



Village of Wagon Mound
Regular Meeting Agenda
Tuesday, ~~June 11~~ **July 16**, 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 June 11, 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 2024-05 – Participation in Local Government Road Fund Program Administered by the New Mexico Department of Transportation.
 2. *Discussion/Approval/Disapproval: Resolution 2024-06 - Request for Match Waiver for Local Government Road Fund Program.
 3. *Discussion/Approval/Disapproval: Resolution 2024-07 – Fourth Quarter Budget Adjustments.
 4. *Discussion/Approval/Disapproval: Resolution 2024-08 – 2023-2024 Fourth Quarter Report.
 5. *Discussion/Approval/Disapproval: Resolution 2024-09 – 2024-2025 Fiscal Operating Budget.
 6. *Discussion/Approval/Disapproval: Public Input and prioritizing projects for Village of Wagon Mound 2026-2030 and Wagon Mound Senior Center 2026-2030 Infrastructure Capital Improvement Plans (ICIP).
 7. *Discussion/Approval/Disapproval: Adoption of Resolution No. 2024-10 – Adopting the FY 2026-2030 Infrastructure Capital Improvement Plan(ICIP).
 8. *Discussion/Approval/Disapproval: Change Order for S Catron Avenue Improvements Project.
 9. *Discussion/Approval/Disapproval: Nullify approvals for Cultura Construction to install the Crow's Nest and construct the canopy over the bleachers at the rodeo grounds.

10. *Discussion/Approval/Disapproval: Quotes from Fluhman's Builders, LLC for rodeo grounds projects:
 - A) Install Crow's Nest
 - B) Construct Canopy over Bleachers
11. *Discussion/Approval/Disapproval: Payments to Sandoval's Auto & Truck Repair.
 - A) Repairs to Champion Road Grader
 - B) Repair/Replace Tires on Volvo Trash Truck
12. *Discussion/Approval/Disapproval: Applications for Separation of Utility Charges.
13. *Discussion/Approval/Disapproval: Review applications and select applicant for hire to fill the Administrative Assistant/MVD Agent position.

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, Councilor Claudia M. Martinez, Councilor Paul A. Miera, and Councilor Gabriel D. Maestas were present.

III. *Approval of Agenda

- Deputy Clerk Colleen Engelhardt stated the date on the top of the agenda was incorrect and gave the correction to the date of the meeting being July 16th, 2024.
- Mayor Andres Martinez stated the incorrect date posted on the agenda is June 11th, 2024, and it should be July 16th, 2024. Mayor Martinez stated the incorrecion will be amended.

Motion to approve the agenda was made by Councilor C Martinez, seconded by Mayor Pro Tem Cruz. (Vote 4-0) Motion carried with all in favor.

IV.*Approval of Minutes for:

A. Regular Meeting Minutes June 11, 2024

Motion to approve the agenda was made by Councilor Miera, seconded by Councilor Maestas. (Vote 4-0) 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 2024-05 – Participation in Local Government Road Fund Program Administered by the New Mexico Department of Transportation.
 - Deputy Clerk Colleen Engelhardt stated the Village applied for NMDOT Coop funds in the amount of \$50K for sidewalk projects with the Village's match being 25% at \$12.5K. Colleen stated the full amount was awarded, and this resolution is required to approve entering into a contract with NMDOT for these funds. She stated it also acknowledges the Village agrees to pay the matching funds, but the Village will be applying for the match waiver.

Motion to approve Resolution 2024-05 was made by Mayor Pro Tem Cruz, seconded by Councilor C Martinez. (Vote 4-0) Motion carried with all in favor.

2. *Discussion/Approval/Disapproval: Resolution 2024-06 - Request for Match Waiver for Local Government Road Fund Program.

- Deputy Clerk Colleen Engelhardt stated NMDOT offers a Match Waiver program for Coop funds, and this resolution will approve applying for the waiver. She stated the Village is responsible for the 25% match on the \$50K award until the waiver is approved. She stated, in the past, the Village has received the waiver every other year.

