



Village of Wagon Mound
Regular Meeting Agenda
Tuesday, May 14, 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 April 9, 2024
 - B. Special Meeting Minutes April 10, 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: Publish intent to adopt an ordinance repealing and amending Joint Utilities Ordinance #2024-02 to increase solid waste fees.
 2. *Discussion/Approval/Disapproval: Review invoices and accept payments to MCT Industries Inc for repairs to trash trucks.
 3. *Discussion/Approval/Disapproval: Purchase liftgate for Chevrolet flatbed truck.
 4. *Discussion/Approval/Disapproval: Renew contract with Southwest Copy Machines.
 5. *Discussion/Approval/Disapproval: Purchase materials to line underground cooking pit at rodeo grounds utilizing Recreation.
 6. *Discussion/Approval/Disapproval: Select quote for water storage tank cleaning.
 7. *Discussion/Approval/Disapproval: Purchase riding lawn mower.
 8. *Discussion/Approval/Disapproval: Acceptance of contract termination letter from Gabriel J. Maestas.
 9. *Discussion/Approval/Disapproval: Hiring seasonal part-time employees for summer employment.

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 Clerk Treasurer Amber Anguiano. Mayor Andres Martinez, Mayor Pro Tem Eldie R. Cruz, and Councilor Gabriel D. Maestas were present. Councilor Claudia M. Martinez, and Councilor Paul A. Miera were absent.

III. *Approval of Agenda

Motion to approve the agenda was made by Councilor Maestas, seconded by Mayor Pro Tem Cruz. (Vote 2-0) Motion carried with all in favor.

IV. *Approval of Minutes for:

A. Regular Meeting Minutes April 9, 2024

B. Special Meeting Minutes April 10, 2024

- Deputy Clerk Colleen Engelhardt stated the Mayor requested the wording of the April 9th Mayor's Report be edited for clarity. She read the proposed changes aloud.

Motion to approve the Regular Meeting Minutes April 9, 2024 with proposed amendments, and Special Meeting Minutes April 10, 2024, was made by Councilor Maestas, seconded 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: Publish intent to adopt an ordinance repealing and amending Joint Utilities Ordinance #2024-02 to increase solid waste fees.
 - Mayor Martinez stated the proposed increase is to raise the monthly solid waste fee for residential customers from \$20 to \$25 and for businesses customers from \$25 to \$30. Mayor Martinez stated the cost to operate the solid waste utility is costly, and the trash trucks have required various repairs recently.
 - Clerk Treasurer Amber Anguiano stated the proposed increase is not only to cover the cost of the trash truck repairs but for the overall improvement of the solid waste program. She stated it will allow for the purchase of new trash bins, and for the growth of the solid waste account. Amber also stated updating the policies and reminding customers that only household items are allowed in trash bins will help with keeping the trash truck in proper working condition. She stated the transfer station may be utilized by Village and Mora County paying residents for disposal of household items.
 - Mayor Martinez stated customers have been disposing non-household waste at the transfer station, and it is costing the Village more money to dispose of those items. He stated the solid waste account is not recovering from all the costs.
 - Amber stated she and Mayor Martinez met with Transfer Station Attendant Sam Clouthier to give him a list of paying Village customers who are allowed to dump at the transfer station.
 - Deputy Clerk Colleen Engelhardt explained that the agreement with Mora County was intended to have one dumpster dedicated to Mora County residents and the other dumpster allocated to Village residents with each entity having separate billing systems. Colleen explained the Village had been made aware of travelers disposing of trash in customer trash bins that are left at the

curbside during the week, and she stated a new policy has been put in place for both residential and business customers to pull their trash bins into their property throughout the week.

- Amber stated the overall operational expenses are far greater than the revenue coming in through paying customers. She stated the previous auditor has stated the rates need to be increased to balance the budget.
- Fire Chief Cruz asked why the small green dump truck is not being used. Mayor Martinez stated the small truck is used on Wednesdays and Fridays for the commercial trash pickup.
- Mayor Martinez also stated that one of the big trash trucks is currently in the shop to address electrical issues. The Mayor stated the cost for the repairs for the two trash trucks total \$19,680.09. He stated these issues cannot keep reoccurring because the funds will soon become unavailable.
- Colleen stated utility rates are set via the Joint Utility Ordinance. She stated changing rates requires amending the previous ordinance which requires a public hearing. She stated if Council approves publishing the intent to increase the rates, the notice will be posted, and a Public Hearing will be held at the June meeting prior to adoption.
- Mayor Martinez stated the rate increase is only for solid waste disposal in order to increase revenue to better serve the community. Mayor Martinez recommended a \$5 increase for all customers with residential rates increasing from \$20 to \$25 and from commercial rates increasing from \$25 to \$30.

Motion to approve publishing an intent to adopt an ordinance to increase solid waste fees by \$5.00 was made by Mayor Pro Tem Cruz, seconded by Councilor Maestas. (Vote 2-0) Motion carried with all in favor.

2. *Discussion/Approval/Disapproval: Review invoices and accept payments to MCT Industries Inc for repairs to trash trucks.
 - Clerk Treasurer Amber Anguiano stated MCT has issued the Village two separate invoices, one for the white trash truck and the other for the blue trash truck. She stated the total cost invoiced is \$19,680.09.

