



Village of Wagon Mound
Regular Meeting Agenda - AMENDED
Tuesday, April 18, 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 March 14, 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 Public Hearing: Improve the new Wagon Mound Senior Center utilizing USDA Rural Development funds.

VIII. Business Matters

1. *Discussion/Approval/Disapproval: Appointment of Official Committee Members to the Northeast Regional Transportation Planning Organization's Policy & Technical Committee.

2. *Discussion/Approval/Disapproval: Adoption of Resolution 2023-05 – Sponsorship for a Transportation Project Fund and Project Match Commitment for South Catron Ave Improvements Project.

3. *Discussion/Approval/Disapproval: Adoption of Proclamation 2023-01 – Declaring May 2023 as Motorcycle Awareness Month.

4. *Discussion/Approval/Disapproval: Review and approve renewal of contract with White Sands Drug and Alcohol Compliance.

5. *Discussion/Approval/Disapproval: Review and accept purchase of GR flatbed trailer utilizing State and Local Fiscal Recovery Funds.

6. *Discussion/Approval/Disapproval: Review and accept payment to John E. Reid & Associates from Law Enforcement Protection Fund for two Mora County Sheriff Deputies to attend in-person training.

7. *Discussion/Approval/Disapproval: Review and approve Purchase Requisition from Mora County Sheriff's Office to purchase body armor using Law Enforcement Protection Funds.

8. *Discussion/Approval/Disapproval: Review and acceptance of Letter of Resignation from MVD Agent/Administrative Assistant Malaika Martinez Armijo.

IX. 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

X. Old Business

XI. Mayor's Report

XII. Adjourn



I. Call to Order and Pledge of Allegiance

II. Roll Call was taken by Deputy Clerk Colleen Engelhardt. Mayor Andres Martinez and Mayor Pro Tem Eldie R. Cruz, Councilor Claudia M. Martinez, Councilor Paul A. Miera were present, and Councilor Adrian A. Clouthier was absent.

III. *Approval of Agenda

- Deputy Clerk Colleen Engelhardt stated there is a typo on item #2 under Business Matters. She stated the resolution number should read 2023-05 rather than 2023-04.

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

IV. *Approval of Minutes for:

A. Regular Meeting Minutes March 14, 2023

- Mayor Pro Tem Cruz noted a discrepancy with the date recorded on the minutes as compared to the agenda.
- Deputy Clerk Colleen Engelhardt confirmed the date on the meeting minutes needs to be amended to show March 14, 2023 rather than March 15, 2023.

Motion to approve the Regular Meeting Minutes March 14, 2023 with the amendment was made by Councilor Miera, seconded by Mayor Pro Tem Cruz (Vote 3-0) Motion carried with all in favor.

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. Public Hearing: Improve the new Wagon Mound Senior Center utilizing USDA Rural Development funds.

- Deputy Clerk Colleen Engelhardt addressed the public and stated these are federal funds acquired via a request through Senator Ben Ray Lujan's office. She stated the Senator supported the request, and the award was approved in a big omnibus bill last year. She stated there had been some confusion in communicating with the Village, and it has taken some time in determining how the funds may be spent. She stated the Public Hearing is a requirement of receiving the funds, and the Village is seeking input on how to apply the funds at the new Senior Center Building. She stated the Village has been allocated \$164K, and the funds may only be used to purchase equipment, furnishings, and anything that is affixed to the exterior of the building. She stated it may not be applied toward new pots and pans, serving wares, etc as these items are considered consumables. Colleen stated the Mayor, the Clerk and she had brainstormed a list of ideas as a starting point for the discussion, and she read it aloud. She asked for public comment on the listed items as well as any additional items.
 - Mayor Martinez stated the Senior Center staff has requested filing cabinets.
 - Citizen Frances Lovato stated the list looks good, and she suggested moving books at the old Center to the lounge in the new Center to create a library. She stated shelving will be needed for this.
 - Colleen asked about playing cards and board games, and Ms. Lovato thought they may be utilized.
 - Citizen Irene Rosa asked why a second steam table is needed, and Mayor Martinez stated the Village would like to leave the recently purchased steam table at the old location. He stated the Village is exploring the idea of leasing out the old location to be used as a restaurant or café.
 - Colleen stated the current Center's programming is somewhat limited, and she asked if anyone had ideas for items that may support new programming options.

