



Village of Wagon Mound
Regular Meeting Agenda - **AMENDED**
Tuesday, December 13, 2022 - 6:00PM

Presiding Mayor – Andres Martinez

SEE 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 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 November 15, 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 quotes for new Senior Center kitchen equipment.

~~2. *Discussion/Approval/Disapproval: Renewal of contract with NM DFA/TRD to maintain a municipal Motor Vehicle Department.~~

~~3. *Discussion/Approval/Disapproval: Approval of Resolution #2022-19 repealing Resolutions #2022-17 and #2022-18 to apply FY23 Capital Outlay funds to purchase 2022 Toyota Highlander from Toyota of Santa Fe.~~

4. *Discussion/Approval/Disapproval: Review and selection of tool lock boxes for utilities trucks.

5. *Discussion/Approval/Disapproval: Acceptance of clothing allowance for Utilities Staff.

6. *Discussion/Approval/Disapproval: Review and approval of quotes for repairs at building leased by El Centro Family Health.

7. *Discussion/Approval/Disapproval: Approval of payments to Waterway of New Mexico LLC for testing all fire hydrants and fire hoses.

8. *Discussion/Approval/Disapproval: Review and approval of Fire Department purchase requests to replace damaged equipment.

- 9. *Discussion/Approval/Disapproval: Approval of payment to M.R Services for renewing Utilities Superintendent's Veriforce Operator Qualifications.
- 10. Discussion: Review and selection of quotes for new door and installation for garage at Village Hall.
- 11. Discussion: Project requests for FY24 Capital Outlay funding.

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

DUE TO AN INCREASE IN ILLNESSES, THIS MEETING WILL BE CLOSED TO IN-PERSON PUBLIC ATTENDANCE. THE VILLAGE IS OFFERING AND ENCOURAGING VIRTUAL ATTENDANCE. TO PARTICIPATE VIA ZOOM, PLEASE FOLLOW THE DIRECTIONS BELOW.

MEETING ID: 863 7545 3775

PASSCODE: 003852

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) AND PROVIDE US WITH YOUR EMAIL ADDRESS. WE WILL SEND YOU AN EMAIL WITH A LINK TO ACCESS THE MEETING. ON DECEMBER 13th, CLICK ON THE LINK AND ENTER THE MEETING ID AND PASSCODE WHEN PROMPTED.
 - OR-----
 - 2) ON DECEMBER 13th, GO TO 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: Mayor Andres Martinez, Mayor Pro Tem Eldie R. Cruz, , Councilor Claudia M. Martinez were present. Councilor Adrian A. Clouthier and Councilor Paul A. Miera were absent.

III. *Approval of Agenda

- Deputy Clerk Colleen Engelhardt stated the agenda needs two amendments: Business Matters items #2 and #3 will need to be removed. She stated the MVD contract has not been received from the State, and there is not a voting quorum present to approve the resolution.

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

IV. *Approval of Minutes for:

A. Regular Meeting Minutes November 15, 2022

Motion to approve the Regular Meeting Minutes November 15, 2022 was made by Councilor C Martinez, second 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

None

VII. Business Matters

1. *Discussion/Approval/Disapproval: Review and selection of quotes for new Senior Center kitchen equipment.

- Deputy Clerk Colleen Engelhardt stated the contract has been executed with the State for FY23 Capital Outlay funds in the amount of \$80K to purchase equipment for the new Senior Center. She presented a spreadsheet to Council outlining all the needed equipment and the quotes from five different vendors for each item. She stated she is recommending purchasing items from all five vendors depending on the price of each item rather than purchasing all the items from one vendor. She stated the best price for each item is highlighted with a total cost of approximately \$62,020.49. She stated shipping costs may change, but the total cost for these items will be about \$62K.

- After discussion, Mayor Martinez recommended purchasing the items as highlighted on the spreadsheet.

Motion to approve the purchase of kitchen equipment for the new Senior Center utilizing FY23 Capital Outlay funds as recommended by the Mayor was made by Mayor Pro Tem Cruz, second by Councilor C Martinez (Vote 2-0) Motion carried with all in favor.