Motion to approve payment to MCT Industries was made by Mayor Pro Tem Cruz, seconded by Councilor Maestas. (Vote 2-0) Motion carried with all in favor.

3. *Discussion/Approval/Disapproval: Purchase liftgate for Chevrolet flatbed truck.
 - Mayor Martinez stated he is recommending this purchase because Deputy Clerk Colleen Engelhardt and Clerk Treasurer Amber Anguiano picked up donated desks and office supplies from Fort Union, and the heavy desks and other heavy items could have easily been loaded and unloaded if the truck had a Tommy lift attached. Mayor Martinez then stated the need for the Tommy lift on the truck for future use especially when the Senior Center moves to its new location.
 - Amber stated the liftgate will be beneficial for employee safety anytime heavy items are transported due to the height of the truck bed.
 - Deputy Clerk Colleen Engelhardt stated the quote is from Clark Truck Equipment, and they have a CES contract which precludes the need for three quotes. She stated the quote includes the liftgate, installation, and quality check. The total amount for purchase is \$7,775+GRT.
 - Mayor Martinez stated this liftgate is special because the Chevrolet flatbed is a dump truck, and the bed of the truck will have to still be able to lift with the attached liftgate.

Motion to approve purchasing a liftgate for the Chevrolet flatbed truck was made by Mayor Pro Tem Cruz, seconded by Councilor Maestas. (Vote 2-0) Motion carried with all in favor.

4. *Discussion/Approval/Disapproval: Renew contract with Southwest Copy Machines.
 - Clerk Treasurer Amber Anguiano stated the Village leases the Toshiba copy machine, and she stated Southwest Copy Machine is paid monthly for number of copies, toner and supplies. Amber stated she spoke with a Southwest Copy Machine representative who inquired about the need for a new copier. Amber stated the current machine is in good condition functions properly for our needs. Amber stated this is a five-year contract for the same machine at the same price.

Motion to approve renewing the contract with Southwest Copy Machines was made by Councilor Maestas, Seconded by Mayor Pro Tem Cruz. (Vote 2-0) Motion carried with all in favor.

5. *Discussion/Approval/Disapproval: Purchase materials to line underground cooking pit at rodeo grounds utilizing Recreation and Quality of Life grant funds.
- Mayor Martinez stated he is recommending the purchase of ½ inch 4x8 steel plates to construct a permanent underground cooking pit at the rodeo grounds. He stated it will be for community use.
 - Councilor Maestas asked if the Village's insurance will cover public use of the pit. Clerk Treasurer Amber Anguiano stated a rental agreement will be put in place by resolution, and the agreement will require the renter to have a bond for insurance purposes in case of accidents.
 - Mayor Pro Tem Eldie Cruz asked if the underground pit is being designed. Mayor Martinez stated that he created the design which will run 32 ft in length by 3 ft wide with a metal plate sitting on top of the box where the meat will be placed for cooking.
 - Deputy Clerk Colleen Engelhardt stated the quotes for materials are as follows: BTU in Las Vegas - \$6,999.06; Bennet's in Raton - \$5,687.50; and Ned's in Belen - \$5,490.

Motion to approve purchasing materials to line underground cooking pit at the rodeo grounds from Ned's was made by Councilor Maestas, seconded by Mayor Pro Tem Cruz. (Vote 2-0) Motion carried with all in favor.

6. *Discussion/Approval/Disapproval: Select quote for water storage tank cleaning.
- Deputy Clerk Colleen Engelhardt stated the water storage tank must be cleaned every 3 to 5 years, and the Village is due. She stated the Village was contacted by US Underwater Divers because they are attempting to create consortiums in rural areas to cut each entity's cost by scheduling as groups. Colleen stated she misunderstood, and the quote provided was given for a tank inspection with the use of a robot. She stated she was unable to contact them in time for a quote for the cleaning, but two other quotes were received. She stated one was from Inland Potable Services out of Colorado for \$3,150, and one was from Marine Industrial Tank Diving and Coating out of California for \$2,950.
 - Mayor Martinez stated he is recommending Inland Potable because they are closer and because the Village has been pleased with the work they have done previously.

Motion to approve quote from Inland Potable Services to clean the water tank was made by Mayor Pro Tem Cruz, seconded by Councilor Maestas. (Vote 2-0) Motion carried with all in favor.

7. *Discussion/Approval/Disapproval: Purchase riding lawn mower.
- Mayor Martinez stated the Village needs a new riding lawn mower because the blade on the John Deere mower keeps snapping, and the cost to replace it is \$150. Mayor Martinez suggested the Bad Boy riding lawn mower from Tractor Supply comes with a 2-year service plan totaling \$4,949.98.

Motion to approve quote from Tractor Supply to purchase a Bad Boy riding lawn mower was made by Mayor Pro Tem Cruz, seconded by Councilor Maestas. (Vote 2-0) Motion carried with all in favor.

