



Village of Wagon Mound
Special Meeting Agenda

Tuesday, September 24, 2024 – 3PM

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

III. *Approval of Agenda

IV. Business Matters

1.*Discussion/Approval/Disapproval: S. Catron Ave Improvements/Senior Center Parking Lot
Contract Change Order 2.

2.*Discussion/Approval/Disapproval: Hire to fill Administrative Assistant position.

V. 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. Business Matters

1. *Discussion/Approval/Disapproval: S. Catron Ave Improvements/Senior Center Parking Lot Contract Change Order 2.

- Deputy Clerk Colleen Engelhardt stated Dennis Engineering (DEC) has prepared the Change Order including Base Bid Schedule 1 from Pacheco's Construction at \$487,198.25. She stated the change order will add the \$500K Capital Outlay funding to pave the Senior Center parking to the existing S Catron Ave Improvements project. She stated DEC modified the parking lot design have only one driveway rather than two, and it will be one big rectangle without any landscaping features with approximately 55-60 parking spaces. She stated the new design has the ADA spaces next to the building rather than across the driveway lane. Colleen stated the S Catron Ave Improvements project is funded through multiple NMDOT sources, and the budget included a contingency which will apply to toward the engineering fees.
- Mayor Martinez stated approving this will save the Village funding and time because Pacheco's already has their equipment staged here. Colleen stated it will also alleviate the need to start from scratch as a new project which would result with the paving not being done until Spring.
- Colleen stated she wants Council to be aware that the Village has received the contract from the State, the Mayor has signed it, and it has been submitted back to the State. However, she stated, the contract is not considered fully executed until it is signed by and received back from the State. She stated the Village has been very open and transparent about what we are doing and why we are moving forward on this change order given the time and funding constraints. Colleen stated Pacheco's completion date on the S Catron Ave Improvements project was supposed to be Fri, Sept 20, but they have a few tasks they need to address so the timing is critical. Mayor Martinez stated the Governor wants to see this project completed so the Senior Center can finally open.

Motion to approve Contract Change Order 2 for the S Catron Ave Improvements/Senior Center Parking Lot Project was made by Councilor Maestas, seconded by Mayor Pro Tem Cruz. (Vote 2-0) Motion carried with all in favor.

2. *Discussion/Approval/Disapproval: Hire to fill Administrative Assistant position.

- Mayor Martinez stated only one application was received, and it was from Jena Cartwright Schutz. He stated she is well qualified, and he believes she will do a great job for the Village. He stated is recommending hiring her starting tomorrow with a starting pay of \$15.00 per hour due to her experience.

Motion to approve hiring Jena Cartwright Schutz as the Mayor recommended was made by Mayor Pro Tem Cruz, seconded by Councilor Maestas. (Vote 2-0) Motion carried with all in favor.

V. 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 3:07PM.

Approved and attested this 8th Day of October 2024.



Andres Martinez, Mayor

Attest:


Amber L. Anguiano, Clerk Treasurer



(SEAL)