- Mayor Martinez stated the computers on the brainstorm list include one to be made available for seniors to use. Colleen stated perhaps a few laptops would also be nice to provide for in-Center use or possibly for check-out as well.
 - Ms. Rosa mentioned the big screen TV and asked how it will be set-up in terms of dish, streaming, and/or an antenna. She asked will everyone be using it, and she wanted to know how much can people use the Center.
 - Mayor Martinez stated the hours will depend on the operator, Colfax County Senior Citizens Inc (CCSCI). He stated the Village is looking at potentially taking over operation, but currently CCSCI is the operator.
 - Mayor Martinez stated new bingo equipment was recently purchased, and Colleen suggested a karaoke machine.
 - Ms. Lovato suggested a more reliable vehicle, and Colleen stated she will ask if a vehicle purchase will be approved.
 - Councilor C Martinez suggested equipment for transporting meals, such as hot and cold holding equipment. Mayor Martinez stated that equipment will be the responsibility of the CCSCI because they receive state funding. He stated last year CCSCI received \$750K, and they operate five Centers. He stated he believes Mora, Maxwell, Angel Fire, Cimarron, and Springer got new trucks, and Maxwell, Angel Fire, and Cimarron received funds to renovate their Centers. He stated Wagon Mound did not receive any funding because the individuals here did not submit paperwork to CCSCI stating what was needed.
 - Colleen stated this funding may apply to vehicles, but she needs to clarify with USDA.
 - Colleen suggested purchasing gardening or landscaping equipment such as hoses and trowels to maintain the little planting strip on the south side of the patio.
 - Ms. Rosa suggested gutters and rain barrels to collect water for the plantings, etc.
 - Mayor Pro Tem Cruz asked about fire extinguishers, and Mayor Martinez stated fire extinguishers have already be installed.
 - Sheriff Padilla suggested purchasing a few AEDs (automated external defibrillators) in case of a medical emergency, and Ms. Rosa strongly agreed.
 - Ms. Lovato stated it's hard to suggest ideas when the programming is limited due to the operator.
- Mayor Martinez asked if anyone had any additional suggestions. He thanked the citizens for their input and concluded the Public Hearing.

VIII. Business Matters

1. *Discussion/Approval/Disapproval: Appointment of Official Committee Members to the Northeast Regional Transportation Planning Organization's Policy & Technical Committee.
 - Deputy Clerk Colleen Engelhardt stated NERTPO is an organization that works with NMDOT. She stated a prior Clerk Treasurer and Mayor were involved with the organization previously, and she is just starting to learn more about them. Colleen stated NMDOT funds available to the Village include COOP grants, and the Village has current COOP funding. She stated MAP funds are more specific to road projects, and the TPF (Transportation Project Fund) which only has a 5% match.
 - Colleen stated the Village just needs to identify who our voting members are in order to begin participating with NERTPO again.
 - Mayor Martinez recommended listing himself as the voting member and Deputy Clerk Colleen Engelhardt as the alternate member.

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

2. *Discussion/Approval/Disapproval: Adoption of Resolution 2023-05 – Sponsorship for a Transportation Project Fund and Project Match Commitment for South Catron Ave Improvements Project.
 - Deputy Clerk Colleen Engelhardt stated she has been working with Richard Runyon at Dennis Engineering to develop this project concept. She stated the Village utilized the FY21 COOP grant last year to create the design plan for the S Catron sidewalk running on the east side of the street from the northern boundary of the housing units south to the rodeo grounds entrance. She stated the

Village currently has two additional approved COOP grants for FY22 and FY23, and an application has been submitted for FY24 funds. She stated the FY22 and FY23 grants total \$93,333, and the Village has received match waivers on both. She stated these funds are somewhat flexible when the full award is not used on the indicated project. She stated Richard is aware of the Council's desire to pave the south end of Catron from the new Senior Center driveway to the rodeo grounds, and he has suggested the Village could apply for TPF funds by combining the construction portion of installing the sidewalks with the design and construction of the road paving. She stated the COOP grants would then be used for the design phase of the paving portion with remaining funds to be used elsewhere around the Village. She stated Richard has estimated the cost of the TPF project at \$400K with the Village contributing a 5% match of \$20K. She stated this calculates to the Village receiving \$500K worth of work with a \$20K match. However, she stated she believes the TPF program will also be offering a match waiver option, and it is possible the Village will receive this waiver. Colleen referred to the Project Feasibility Form that was submitted as expressing interest in what the Village would like to do. However, she stated the resolution and application will require Council approval if this is something the Village would like to pursue.

- Colleen stated Richard has expressed concern with the construction of the Senior Center parking lot and that it will, ideally, be done in coordination of the road design so they tie in together well. She stated an engineer's work includes properly designing runoff and drainage, and parking lot drainage and road drainage will need to work together.

- Councilor Miera asked about the road drainage. Mayor Martinez stated the road will have curbs and gutters, and they will be designing where the water will flow.

Motion to approve adoption of Resolution 2023-05 made by Mayor Pro Tem Cruz, seconded by Councilor Martinez (Vote 3-0) Motion carried with all in favor.

