



Village of Wagon Mound
Regular Meeting Agenda
Tuesday, October 8, 2024 - 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 Claudia M. Martinez, Councilor Paul A. Miera, and Councilor Gabriel D. Maestas.
- III. *Approval of Agenda
- IV. *Approval of Minutes for:
 - A. Regular Meeting Minutes September 10, 2024
 - B. Special Meeting Minutes September 24, 2024
- 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: Resolution 2024-11 – Increasing the Village Per Diem Rates.
 2. *Discussion/Approval/Disapproval: Selection of artwork for new Senior Center using Art In Public Place funds.
 3. *Discussion/Approval/Disapproval: Invoice from Roybal's Septic Service.
 4. *Discussion/Approval/Disapproval: Invoice from Adams+Crow Law Firm.
 5. *Discussion/Approval/Disapproval: Purchase natural gas line locator equipment.
- VIII. Monthly Reports
 - A. *Approval Item –Approval of Vouchers (payment to vendors) Clerk Treasurer
 - B. Utility Delinquent List – Deputy Clerk
 - C. Utility Superintendent – Utility Superintendent
 - D. MVD Reports – MVD Manager
 - 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
- IX. Old Business
- X. Mayor's Report
- XI. Adjourn



I. Call to Order and Pledge of Allegiance

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

III.*Approval of Agenda

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

IV.*Approval of Minutes for:

A. Regular Meeting Minutes September 10, 2024

B. Special Meeting Minutes September 24, 2024

Motion to approve the minutes for Regular Meeting on September 10, 2024 and Special Meeting on September 24, 2024 was made by Mayor Pro Tem Cruz, seconded by Councilor Maestas. (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

- None

VII. Business Matters

1. *Discussion/Approval/Disapproval: Resolution 2024-11 – Increasing the Village Per Diem Rates.

- Deputy Clerk Colleen Engelhardt stated Mayor Pro Tem Cruz observed the Village's per diem rates had not been updated to align with the federal and state rate. She stated the rate will increase to \$0.67 per mile when a government furnished automobile is not available or when use of private vehicle is authorized. She stated when a government furnished vehicle is available but the employee chooses to use their own vehicle the per mile rate will be \$0.21.
- Mayor Pro Tem Cruz asked if the Village can use the State's DFA rates. Colleen stated the State is required to pay per diem equal to or greater than the federal rate. She stated per diem specifically refers to costs associated with travel, and mileage is reimbursement for miles traveled. She stated the Village uses the Village credit card to book and pay for hotel rooms so the employee does not incur this cost, and they are not reimbursed for it.
 - Mayor Pro Tem Cruz asked if the employee can opt for the per diem pay and make their own arrangements for accommodations. Colleen stated the current policy is to pay for the room directly. She stated Council can make this change, but it would have to be done by resolution. She stated this resolution was prepared to reflect the mileage rate increases.
 - Colleen stated, often times, the hotel stay is more expensive than per diem allowance, and Councilor Martinez agreed.
 - Mayor Pro Tem Cruz suggested the Village consider changing the policy to give the employee the choice of either taking the per diem for the room and meals, which would mean they are responsible for making arrangements for their accommodations. Or, he stated, the employee could choose to have the Village book and pay for the room, and they would receive reimbursement for meals only. He stated this option is offered as a school board member and as a member of the soil and water conservation board.
 - Mayor Martinez stated this policy change will need to be considered at a future meeting because it is not included in this resolution

Motion to approve Resolution 2024-11 – Increasing Village Per Diem Rates was made by Councilor Maestas, seconded by Councilor Martinez. (Vote 3-0) Motion carried with all in favor.