Motion to approve Resolution 2024-06 was made by councilor Maestas, seconded by Mayor Pro Tem z. (Vote 4-0) Motion carried with all in favor.

3. *Discussion/Approval/Disapproval: Resolution 2024-07 – Fourth Quarter Budget Adjustments.

- Clerk Treasurer Amber Anguiano reviewed the necessary budget adjustments, and she started with the Fire Fund. Amber stated the first adjustment made was for \$154,288 to include the increase from

the State Fire Marshall. She stated their uniform budget was increased to \$90,000 to prepare for a purchase of new bunker gear for all volunteer fire fighters. She stated the "maintenance" line item was increased to \$10,000 for new tires and oil changes needed on fire vehicles, and the line item for "other maintenance" was adjusted from \$400 to \$5,000. She stated the "other supplies" line was adjusted from \$1,200 to \$2,000. The "insurance and liability" line was decreased from \$18,000 to \$12,000 because cost of insurance has not changed. She stated the "telecommunications" were originally at \$950 and has been increased to \$2,929.51, and she stated this is the line from which La Jicarita is paid.

- Amber stated the budget for the Law Enforcement Fund is \$95,000, and the adjusted line items are for supplies such as furniture, safety, uniforms, and trainings.
- Amber stated that an adjustment for the American Rescue Plan act was made to use the remaining balance of the (SLFRF) State and Local Fiscal Recovery Act Fund in the amount of \$2,111.27.
- For the State Legislative Appropriation, Amber stated the adjustments made were based on the appropriations that were allotted to the village for the Senior Center Parking Lot which was \$500,000 and \$150,000 for new vehicles.
- Amber stated the last adjustments were made in the Utilities Fund and the General Fund. The adjusted line items were for salary changes, health insurance and PERA increases.

Motion to approve Resolution 2024-07 was made by Councilor C Martinez, seconded by Councilor Miera. (Vote 4-0) Motion carried with all in favor.

4. *Discussion/Approval/Disapproval: Resolution 2024-08 – 2023-2024 Fourth Quarter Report.

- Clerk Treasurer Amber Anguiano stated this resolution is needed for the submission of the Fourth Quarter Report. Amber stated the adjustments and expenditure of revenue reports will be submitted to close out fiscal year 2023-2024 (FY24).

Motion to approve Resolution 2024-08 was made by Councilor C Martinez, seconded by Mayor Pro Tem Cruz. (Vote 4-0) Motion carried with all in favor.

5. *Discussion/Approval/Disapproval: Resolution 2024-09 – 2024-2025 Fiscal Operating Budget.

- Clerk Treasurer Amber Anguiano stated the interim budget currently includes the General Fund in the amount of \$935,614, the Utilities Fund at \$197,288, the Fire Protection Fund at \$438,692, the Meter Deposit Fund at \$11,455, and the Law Enforcement Fund is at \$20,000 which represents previous purchases orders that are obligated to be paid out once the items are received. Amber stated the Law Enforcement fund will receive \$95,000 for the new fiscal year. She stated the American Resue Plan fund has a balance of \$2,112.
- Deputy Clerk Colleen Engelhardt stated this resolution is required to inform the State the Village is ready to start fiscal year 2024-2025 (FY25).

Motion to approve Resolution 2024-09 was made by Councilor C Martinez, seconded by Mayor Pro Tem Cruz. (Vote 4-0) Motion carried with all in favor.

6. *Discussion/Approval/Disapproval: Public Input and prioritizing projects for Village of Wagon Mound 2026-2030 and Wagon Mound Senior Center 2026-2030 Infrastructure Capital Improvement Plans (ICIP).

- Deputy Clerk Colleen Engelhart stated the ICIP is a planning tool to determine potential projects for which the Village would like to seek funding in the future. She stated the ICIP is revised yearly, and this is an opportunity for the public to provide input. Colleen stated, for example, last year's planning ranked the following projects for 2025: water system improvements, wastewater system improvements, the senior center, and the fire department substation. She stated projects can always be changed in their priority and rankings, or projects can be added or removed.
- Mayor Pro Tem Eldie Cruz requested if water pressure improvements can be added to the plan.
 - Utilities Superintendent Gary Sanchez stated the problem of low pressure is primarily due to old pipes which are on the homeowner's side. Gary stated motor pump devices are costly, and an engineer would have to evaluate the system to determine the best location(s) to install pumps.