3. *Discussion/Approval/Disapproval: Adoption of Proclamation 2023-01 – Declaring May 2023 as Motorcycle Awareness Month.

- Mayor Martinez stated an individual from Los Alamos contacted the Village requesting the Village adopt a Motorcycle Awareness Month proclamation. He stated the individual is trying to get all counties and municipalities throughout the state to adopt this same proclamation to boost awareness for motorcycle awareness.

Motion to approve Proclamation 2023-01 was made by Councilor Miera, seconded by Councilor C Martinez (Vote 3-0) Motion carried with all in favor.

4. *Discussion/Approval/Disapproval: Review and approve renewal of contract with White Sands Drug and Alcohol Compliance.

- Deputy Clerk Colleen Engelhardt stated this is an annual renewal with White Sands. She stated are the company that operates the Village's drug and alcohol policy which is a requirement as a natural gas operator. She stated the utilities workers are placed in a pool of regional gas workers and may be selected quarterly for a random drug test, they conduct new hire drug testing, and they manage our policy to ensure compliance to operate a natural gas system.
- Colleen stated this contract would typically be renewed in December or January, but White Sands just delivered the contract for renewal. She stated no changes were made to the contract.

Motion to approve the renewal of the contract with White Sands Drug and Alcohol Compliance was made by Councilor C Martinez, seconded by Mayor Pro Tem Cruz (Vote 3-0) Motion carried with all in favor.

5. *Discussion/Approval/Disapproval: Review and accept purchase of GR flatbed trailer utilizing State and Local Fiscal Recovery Funds.

- Mayor Martinez stated this is the trailer he presented at last month's meeting, and he asked for approval.

Motion to approve acceptance of the GR flatbed utilizing SLFRF funds was made by Mayor Pro Tem Cruz, seconded by Councilor C Martinez (Vote 3-0) Motion carried with all in favor.

6. *Discussion/Approval/Disapproval: Review and accept payment to John E. Reid & Associates from Law Enforcement Protection Fund for two Mora County Sheriff Deputies to attend in-person training.
- Sheriff Padilla stated this program provides additional training for interrogation and interviewing processes. He stated it helps an officer speak to an individual. He stated Deputies Coca and Armijo attended the training, and Deputy Coca has already utilized the new skills to get a confession.

Motion to approve acceptance of payment to John E. Reid & Associates made by Councilor C Martinez, seconded by Councilor Miera (Vote 3-0) Motion carried with all in favor.

7. *Discussion/Approval/Disapproval: Review and approve Purchase Requisition from Mora County Sheriff's Office to purchase body armor using Law Enforcement Protection Funds.
- Sheriff Padilla stated the current body armor is out of date, and the undercarriages have expired. He stated this request is for the safety of the Deputies, and insurance will not cover an incident on expired body armor. He stated the new body armor will have a 5-year lifespan before expiring.
 - Colleen stated she had intended to confirm the LEPF balance with the Clerk Treasurer, but she confirmed the LEPF funds are sufficient for this purchase.
 - Mayor Martinez stated he believes the balance is around \$25K, and he stated all purchases need to be made by the end of May in order to close out the fiscal year.

Motion to approve the purchase of body armor using LEPF was made by Councilor C Martinez, seconded by Councilor Miera (Vote 3-0) Motion carried with all in favor.

8. *Discussion/Approval/Disapproval: Review and acceptance of Letter of Resignation from MVD Agent/Administrative Assistant Malaika Martinez Armijo.

- Mayor Martinez stated Ms. Martinez Armijo submitted her letter of resignation two weeks ago. He stated she was a good employee, and he wishes her the best of luck.

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

9. *Discussion/Approval/Disapproval: Advertising for hire of a full-time Utilities Assistant and a full-time MVD Agent/Administrative Assistant.

- Deputy Clerk Colleen Engelhardt stated the Village is needing to hire for both positions. She stated she and the Mayor have discussed the possibility of posting the positions from April 19th to May 5th, conduct interviews on Monday, May 8th, and potentially hire at the May 9th meeting.

Motion to approve the advertising to hire of full-time Utilities Assistant and MVD Agent/Administrative Assistant was made by Mayor Pro Tem Cruz, seconded by Councilor C Martinez (Vote 3-0) Motion carried with all in favor.

C. Monthly Reports

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

- Mayor Martinez stated the Clerk Treasurer is in Albuquerque at a training this week, and asked Deputy Clerk Colleen Engelhardt provided the report. She stated most payments are regular monthly payments, and she noted additional payments include: purchase GR flatbed trailer, payment to Flock using LEPF funds for safety security cameras, and to Las Vegas Optic to publish the public meeting held this evening as a requirement from USDA Rural Development.