2. *Discussion/Approval/Disapproval: Selection of artwork for new Senior Center using Art In Public Place funds.
- Mayor Martinez stated a review committee has prepared a selection of possible artwork for the new Senior Center.
 - Deputy Colleen Engelhardt stated when a construction project is funded with public funds, there is a requirement to set aside 1% of the award to purchase artwork. She stated, over the years, there were two or three awards that garnered these funds, and now the Village has a total of \$13,656.00 to spend.
 - She stated the Village recently received notice that if we did not obligate these funds as quickly as possible, we will lose them. She was sent slide shows with a few thousand pieces of art from which to select, and she asked about commissioning art work from an artist of our choice. She stated she was told that can happen, but it's a lengthy, detailed process to get the artist approved by the State, etc. Colleen stated given the time restraint, the committee reviewed the slide shows and narrowed it down to the pieces presented to Council for their final selection.
 - Colleen stated the copies provided include a description with cost and size of the piece, and she asked them to keep in mind where it would be placed in the Senior Center.
 - Council discussed various options to purchase the most variety. Following the discussion, Mayor Martinez recommended items #2, 3, 4, 5, 6 and 8 for a total of \$13,607, which means \$49 would be reverted (numbers correlate to the copies provided to Council).

Motion to approve AIPP selections as recommended by the Mayor was made by Councilor Maestas, seconded by Mayor Pro Tem Cruz. (Vote 3-0) Motion carried with all in favor.

3. *Discussion/Approval/Disapproval: Invoice from Roybal's Septic Service.
- Deputy Clerk Colleen Engelhardt stated this is an invoice for porta potty rentals for the Bean Day Celebration. She stated Council had previously discussed paying this cost because solid waste services are a responsibility of the Village, and the Bean Day Association utilizes Village property to host the event. She stated the actual cost has not been approved, and the invoice is in the amount of \$1,530.00.

Motion to approve the Roybal's Septic Service payment was made by Councilor Martinez, seconded by Mayor Pro Tem Cruz. (Vote 3-0) Motion carried with all in favor.

4. *Discussion/Approval/Disapproval: Invoice from Adams+Crow Law Firm.
- Deputy Clerk Colleen Engelhardt stated this invoice requires Council approval because it is over the \$1,000 threshold. She stated it is in the amount of \$1,431.41, and it is for Arlyn's visit to the Village to discuss the ordinance development.

Motion to approve the Adams+Crow invoice was made by Councilor Martinez, seconded by Councilor Maestas. (Vote 3-0) Motion carried with all in favor.

5. *Discussion/Approval/Disapproval: Purchase natural gas line locator equipment.
- Utilities Superintendent Gary Sanchez stated he ran out of time to get three quotes to present tonight. He stated this is equipment the PRC has been stating the Village needs to purchase, and he stated it looks like it will run about \$12K to \$13K. He stated it will have GPS built into it so it saves the location of the line to a disc for future reference.
 - Mayor Martinez stated the purchase will be made out of the natural gas fund, and he believes the Village needs to move on this purchase especially after the line break at the Phillips 66 station. The Mayor stated the line that was hit did not have tracer tape on it so it was difficult to locate without it.
 - Gary stated the new equipment will be able to locate any kind of utility line, gas or water, even if it does not have tracer tape.
 - Councilor Maestas asked if the equipment could be used to start mapping all the Village's utility lines, even if they are already on a paper map, so they are documented digitally in a database. Gary stated it can be used for this purpose.

- Mayor Martinez asked again about the cost, and Gary recalled them costing around \$13K plus shipping. He stated he is certain it will be under \$15K. Mayor Martinez recommended approving the purchase of line locator equipment up to \$15K.

Motion to approve the Mayor's recommendation of purchasing line locator equipment up to \$15,000.00 was made by Councilor Maestas, seconded by Mayor Pro Tem Cruz. (Vote 3-0) Motion carried with all in favor.

III. Monthly Reports

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

- Deputy Clerk Colleen Engelhardt stated Clerk Treasurer Amber Anguiano provided her with the financial report before she left for her training this week in Albuquerque. Colleen stated aside from regular monthly payments, checks were issued to: Fluhman Builders was partially paid up front for the cost of the roofing materials, NMML Registrar was paid to register Amber to attend the Clerk's Institute training, Northgate Self Storage was paid to purchase the new shipping container, Northern Fire Expression was paid to conduct our fire extinguisher inspection, Toyota of Santa Fe was paid for the purchase of the Tacoma, Dennis Engineering was paid for services on the S Catron Ave Improvements project, May Industries was paid for hauling the Case loader to Raton so it could be repaired, and Inland Potable Services was paid to conduct the water tank cleaning and inspection.

Motion to approve the monthly vouchers for September was made by Councilor Martinez, seconded by Mayor Pro Tem Cruz. (Vote 3-0) Motion carried with all in favor.