- Mayor Pro Tem Cruz suggested Dennis Engineering could review the system to give the Village an estimate and an idea of what can or cannot be done to help the water pressure issue.
- Councilor Maestas asked if the ICIP or other possible grants could help homeowners with the cost of updating their water pipes.
- Colleen stated there may be grants available for homeowners, but the ICIP is a planning tool for the municipal infrastructure.
- Mayor Andres Martinez suggested the Senior Center project be removed because the Village has \$164K for furnishings and \$500K for the parking lot. He stated the Village is working with the State and the engineer to potentially process a change order to the S Catron Ave Improvements project for the paving of the parking lot.
- Colleen stated during last year's ICIP discussion, the Fire Substation was determined to need upgrades in the amount of \$3M to make it functional including securing for a water source for the building.
 - Mayor Martinez suggested the Substation project be moved up to #3.
- Mayor Martinez stated he wants to add a new project in the amount of \$1M to purchase property to build a new Fire Station and/or a property for community use that could bring in revenue.
- Colleen stated the next project is to rebuild the solid waste transfer station in the amount of \$1M.
- Mayor Martinez stated \$95K was awarded previously for restoration of municipal buildings.
- Mayor Martinez suggested an increase to \$1M for the recreation improvements project.
- Colleen stated the projects discussed have been prioritized as follows:
 - 2026 - water system improvements, wastewater system improvements, fire substation improvements and property acquisitions.
 - 2027 - rodeo complex and the rebuilding of the solid waste transfer station.
 - 2028 - build a new fire station, street improvements, and restoration of municipal buildings.

Motion to approve the 2026-2030 ICIP plan as stated for Village of Wagon Mound and Wagon Mound Senior Center was made by Mayor Pro Tem Cruz, seconded by Councilor Maestas. (Vote 4-0) Motion carried with all in favor.

7. *Discussion/Approval/Disapproval: Adoption of Resolution No. 2024-10 – Adopting the FY 2026-2030 Infrastructure Capital Improvement Plan (ICIP).

- Deputy Clerk Colleen Engelhardt stated this resolution approves the submission of the ICIP plans.

Motion to approve Resolution 2024-10 was made by Mayor Pro Tem Cruz, seconded by Councilor C Martinez. (Vote 4-0) Motion carried with all in favor.

8. *Discussion/Approval/Disapproval: Change Order for S Catron Avenue Improvements Project.

- Deputy Clerk Colleen Engelhardt stated when the Village went out for bid on the S Catron Ave Improvement Project, moving one fire hydrant was included in the bid request. She stated, as the project progressed, there was a need to move another fire hydrant, and this is the purpose of the change order. Colleen stated the project has contingency funds that cover this additional cost of \$8,601.66. She stated the Village purchased the new fire hydrant because the project funds do not allow for purchasing a new hydrant.

Motion to approve Change Order #1 for S Catron Ave Improvements Project was made by Councilor Maestas, seconded by Councilor Miera. (Vote 4-0) Motion carried with all in favor.

9. *Discussion/Approval/Disapproval: Nullify approvals for Cultura Construction to install the Crow's Nest and construct the canopy over the bleachers at the rodeo grounds.

- Deputy Clerk Colleen Engelhardt stated Cultura Construction was previously awarded two projects at the rodeo grounds including installing the Crow's Nest and building a canopy over the bleachers. She stated the canopy will be funded through an appropriation that is still being reviewed by the State because of the late audit submission due to the housing authority's delayed audit. Colleen stated the funding for the Crow's Nest is available, however, she stated Cultura Construction has had poor communication with the Village. She stated the contractor consistently stated he would "let us know," and he would not commit to a timeline to complete the project prior to the Bean Day Rodeo. Colleen

stated the decision to nullify the contract with Cultura Construction was made because of the difficulties in communication and the slow progression of the Crow's Nest start date. She stated the award to Cultura Construction for the canopy was also nullified.