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

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

- March Active Accounts – 10 letters sent with due date of March 22nd and a total delinquency of \$850.40. Payments received total \$1,558.85.
 - Acct# 113101 – Customer's service was shut-off for non-payment. The property owner was made aware, and she paid down the customer's account balance. She also informed the Village the customer no longer had her authorization to re-open a utilities address at her property.

- March Inactive Accounts – 13 letters were sent with a delinquency total of \$1,500.32, and one payment was received in the amount of \$166.06 from Acct# 101701.

Utility Superintendent – Utility Superintendent, Gary Sanchez

- Water – Chlorine residual is at 0.3mg/L. He has been visiting the Spring at least twice a week for the last month, and the overflow has been flowing at a rate of about 130-150 gallons per minute so it is producing well. He had to replace the check valve on the chlorinator.
- Wastewater – Has been discharging twice a week for the last three weeks because he's trying to bring the level of Pond 2 down to bring Southwest Liners in to repair the tear in the liner. Purchased sonar sounder to read the depth of the monitoring wells, and also purchased a pump to draw samples much faster.
- Natural Gas – Nothing to report.

D. MVD Reports – MVD Manager, Amber Alcon

- Deputy Clerk Colleen Engelhardt stated there were a total 79 transactions performed in March for a total of \$5,083.95.

E. Mora County Sheriff's Office Report

- Sheriff Padilla reported the Office has been busy averaging more than 400 calls per month.
- The Flock system is now up and running. It is a camera system installed on the side of a roadway, and it tracks all moving vehicles by scanning license plates. It works with the National Crime Information Center to identify stolen vehicles and missing persons. He stated Wagon Mound via Mora County Sheriff's Office and Las Vegas Police Department are the only two locations operating Flock systems in the area. Mayor Martinez stated the cameras are located at the northbound and southbound exits to I-25 as well as along Hwy 120 monitoring westbound traffic coming from Roy. He stated had it been in place a few weeks ago, it would have caught a stolen vehicle towing a stolen trailer carrying stolen items that was recovered in Las Vegas.
- A few days ago, there was a pursuit that started at the county line near Colmor all the way to Glorieta. The individual was related to the Cartel, and he drug a Colorado State Trooper when he was being pulled over, he was discovered by MCSO Deputy on Hwy 120, and the vehicle passed through Wagon Mound. The individual was apprehended in Glorieta.
- There was a shooting among family members in Mora with a three hour long standoff, and one individual lost his life. The schools went into lockdown and were closed for some time.
- There have been multiple dog attacks, and one Deputy is currently investigating an incident where two dogs mauled a young girl who survived, but she nearly lost her life. He stated he is looking into implementing policies for Mora County, and possibly establishing an Animal Control/Code Enforcement Officer.
- All MCSO officers are CIT Basic and Advanced certified instructors which gives them basic training to identify a mentally ill individual, and they have the knowledge and tools to properly address them.
- Sergeant Stumberg has resigned, and the Office is currently hiring within the department.
- Deputy Ryan Olguin is now living in Wagon Mound. He is a well-rounded individual, and he is a K9 officer which brings another tool to the department particularly for drug enforcement. He is looking to initiate walk-throughs with the dog not only to search for drugs but to get the students and teachers familiar with the deputies and the K9.
- Deputy Clerk Colleen Engelhardt stated the Sheriff brought a new quote for ammunition that was not included on the agenda for approval. She stated the end of the fiscal year is approaching, and the quote is for \$2,349.30. She asked Council if they would prefer to go ahead with the purchase or wait until the May meeting for approval. Mayor Martinez stated he's suggested a verbal recognition to move forward with the purchase, and the purchase will be added to the May meeting for acceptance. However, he stated, purchase requisitions need to be submitted before the agenda goes out.

F. Housing Authority – Northern Regional Housing Authority

- Absent

G. Wagon Mound Fire Department – Fire Chief

- Absent

H. Bean Day Association – President, Luis Lopez

- Absent

IX. Old Business

- Senior Center – The Mayor reported the issue with the grease duct installation in the kitchen has been resolved, and the hood and ceiling panels have been reinstalled. He stated all the kitchen equipment has been received and is currently being stored at the Maintenance Shop. He stated Roper, the mechanical subcontractor, will be providing a quote to install the kitchen equipment. He stated the contractor is working through the final punch list tasks.

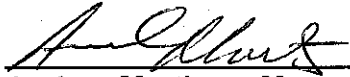
X. Mayor's Report

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XI. Adjourn

Motion to approve adjournment was made by Councilor C Martinez seconded by Mayor Pro Tem Cruz. (Vote 3-0) Motion carried with all in favor. The meeting adjourned at 7:05PM.

Approved and attested this 9th Day of May 2023.



Andres Martinez, Mayor

Attest:



Amber L. Alcon, Clerk-Treasurer
(SEAL)