B. Utility Delinquent List – Deputy Clerk

- Active Accounts – 11 letters sent with delinquency total of \$749.81. Payments were due on September 23, and payments received totaled \$1,1543.58. Colleen stated account #115102 was shut-off for non-payment. She stated she had maintained contact with the customer, but they repeatedly did not show up or call when they said they would. Service was finally disconnected, and the \$75 shut-off fee was applied. She stated later that day, the customer paid the account balance in-full, and services were restored.
- Inactive Accounts – 8 accounts on the list with 5 letters sent with a delinquency total of \$891.71. The full balance owed for Account# 221900 was paid in the amount of \$137.15. She stated the customer did not request to have service reinstated.

C. Utility Superintendent – Utility Superintendent

- Water – Chlorine residual is at 0.28mgL, and Colleen sent out the lead & copper survey to the public with bills, and about 12 people have responded. He stated he is anticipating the Village getting deficiency because the lead & copper report is due on October 16. He stated he knows the lines in the Village's system, which include HDPE and copper, but he stated we don't know what kind of lines residents utilize. He stated they are asking the Village to be accountable for reporting what materials residents use on private property. The Mayor stated the Village has provided citizens an opportunity to report on their lines with the survey. He stated it is not mandatory for an individual to provide this information so they may decline to respond.
- Mayor Pro Tem Cruz asked if new trash bins have been ordered, and Mayor Martinez stated they have not yet been purchased. Deputy Clerk Colleen Engelhardt stated the goal had been to let the solid waste account grow for a time after increasing rates before making the purchase. Colleen stated she has received several requests for new bins.
- Mayor Pro Tem Cruz stated he has seen some residential locations with more than one bin, and he wondered if they are charged for both bins. Colleen stated a customer, either residential or commercial, is charged for the number of bins they utilize.
- Gary suggested the Village needs to contact Phillips 66 to see if they can move their bins to a location where it is easier to collect, perhaps closer to the café.

D. MVD Reports – MVD Manager

- Deputy Clerk Colleen Engelhardt reported on behalf of MVD Manager Amber Anguiano. She stated there were 65 transactions and 10 exams given with a total income of \$6,570.37.

E. Mora County Sheriff's Office Report

- Undersheriff Joey Romero stated the County is still in the process of transferring the Ford Explorer to the Wagon Mound Fire Department. He stated it is on this month's Commission meeting, and it will require their signature to finalize the transfer.
- Mayor Martinez commended Undersheriff Romero for his handling of an incident with a transient man at one of the stations last night. He stated there have been two incidents recently where 911 was called for assistance, and State Police refused to come because of the Village's agreement with MCSO. However, he stated MCSO was not on duty at the times of these calls, and State Police still have the responsibility to respond.
 - The Mayor stated he contacted the Undersheriff, who was off duty, and the Undersheriff contacted State Police. He stated after the Undersheriff's call State Police did respond, and they claimed there had been a mix-up. The Mayor thanked the Undersheriff for his assistance in making sure the situation was addressed.
 - Undersheriff Romero stated he appreciated the Mayor's comments, and he stated he is always willing to assist even if he's off duty.
 - Mayor Pro Tem Cruz suggested the Village send a letter to the State Police detailing the incident so it is documented. Undersheriff Romero suggested the letter would be addressed to the D2 Chief as well as the dispatch supervisor because it seems this is where communication breakdown has occurred. He stated he can't speak on behalf of the State Police, but he stated MCSO typically has a good working relationship with them.