Motion to approve nullification of approvals awarded to Cultura Construction to install the Crow's Nest and a canopy at the rodeo grounds was made by Mayor Pro Tem Cruz, seconded by Councilor Miera. (Vote 4-0) Motion carried with all in favor.

10. *Discussion/Approval/Disapproval: Quotes from Fluhman's Builders, LLC for rodeo grounds projects:

A) Install Crow's Nest

- Deputy Clerk Colleen Engelhardt stated the Mayor tried contacting Magnum Construction, who also previously submitted a bid for the Crow's Nest, but they never responded. She stated he also contacted Fluhman Builders, and they provided a quote in the amount of \$34,356. She stated with the remaining grant funding, the Village will have to pay \$3,626.56. Colleen stated Fluhman Builders has guaranteed the job to be finished by Labor Day weekend.

B) Construct Canopy over Bleachers

- Colleen stated that when Cultura Construction was awarded the installation of the Crow's Nest, they were also awarded the project to build the canopy over the bleachers. She stated due to the dissatisfaction of communication with the Crow's Nest project, both awards were nullified. Colleen stated the grant contract must be fully executed with the State before issuing a purchase order. She stated the funds awarded to the Village are \$75K, and the Fluhman quote is for \$80K, therefore, the Village will pay \$5K if approved.

Motion to approve quotes from Fluhman's Builders, LLC to install the Crow's Nest and construct a canopy over the bleachers was made by Mayor Pro Tem Cruz, seconded by Councilor Miera. (Vote 4-0) Motion carried with all in favor.

11. Discussion/Approval/Disapproval: Payments to Sandoval's Auto & Truck Repair.

A) Repairs to Champion Road Grader

- Mayor Martinez stated the repairs to the Champion Road Grader are complete, and the machine is available for use.
- Deputy Clerk Colleen Engelhardt stated the repairs totaled \$3,569.82.

B) Repair/Replace Tires on Volvo Trash Truck

- Colleen stated the repairs to the Volvo Trash Truck totaled \$692.85.

Motion to approve payment to Sandoval's Auto & Truck repair for repairs to Champion Road Grader and to repair/replace tires on Volvo Trash Truck was made by Councilor C Martinez, seconded by Councilor Maestas. (Vote 4-0) Motion carried with all in favor.

12. *Discussion/Approval/Disapproval: Applications for Separation of Utility Charges.

- Deputy Clerk Colleen Engelhardt stated the Joint Utilities Ordinance was first adopted in 2019 and was specifically created to join the cost of water, sewer, and solid waste as one joint utility service. She stated when the ordinance was first approved, Council included a clause to allow a customer to request a separation of service. Colleen stated this Application for Separation of Utility Charges is for the separation solid waste service for a customer that has two adjoining properties, and they already pay for solid waste service on the other account.

Motion to approve Application for Separation of Utility Charges was made by Councilor Maestas, seconded by Mayor Pro Tem Cruz. (Vote 3-0) Motion carried with all in favor.

13. Discussion/Approval/Disapproval: Review applications and select applicant for hire to fill the Administrative Assistant/MVD Agent position.

- Mayor Martinez recommended convening into Executive Session to discuss limited personnel matters as allowed by Section 10-15-1, H 1-10 NMSA 1978.

Motion to convene into Executive Session was made by Mayor Pro Tem Cruz, seconded by Councilor Maestas. (Vote 4-0) Motion carried and all in favor.

Maestas = present; Cruz = present, C Martinez = present; Miera = present

7:20PM the meeting convened into executive session.

Motion to adjourn Executive Session and reconvene Regular Session was made by Councilor C Martinez, seconded by Mayor Pro Tem Cruz. (Vote 4-0) Motion carried and all in favor.

Maestas = present; Cruz = present; C Martinez = present; Miera = present.

At 8:03PM, Regular Session reconvened. Mayor Martinez stated only limited personnel matters were discussed during Executive Session, and no action was taken.