~~2. *Discussion/Approval/Disapproval: Renewal of contract with NM DFA/TRD to maintain a municipal Motor Vehicle Department.~~

~~3. *Discussion/Approval/Disapproval: Approval of Resolution #2022-19 repealing Resolutions #2022-17 and #2022-18 to apply FY23 Capital Outlay funds to purchase 2022 Toyota Highlander from Toyota of Santa Fe.~~

4. Discussion/Approval/Disapproval: Review and selection of tool lock boxes for utilities trucks.

- Mayor Martinez stated he would like the utilities trucks to have tool lock boxes installed in the beds of the Ford F250 and the Ford Ranger so the utilities staff can carry all the tools they need rather than having to run back to the shop. He recommended the Weather Guard boxes at a cost of \$351.02 for the Ranger and \$567.97 for the F250.

Motion to approve the purchase of tool lock boxes for the utilities trucks as recommended by the Mayor was made by Councilor C Martinez, second by Mayor Pro Tem Cruz (Vote 2-0) Motion carried with all in favor.

5. *Discussion/Approval/Disapproval: Acceptance of clothing allowance for Utilities Staff.

- Clerk Treasurer Amber Alcon stated the utilities staff has purchased work clothing utilizing their annual allowance. She stated the total for the Utilities Superintendent was \$579.91 and the Utilities Assistant total was \$430.90 with a grand total of \$1,010.81 charged to Big R.

Motion to approve the utilities staff clothing allowance purchase from Big R was made Mayor Pro Tem Cruz, second by Councilor C Martinez (Vote 2-0) Motion carried with all in favor.

6. *Discussion/Approval/Disapproval: Review and approval of quotes for repairs at building leased by El Centro Family Health.

- Clerk Treasurer Amber Alcon stated the Village received two quotes to perform repairs to the entry way of the building to eliminate the bat infestation.
- Mayor Martinez recommended the quote from High Sierra Construction at \$2,545.06.

Motion to approve the High Sierra Construction quote for repairs at the building leased by El Centro Family Health was made by Mayor Pro Tem Cruz, second by Councilor C Martinez (Vote 2-0) Motion carried with all in favor.

7. *Discussion/Approval/Disapproval: Approval of payments to Waterway of New Mexico LLC for testing all fire hydrants and fire hoses.

- Clerk Treasurer Amber Alcon stated these invoices are from October, but they were never received in the office. She stated one is in the amount of \$2,040.32 to test the fire hoses, and the second is in the amount of \$1,815.23 for testing the fire hydrants.
- Council agreed Fire Department invoices need to be sent to the Village's address.

Motion to approve payments to Waterway of New Mexico LLC was made by Councilor C Martinez, second by Mayor Pro Tem Cruz (Vote 2-0) Motion carried with all in favor.

8. *Discussion/Approval/Disapproval: Review and approval of Fire Department purchase requests to replace damaged equipment.

- Clerk Treasurer Amber Alcon stated the Fire Department has submitted a purchase request to buy a new nozzle and booster hose to replace old and failing equipment.

Motion to approve the Fire Department purchase requests to replace damaged equipment was made by Councilor C Martinez, second by Mayor Pro Tem Cruz (Vote 2-0) Motion carried with all in favor.

9.*Discussion/Approval/Disapproval: Approval of payment to M.R Services for renewing Utilities Superintendent's Veriforce Operator Qualifications.

- Utilities Superintendent Gary Sanchez stated some of his natural gas qualifications are about to expire, and he needs to requalify with M.R Services in Artesia. He stated he will leave on the afternoon of Dec 14th and return in the afternoon on Dec 16th.
- Deputy Clerk Colleen Engelhardt stated a room has already been booked, and it will cost \$250+tax for two nights. She stated this approval is for the cost of the requalification training for \$1,078.95.

Motion to approve payment to M.R Services for renewing Utilities Superintendent's Veriforce Operator Qualifications was made by Mayor Pro Tem Cruz, second by Councilor C Martinez (Vote 2-0) Motion carried with all in favor.

10. Discussion: Review and selection of quotes for new door and installation for garage at Village Hall.

- Mayor Martinez stated he has contacted multiple garage door installers, and he has only received one quote. He stated a few of the companies do not service this area, and one did not respond. He stated the quote he received includes parts and labor for \$4,500.00, but the lead time is approximately 10-12 weeks.

