez stated that he was already looking into getting a storage facility, also needs to get quotes on them.

VII. Business Matters

1. *Discussion/Approval/Disapproval: Review and selection of quote for installation of new playground equipment utilizing State and Local Fiscal Recovery Funds.

- Mayor Martinez stated that the Village did buy playground equipment and we did receive it about a month ago and it has been stored so it can be put up after bean day. The village did get quotes to install the equipment.
 - Deputy Clerk Colleen Engelhardt stated that a quote from playground boss was \$8,915.00, one from Hansen and Prezzano which came out to \$18,343.46.
 - The Mayor stated that a quote from Parson's Landscaping it would be 40% of the equipment cost. The Mayor also stated that Zeke Trujillo gave him a verbal quote of \$3,000.
 - Mayor Pro Tem Cruz agreed to having Zeke Trujillo install the equipment
 - Councilor Martinez asked if the equipment must have an inspection on the equipment after installation. Colleen stated that an inspection is not required.

Motion to approve the Review and selection of quote for installation of new playground equipment utilizing State and Local Fiscal Recovery Funds for Zeke Trujillo was made by Mayor Pro Tem Cruz, second by Councilor Miera (Vote 3-0) Motion carried with all in favor.

2. *Discussion/Approval/Disapproval: Lease or purchase new vehicle for Village administrative use.

- Clerk Treasurer Amber Alcon stated that the vehicle the village is looking at is still being made so we are waiting on a spec sheet. The vehicle will be a 2022 Toyota Highlander from Toyota of Santa Fe. Amber also stated that we will be getting government rates on the vehicle. The village has the option to purchase the vehicle or to lease the vehicle.
 - Mayor Martinez stated that as of right now the Village will get the vehicle and once the Capital Outlay funding comes in we would pay the vehicle off. The total cost for the Toyota Highlander is around \$42,000. As of right now the Village will lease the vehicle and put \$5,000 down at 36 months.

Motion to approve the Lease of a new vehicle for Village administrative use from Toyota of Santa Fe was made by Mayor Pro Tem Cruz, second by Councilor Miera (Vote 3-0) Motion carried with all in favor.

3. Discussion/Approval/Disapproval: Review and selection of quotes to purchase tires for:

a) F250 from Utilities Fund

b) Ford Ranger Hot Shot from General Fund

- Mayor Martinez stated that the tires on both trucks are no longer in good shape. The Village got a quote of \$1853.00 including installation and warranty for all 8 tires from Sandoval's Auto in Raton, NM.

- Councilor Miera asked if the tires will be 10 ply, Mayor Martinez stated that all 8 tires will be 10 ply.

Motion to approve the Review and selection of quotes to purchase tires for: F250 from Utilities Fund and the Ford Ranger Hot Shot from General Fund was made by Councilor C Martinez, second by Mayor Pro Tem Cruz (Vote 3-0) Motion carried with all in favor.

4. *Discussion/Approval/Disapproval: Approval of Harris Technology Services quote to renew Fortinet Forticare Service Agreement.

- Deputy Clerk Colleen Engelhardt stated that it is a yearly service that Harris does not provide but they do connect the Village to Fortinet Forticare. It is the renewal of the firewall that was installed 2 years ago. The annual fee comes out to \$555.78

Motion to approve the Approval of Harris Technology Services quote to renew Fortinet Forticare Service Agreement was made by Councilor C Martinez, second by Councilor Miera (Vote 3-0) Motion carried with all in favor.

5. Discussion/Approval/Disapproval: Review and approval of Resolution No. 2022-13 requesting a time extension on NMDOT Cooperative Agreement L400513.

- Deputy Clerk Colleen Engelhardt stated that the Village currently has 3 open agreements with the NMDOT funds. The village has already received an extension in FY21, they are good for 1 year. Colleen also stated that even if we do not get this extension approved we are showing the NMDOT that we are bringing the project together. This funding is for \$35,336.

Motion to approve the Review and approval of Resolution No. 2022-13 requesting a time extension on NMDOT Cooperative Agreement L400513 was made by Mayor Pro Tem Cruz, second by Councilor C Martinez (Vote 3-0) Motion carried with all in favor.

6. *Discussion/Approval/Disapproval: Review and approval of Resolution No. 2022-14 requesting a time extension on NMDOT Cooperative Agreement L400559.