~~8. *Discussion/Approval/Disapproval: Acceptance of contract termination letter from Gabriel J. Maestas.~~

9. *Discussion/Approval/Disapproval: Hiring seasonal part-time employees for summer employment.
- Mayor Martinez stated he would like the Village to hire two part-time summer employees to work with utilities staff to cut weeds and clean the community and one part-time office assistant to help admin staff with filling and cleanup of the safe downstairs. The Mayor suggested all three positions be scheduled to work Monday through Thursday 8am to 4:30pm with no more than 32 hours per week at a pay rate of \$13.00 per hour.

Motion to approve hiring 3 seasonal part-time employees at \$13.00 per hour for the summer was made by Councilor Maestas, seconded by Mayor Pro Tem Cruz. (Vote 2-0) Motion carried with all in favor.

VIII. Monthly Reports

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

- Clerk Treasurer Amber Anguiano stated the April vouchers are the regular monthly expenses apart from Southwest Accounting for the final payment for the Village's FY23 Audit.
- Mayor Martinez asked for the remaining balance within the Law Enforcement Fund. Amber stated she was not certain of the exact amount in the account, but she stated most of the funds have been obligated via purchase requests.

**Motion to the April vouchers was made by Mayor Pro Tem Cruz, seconded by Councilor Maestas.
(Vote 2-0) Motion carried with all in favor.**

B. Utility Delinquent List – Deputy Clerk

- Active Accounts – 12 letters sent with a delinquency of \$1,089.42. Payments were due on April 23rd, and 12 payments were received on time totaling \$1,352. Colleen stated the total received is greater than the delinquency amount because many customers are paying their full account balances rather than just the delinquency amount.
- Inactive Accounts - 7 total accounts with 4 letters sent, and 4 accounts that no longer have good mailing addresses with a total delinquency of \$1,355.82. Payments received totaled \$97.75, bringing the delinquency total to \$1,258.07.
 - Acct #201100- Colleen stated this account had been shut off due to nonpayment for many years but the customer filled out a new application along with the new deposit for reinstatement.

C. Utility Superintendent – Utility Superintendent

- Mayor Andres Martinez stated Superintendent Gary Sanchez was awarded Wastewater Operator of the year for small systems at the New Mexico Rural Water Annual Conference.
- Water - Chlorine residual tested at 0.28mg/L. Utilities Assistant Julian Chavez has to have 10 credits and a full year of hands-on experience with water testing before he can take the exam to become certified.
- Wastewater - Quarterly samples have been taken.
- Natural Gas - Utilities Superintendent Gary Sanchez along with Utilities Assistant Julian Chavez are now certified for line locating through Staking University.
- Mayor Andres Martinez stated Utilities Assistant Julian Chavez is now CDL certified.

D. MVD Reports – MVD Manager

- Clerk Treasurer Amber Anguiano reported a total of 68 transactions with a total of \$3,911.02 processed in April and 4 computer exams were administered.
- Amber stated many customers come from the surrounding areas to take CDL exams and obtain driver's license issuances. Amber reported many customers come to the Village for MVD services because of the assistance they receive.

E. Mora County Sheriff's Office Report

- Absent

F. Housing Authority – Northern Regional Housing Authority

- Absent

G. Wagon Mound Fire Department – Fire Chief

- Fire Chief Timothy Cruz stated the Fire Department plans to start using the substation more often and requested the use of the Village's Chevy flatbed truck to transfer items from the substation to the main station.
- Clerk Treasurer Amber Anguiano stated the Fire Department budget has been submitted.
- Fire Chief Cruz stated Josh with the State Fire Marshall's Office has requested incident reports and those reports were submitted. He also requested a laptop to submit reports and view emails.

H. Bean Day Association – President

- Absent

IX. Old Business

- None

X. Mayor's Report

- Mayor Martinez stated work has started at the rodeo grounds to install the bleachers, and the concrete pad has been poured. He stated Pacheco's construction has also been preparing the sidewalks on South Catron for the South Catron Sidewalk Project. Mayor Martinez stated the Village has been working towards trying to finish the parking lot at the new Senior Center by summer 2024.
- Mayor Martinez stated the Village has been looking into vehicles to purchase a truck for the Utilities Department and a van for the Senior Center with the FY25 Capital Outlay award of \$150K.
- Mayor Martinez stated a new fence is needed at the Springs due to damage from elk. Utilities Superintendent Gary Sanchez suggested the fence be repaired temporarily so animals will not get into the area and cleaning can be done for the upcoming Sanitation Survey.
- Deputy Clerk Colleen Engelhardt stated the Village is working with the Environment Department to update the Source Water Protection Plan because the plan was created ten years prior and is outdated. Colleen stated the Drinking Water Bureau has funding to assist entities in updating their plans, and it will benefit the Village's ordinance to protect the Springs.

11. Adjourn

**Motion to adjourn was made by Councilor Maestas, seconded by Mayor Pro Tem Cruz. (Vote 2-0)
Motion carried with all in favor. The meeting adjourned at 7:01PM.**

Approved and attested this 11th Day of June 2024.



Andres Martinez, Mayor

Attest: 

Amber L. Anguiano, Clerk Treasurer

(SEAL)