He stated he has another company out of Santa Fe scheduled for a site visit later this week. He stated he is hoping to have the door installed sooner than the 10-12 week lead time.

- After discussion, the Mayor suggested waiting for the quote from the Santa Fe company. He stated he would be willing to consider a quote up to \$10K if the door can be installed sooner, and Council agreed.

11. Discussion: Project requests for FY24 Capital Outlay funding.

- Mayor Martinez stated he included this discussion to help prepare for the Village's Capital Outlay project requests for the upcoming legislative session.
- Deputy Clerk Colleen Engelhardt referred to the Infrastructure Capital Improvement Plan (ICIP) summary with the prioritized projects approved by Council.
- Mayor Pro Tem Cruz suggested the possibility of upgrading the maintenance shop to include a restroom and a shower. Colleen stated the current FY23 appropriation for municipal building improvements could be used for this work. She also stated Restoration of Municipal Buildings is currently on the ICIP, but it is ranked as the first priority for FY26 while there are several other projects with higher priority rankings for FY24 and FY25.
- After discussion, Mayor Martinez suggested Council review the ICIP Project Summary, and projects will be selected for submission at the January meeting.

VIII. Monthly Reports

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

- Clerk Treasurer Amber Alcon noted a few payments that are not the regular monthly bills:
 - NM Self Insurers Fund – annual payments for insurance coverage
 - NMML Registrar – Budget conference for Clerk Treasurer attendance
 - Amber Alcon – remaining 20% per diem for attending the 2022 Municipal Clerks Institute in October
 - Chef Link – emergency purchase of a refrigerator and a freezer for the Senior Center; will be reimbursed by ALTSD
 - DEC – payments for the S Catron Sidewalk Project funded through NMDOT grant

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

B. Utility Delinquent List – Deputy Clerk, Colleen Engelhardt

- November Active Accounts – 10 letters sent, \$586.66 was the delinquent total, and payments received totaled \$1,087.16.
 - Acct #222201 – received notification from Help NM that this customer was approved for an assistance payment, and the check was being prepared. It was received on Nov 28th. Services were not shut-off.
- November Inactive Accounts – 13 letters sent; \$2,377.46 was the delinquent total, and payments received totaled \$135.87.

C. Utility Superintendent – Utility Superintendent, Gary Sanchez

- Water – chlorine residual is at 0.05mg/L. Replaced a few water meters with one leak on the Village's side of the meter, and two others on the customer side of the meter.
- Wastewater – will be taking samples to Albuquerque soon to ensure ability to discharge as needed.
- Natural Gas – upcoming work to do includes getting reads for cathodic protection, mapping the gas lines at the housing authority sites, and installing gas line markers .

D. MVD Reports – MVD Manager, Amber Alcon

- November – 47 transactions for a total of \$2,499.65. Amber stated business was a little slow in November, but she anticipates it picking up again.

E. Mora County Sheriff's Office Report

- Undersheriff Americk Padilla reported MCSO has been active in Wagon Mound recently including a few arrests. He stated he has completed renewing his Field Sobriety Test Instructor qualifications. He stated he will be taking office as Sheriff at the beginning of January, and he would like to move forward with acquiring the Flock System cameras for Wagon Mound.

F. Housing Authority – Northern Regional Housing Authority

- Absent

G. Wagon Mound Fire Department – Fire Chief

- Absent

H. Bean Day Association – President, Luis Lopez

- Absent

X. Old Business

- Deputy Clerk Colleen Engelhardt provided an update on the status of the new Senior Center project. She stated the contractor has a few minor tasks to finish, and the mechanical subcontractor needs to finish installing the hood and grease duct in the kitchen. She stated the mechanical subcontractor has agreed to install the kitchen equipment once it arrives.

X. Mayor's Report

- None

XI. Adjourn


Motion to approve adjournment was made by Councilor C Martinez, second by Mayor Pro Tem Cruz. (Vote 2-0) Motion carried with all in favor. The meeting adjourned at 7:25PM.

Approved and attested this 10th Day of January 2023.



Andres Martinez, Mayor

Attest:



Amber L. Alcon, Clerk Treasurer
(SEAL)