- Deputy Clerk Colleen Engelhardt stated that this funding was for this year, it is set to expire for the first time at the end of the year. The village is requesting to have the extension to be good through December 31, 2023. This funding and the third funding are a combined total of about \$90,000 to do the construction once the design is complete. The third set of funding is L400611, and we have not received the contract back from them and it is already valid through December 31, 2023.

Motion to approve the Review and approval of Resolution No. 2022-14 requesting a time extension on NMDOT Cooperative Agreement L400559 was made by Mayor Pro Tem Cruz, second by Councilor C Martinez (Vote 3-0) Motion carried with all in favor.

7. *Discussion/Approval/Disapproval: Review and approval of engineering contract for South Catron Ave sidewalk Project Design Phase.

- Deputy Clerk Colleen Engelhardt stated that the Village does not have an ongoing Contract with anyone. In the past we did have a contract with Dennis Engineering which did expire last year. This project is going to be \$35,336, so it does require getting 3 quotes. Colleen did reach out to three other companies, one was out of Las Vegas, that company does not deal directly with municipalities.

Colleen did receive a phone call back from another one but was unable to receive a quote in time.

Dennis Engineering has provided a draft agreement, they would do the design portion of this project.

Motion to approve the Review and approval of engineering contract for South Catron Ave Sidewalk Project Design Phase was made by Councilor C Martinez, second by Mayor Pro Tem Cruz (Vote 3-0) Motion carried with all in favor.

8. *Discussion/Approval/Disapproval: Acceptance of quote and payment to R'N'T Crane Service to install Crow's Nest at Rodeo Grounds using State and Local Fiscal Recovery Funds.

- Mayor Martinez stated that the Village was able to purchase the Crow's Nest out of Las Vegas. The village hired R'N'T Crane service to install the Crow's Nest. They did a great job installing the Crow's Nest.

Motion to approve the Acceptance of quote and payment to R'N'T Crane Service to install Crow's Nest at Rodeo Grounds using State and Local Fiscal Recovery Funds was made by Mayor Pro Tem Cruz, second by Councilor Miera (Vote 3-0) Motion carried with all in favor.

9. *Discussion/Approval/Disapproval: Acceptance of costs affiliated with the Bean Day Celebration weekend:

- a) Portable Toilet Rentals
- b) Ambulance Services
- c) Fuel to Transport Additional Dumpster for Rodeo Grounds

- Deputy Clerk Colleen Engelhardt stated that the Portable Toilet Rentals came out to \$1400, the Ambulance Service was \$750, and the Fuel to Transport Additional Dumpster for Rodeo Grounds was \$240 with a total of \$2390.

Motion to approve the Acceptance of costs affiliated with the Bean Day Celebration weekend was made by Councilor Miera, second by Mayor Pro Tem Cruz (Vote 3-0) Motion carried with all in favor.

10. Discussion/Approval/Disapproval: Acceptance of contracts with Paul Martinez and Abel Moreno to assist the Utilities staff.

- Mayor Martinez stated that Paul Martinez worked for 1 Week and Abel Moreno worked for 3 Weeks, their last day was the Friday before Bean Day. They both helped put the fence up and help clean up the Village to get ready for Bean Day.

Motion to approve the Acceptance of contracts with Paul Martinez and Abel Moreno to assist the Utilities staff was made by Councilor C Martinez, second by Mayor Pro Tem Cruz (Vote 3-0) Motion carried with all in favor.

11. *Discussion/Approval/Disapproval: Review candidates and selection for hire to fill vacant full-time Utilities Assistant position.

- Mayor Pro Tem Cruz stated that recommendation is that Tommy Armijo gets employed with the main fact of him having a CDL License. Tommy will have to go to school to get his GED.
 - Clerk Treasure Amber Alcon stated that Tommy is willing to go and get his GED. Tommy will be under contract until he obtains his GED. Amber has been in touch with NMHELP to help get Tommy approved through their program.

Motion to approve the hire of Tommy Armijo on contract with NMHELP to fill vacant full-time Utilities Assistant position was made by Councilor C Martinez, second by Councilor Miera (Vote 3-0) Motion carried with all in favor.

12. *Discussion/Approval/Disapproval: Review and approval of two Mora County Sheriff's Office purchase requests:

- a) Instructor recertification course for Undersheriff Padilla.
- b) Updating radar in police units.