F. Housing Authority – Northern Regional Housing Authority

- Absent

G. Wagon Mound Fire Department – Fire Chief

- Fire Chief Timothy Cruz stated he attended the Fire Chiefs conference in Ruidoso, and he stated he learned a lot:
 - WMFD has been told we need to purchase new pumper truck, but rather, we can seek one via donation and repair it. He stated Albuquerque recently donated two pumper trucks, and the total cost to repair both was \$100K where a new truck will run about \$650K. He stated Albuquerque is scheduled to take two more out of service in the near future, and Wagon Mound is now first in line for one of them. The Fire Chief did confirm WMFD will need to take the old 1989 pumper truck out of service as soon as possible, but it can be used until a newer one is acquired.
 - To provide a water source at the Substation, he learned a tank can be purchased, and it will just need to be kept full rather than establishing water service or drilling a well.
 - He spoke with a vendor about purchasing extrication/jaws of life equipment. The Fire Chief stated this is an Albuquerque company, and they are willing to send their two trainers to Wagon Mound to certify WMFD volunteers on how to use the equipment if purchased from them.
 - He spoke with three vendors for the bunker gear, and he stated this gear is difficult to buy because of demand. He stated one of the vendors was out of Wisconsin for the bunker gear, and he will be contacting him within the next few weeks.
 - Fire Chief Cruz stated he learned there is nothing wrong with the Department's radios. He stated he spoke with the sales representative from whom the radios were purchased, and the Fire Chief stated he the radios were never programmed after being purchased. He stated this vendor is also willing to help him resolve this. The Fire Chief stated, first, he will need to locate all the radios, and then he will work with the vendor to get them properly programmed so all the radios work.
 - Fire Chief Cruz stated he will get into the office soon to go over the different options and how to go about the procurement and purchasing process.
- Undersheriff Romero stated MCSO is planning a training for helicopter landing in medical emergencies, and he will reach out once it is scheduled so WMFD volunteers may attend.

H. Bean Day Association – President

- Absent

IX. Old Business

- None

X. Mayor's Report

- The Mayor stated he spoke with Mr. Harper's son, Alan, and the ranch is now in the process of being sold. He stated Alan asked if the Village is willing to accept a donation of the buildings in town owned by Harper. The Mayor stated he accepted, and their attorney is in the process of drafting the paperwork for the transfer. He stated once the transfer has occurred, he suggested holding a public hearing to get input on how to best utilize them. The Mayor stated he is interested in using at least part of one of the building for storage, but he would like to hear from the public as well.
 - Deputy Clerk Colleen Engelhardt stated Main Street funds may be utilized for Village owned property, and she suggested these funds could be explored for upgrading.
- Mayor Martinez suggested moving the November meeting from Nov 12th to Nov 19th because Nov 11th is a holiday, and he stated he will be out from Nov 11th through the 15th.
- Colleen stated she attended a training form submitting Capital Outlay requests, and the deadline for submissions has been moved up to December 13th. She stated the November agenda will include approval of projects to submit, and she asked Council to be thinking about it. She also stated her notary certification will expire on October 14th, and she's in the process of renewing it.
- Mayor Pro Tem Cruz asked if the materials had been purchased for lining the underground BBQ pit at the rodeo grounds. Mayor Martinez explained the Village will also be purchasing additional pipe to redo the fence around the Spring, and he stated he is concerned the materials are too heavy to haul with Village vehicles. He suggested having Ned's deliver.
- Mayor Martinez stated at today's Source Water Protection Plan (SWPP) meeting, it was suggested to have a weather station installed at the Spring through a program with NMSU. He stated they are reporting the water table is shallow, and the water emerging at the Spring is considered "young" because the length of time it is flowing underground is short. Colleen stated they are still piecing together data, and they shared with us their potential conclusions. She stated "young" water is an indicator that it is recharging regularly, but it also means that it is more susceptible to contamination. She stated they anticipate a having a first rough draft ready for the Village to review before Thanksgiving, then that feedback will be incorporated into a second rough draft which will be presented to the public at a Public Hearing in potentially mid-December. Colleen stated the Village's attorneys have suggested holding multiple Public Hearings regarding the ordinance adoption, and SWPP team felt it made sense that one of them could be held jointly for the ordinance and the new plan. Then, the public comments will be incorporated into a final draft plan that will be ready for adoption in January.
- Mayor Pro Tem Cruz asked about the status of the Senior Center parking lot funds, and Colleen stated the Village received and signed the contract, and we are waiting to receive the fully executed contract back from the State.

KII. Adjourn

Motion to adjourn was made by Mayor Pro Tem Cruz, seconded by Councilor Miera. (Vote 3-0) Motion carried with all in favor. The meeting adjourned at 7:04PM.

Approved and attested this 19th Day of November 2024.



Andres Martinez, Mayor

Attest:



Amber L. Anguigno, Clerk Treasurer

(SEAL)