Motion to approve tabling selecting an applicant to fill the Administrative Assistant/MVD Agent position until the August meeting was made by Mayor Pro Tem Cruz, seconded by Councilor Maestas. (Vote 4-0) Motion carried and all in favor.

III. Monthly Reports

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

- Clerk Treasurer Amber Anguiano stated for the month of June, invoices and outstanding payment vouchers were paid out before the end of the fourth quarter, June 30th. She stated the remaining payments reflect regular monthly payments.

Motion to approve June vouchers was made by Councilor C Martinez, seconded by Councilor Miera. (Vote 4-0) Motion carried and all in favor.

Utility Delinquent List – Deputy Clerk Colleen Engelhardt

- Active Accounts – 12 letters sent with a delinquent total of \$936.69. All payments were received on time totaling \$1,191.60.
 - Acct #117501 – Colleen stated this account has been transferred to next of kin since the original customer passed away.
- Inactive Accounts – 3 letters sent with a delinquency amount of \$754.56. Housing Authority paid down an inactive account of a prior housing tenant.

C. Utility Superintendent – Utility Superintendent Gary Sanchez

- Water - Utility Superintendent Gary Sanchez stated the sanitary survey went well with no deficiencies. Sanchez stated that an asbestos sample still needs to be taken and sent in for testing.
- Wastewater – samples still need to be taken.
- Natural Gas – Sanchez stated his need to requalify for 18 certifications. Sanchez stated a training occurring in August 2024 in Artesia, NM.

D. MVD Reports – MVD Manager Amber Anguiano

- Clerk Treasurer Amber Anguiano reported a total of 98 transactions with a total of \$19,190.54 processed in June and 10 computer exams were administered.
- Amber stated that a lot of customers have been coming to the Village MVD because offices in Mora and Las Vegas were temporarily closed.

Mora County Sheriff's Office Report

- Undersheriff Joey Romero reported one deputy is currently in the academy with two new deputies hired, totaling 11 deputies. The Undersheriff stated the Mora County Sheriff's Department (MCSO) desires to hire 15 deputies in total with all of them having their certification.
- Undersheriff Romero stated the donation of the Conex container to the Village was approved at the Mora County meeting and currently is awaiting DFA approval before transporting it to the Village.

- The Undersheriff stated the K-9 program will be coming back to Mora County with a deputy already taking an interest in the position.

Housing Authority – Northern Regional Housing Authority

Absent

G. Wagon Mound Fire Department – Fire Chief Timothy Cruz

- Fire Chief Timothy Cruz reminded the council of the upcoming First Aid/CPR training.
- Chief Cruz reported flooding occurred at the Fire Station because of the heavy rain. He stated the station required extensive cleaning and sandbags were put in place to avoid flooding in the future.
- Chief Cruz requested a note be included with the bills stating the Fire Chief needs to be informed anytime a citizen burns a fire outdoors. Chief Cruz stated that if there is a report of a burn occurring without an available water source, the Fire Department will put out the fire.
- Chief Cruz stated the initial attack truck will only be used in Wagon Mound until August 2024 until a part is replaced in the vehicle.
- Chief Cruz reported that he has contacted a grant writer to help with writing grants for the Fire Dept.
- Chief Cruz stated the pump testing that took place on June 24th went well. He stated the hose and ladder testing is scheduled to take place July 30th, and hydrant testing will take place on August 22nd.
- Deputy Clerk Colleen Engelhardt reported that Waterway contacted the Village and stated the water utility needs to sign a release form for conducting the hydrant testing.
- Mayor Martinez stated that Waterway will have to notify Fire Chief Timothy Cruz when conducting water testing for liability purposes.

H. Bean Day Association – President

None

X. Old Business

- None

X. Mayor's Report

- None

II. Adjourn

**Motion to adjourn was made by Councilor C Martinez, seconded by Mayor Pro Tem Cruz. (Vote 4-0)
Motion carried with all in favor. The meeting adjourned at 8:37PM.**

Approved and attested this 13th Day of August 2024.



Andres Martinez, Mayor

Attest: 
Amber L. Anguiano, Clerk Treasurer

(SEAL)