- Clerk Treasure Amber Alcon stated that at the moment the Village still has not received the new year funding for the LEPF Fund. Law Enforcement still has money that needs to be utilized, so that is

where the money for Instructor recertification course for Undersheriff Padilla and Updating radar in police units will come from.

Motion to approve the Review and approval of two Mora County Sheriff's Office purchase requests made by Mayor Pro Tem Cruz, second by Councilor C Martinez (Vote 3-0) Motion carried with all in favor.

13. Discussion: FY21 audit status for the Village and Wagon Mound Housing Authority.

- Deputy Clerk Colleen Engelhardt stated that the Wagon Mound Housing Authority's audit has not been completed. With the Housing Authority being a component of the Village, The Village can not submit their audit until the Housing Authority submits theirs. The village is not in compliance with the State Audit Rules and Regulations because our audit has not been submitted on time.
 - Mayor Martinez stated that the Village has submitted our budget we are just waiting on the Housing Authority to submit theirs.
 - Collen stated that the Village is on hold for the 3 projects that total about \$220,000. The Village is now on the at risk list on the State Auditors website.

✓ VIII. Monthly Reports

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

- Clerk Treasure Amber Alcon stated that all the regular monthly bills were paid, the only difference was the Crane Service that was approved through council.

Motion to approve the Approval of Vouchers (payment to vendors) was made by Councilor Miera second by Mayor Pro Tem Cruz (Vote 3-0) Motion carried with all in favor.

B. Utility Delinquent List – Deputy Clerk, Colleen Engelhardt

- Deputy Clerk, Colleen Engelhardt stated that for the Active Accounts there were a total of 9 delinquent letters sent out for the month of august in the total of \$565.89, everyone did pay on time and received a total of \$854.44. The Inactive Accounts there were 14 letters sent out, there were 2 payments received in the amount of \$252.59.

C. Utility Superintendent – Utility Superintendent, Gary Sanchez

- Utility Superintendent, Gary Sanchez stated that he took the DVP2 samples on September 7, 2022, and everything is running well. They did put up the fence at the Bean Day Park and it stayed looking good.

D. MVD Reports – MVD Manager, Amber Alcon

- MVD Manager, Amber Alcon stated that for the month of August we had a total of \$8228.13 in transactions.

E. Mora County Sheriff's Office Report

- Absent

F. Housing Authority – Northern Regional Housing Authority

- Absent

G. Wagon Mound Fire Department – Fire Chief

- Absent

H. Bean Day Association – President, Luis Lopez

- Absent

C. Old Business
• None

K. Mayor's Report

Mayor Martinez stated that the Governor will be touring the new Senior Center on September 22, 2022. The Mayor also asked the Governor if she will go up to the Springs to see the concerns of the Village.

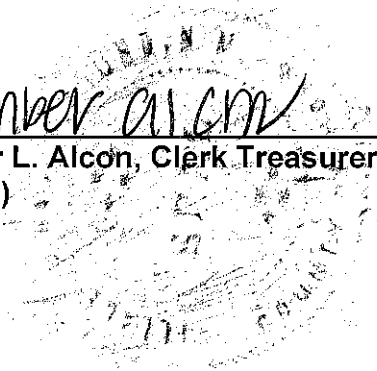
L. Adjourn

Motion to approve adjournment was made by Councilor C Martinez, second by Miera (Vote 3-0)
Motion carried with all in favor. The meeting adjourned at 7:19PM.

Approved and attested this 18th Day of October 2022.

Andres Martinez 10/18/2022
Andres Martinez, Mayor

Attest: Amber L. Alcon
Amber L. Alcon, Clerk Treasurer
(SEAL)



(. Old Business
• None

(. Mayor's Report

Mayor Martinez stated that the Governor will be touring the new Senior Center on September 22, 2022. The Mayor also asked the Governor if she will go up to the Springs to see the concerns of the Village.

(. Adjourn

Motion to approve adjournment was made by Councilor C Martinez, second by Miera (Vote 3-0)
Motion carried with all in favor. The meeting adjourned at 7:19PM.

Approved and attested this 18th Day of October 2022.

Andres Martinez 10/18/2022
Andres Martinez, Mayor

Attest: Amber L. Alcon
Amber L. Alcon, Clerk Treasurer
(SEAL)

