

**MINUTES
VILLAGE COUNCIL – ORGANIZATIONAL MEETING
MONDAY, MARCH 12, 2018
5:30 P.M.
CITY HALL**

PRESENT: Mayor Louie Gallegos, Councilor Elizabeth Ausborn, Councilor Albert Sena, Councilor Esther Segura, Clerk/Treasurer Jamie Wall

STAFF PRESENT: Senior Center Director – Patsy Kenyon

OTHERS PRESENT: Sheriff Elva Harvey, Mary Lovato, Joe Lovato, Judy Angelo, Jerry Gideon, Manuel Lucero, Galen Smith, Lisa Stinnett, Billy McGinnis, G.T. Cline, Sofia Terrell.

MAYOR LOUIE GALLEGOS BEGAN THE ORGANIZATIONAL MEETING AT 5:30 P.M.

1. APPOINTMENT TO VACANT COUNCIL SEAT.

Mayor Gallegos called for a recommendation for appointment to the vacant Council seat. Others expressing interest in the open seat included Windell Bridges, Bobby Williamson, George Gonzales, Manuel Lucero, Bonnie Lilly, and Norbert Herrera. Councilor Esther Segura moved to appoint Gerald Cline as Councilor to fill the vacancy for the remainder of the term ending March 2020.

MOTION: Esther Segura

SECOND: Albert Sena

2 voted yes, motion carried.

1 voted no – Elizabeth Ausborn

Show of hands 2-1

That the Council approves to appoint Gerald Cline as Councilor to fill the vacancy for the remainder of the term ending March 2020.

AFTER TAKING AN OATH OF OFFICE ADMINISTERED BY CLERK/TREASURER JAMIE WALL, COUNCILOR GERALD CLINE TOOK HIS SEAT AT THE COUNCIL TABLE.

1. ELECTION OF MAYOR PRO-TEM.

Mayor Gallegos addressed the Council concerning Election of Mayor Pro-Tem. Councilor Albert Sena moved to appoint Councilor Esther Segura as Mayor Pro-Tem after commending her on a job well done in the past.

MOTION: Albert Sena

SECOND: Elizabeth Ausborn

3 voted yes, motion carried.

1 abstained – Esther Segura

Show of hands 3-0-1

That the Council approves to appoint Councilor Esther Segura as Mayor Pro-Tem

3. VILLAGE ELECTED OFFICIALS AND EMPLOYEES.

Mayor Gallegos read the list of Elected Officials, Employee Positions, and Appointed Employees aloud for the Council.

Elected Officials

Mayor Louie Gallegos (Elected 2018)
Mayor Pro Tem/Councilor Esther Segura (Elected 2016)
Councilor Albert Sena (Elected 2018)
Councilor Elizabeth Ausborn (Elected 2018)
Councilor G.T. Cline (Appointed 2018)
Municipal Judge Martha Sena (Elected 2016)

Employees

Village Hall

Jamie Wall
Jean Moulton
Fabiola Morales

Clerk/Treasurer
Deputy Clerk/Treasurer - CPO
Utility Billing Clerk/Code/Zone

Full Time
Full Time
Full Time

Parks Department

Gustavo Lopez

Parks/Maintenance

Full Time

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Library Department

Jeni White	Library Director	Full Time
Raquel Ulibarri	Assistant Librarian	Full Time

Streets Department

Francis Martinez	Streets/Maintenance Crew Leader	Full Time
Michael Lucero	Streets/Maintenance	Full Time

Senior Center Department

Patsy Kenyon	Senior Center Director	Full Time
Claudia Martinez	Senior Center Transportation	Full Time
Susana Malpica	Senior Center Cook	Full Time

Water/Wastewater Department

Joel Ulibarri	Water/Wastewater Operator	Full Time
Christopher Archuleta	Water/Wastewater Operator	Full Time

Airport

Paul Gauna	Airport Manager	Full Time
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EMS

Tim Archuleta	EMS Director, EMT-P	Full Time
Karen Petersen	EMS Training Coordinator, EMT-I	Full Time
Joscelin Stroud	EMS EMT-Intermediate	Full Time
Carlos Chavez	EMS Driver	Full Time

2. APPOINTED EMPLOYEES:

Appointments: Jamie Wall – Clerk/Treasurer

Mayor Gallegos recommended the List of Elected Officials, Employee Positions, and Appointed Employees be approved as read.

That the Council accepts the recommendation by Mayor Gallegos to approve the List of Elected Officials, Employee Positions, and Appointed Employees as read.

MOTION: Esther Segura

SECOND: Albert Sena

All voted yes, motion carried.

Show of hands 4-0

3. APPOINTMENTS OF COMMITTEES AND BOARDS.

Mayor Gallegos read the following names of individuals appointed to various boards and committees.

	<u>Committees and Boards</u>
Housing Authority Board	Allen Sparks, Chairman Carlos Hernandez, Vice Chairman Robert Lopez, Member Yolanda Cline, Member Diane Flores, Resident Member
ENM Gas Association	Alan C. West Marshall Scot Stinnett Adolfo Lucero
Cemetery Association	Guy Horney, President Martha Sena Beverly Carter Juan Chavez VACANCY
Fort Sumner Public Library	Vincent Stallard Pam Kramer Yolanda Cline Janet Davis Kim Heckathorn Shonna Anderson Kelsey McCollum Alternate: Sonya Vigil

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Lodgers' Tax Board	Chamber of Commerce President
	Don Sweet
	Bill Coddington
	Tito Gonzales
	Kathy Stallings

Mayor Gallegos recommended the Appointments of Committees and Boards be approved as read.

That the Council accepts the recommendation by Mayor Gallegos to approve the Appointments of Committees and Boards as read.

MOTION: Elizabeth Ausborn

SECOND: Albert Sena

All voted yes, motion carried.

Show of hands 4-0

MAYOR LOUIE GALLEGOS CLOSED THE ORGANIZATIONAL MEETING AND CALLED THE REGULAR MEETING TO ORDER AT 5:52 P.M.

REGULAR MEETING

THE PLEDGE OF ALLEGIANCE: Pledge of Allegiance led by Councilor Esther Segura.

1. APPROVAL OF AGENDA

Mayor Gallegos requested Council review agenda for approval. Mayor Gallegos recommended the Council approve agenda.

MOTION: Esther Segura

SECOND: Gerald Cline

That the Council approves the agenda.

All voted yes, motion carried.

Show of hands 4-0

2. APPROVAL OF MINUTES

Mayor Gallegos requested review and approval of Minutes of February 15, 2018 Regular Meeting, February 21, Special Meeting, and March 8, 2018 Canvass of Election. Clerk Jamie Wall requested that the review and approval of Minutes of February 15, 2018 be postponed until the next Regular Meeting as the packet and notes had been misplaced during the Municipal Election. Clerk Wall explained they were found, but not in time to have the Minutes prepared for tonight's meeting. Clerk Wall also stated Minutes for Special Meeting February 12, 2018 were not listed on the Agenda to be approved, but were present in the packet. Mayor Gallegos recommended the Council approve the Minutes as presented for February 21, 2018 Special Meeting and March 8, 2018 Canvass of Election, but postpone approval for Minutes of February 15, 2018 Regular Meeting and February 12, 2018 Special Meeting until the next Regular Meeting.

MOTION: Esther Segura

SECOND: Gerald Cline

That the Council approves the minutes as presented for February 21, 2018 Special Meeting and March 8, 2018 Canvass of Election, but postpone approval for Minutes of February 15, 2018 Regular Meeting and February 12, 2018 Special Meeting until the next Regular Meeting.

All voted yes, motion carried.

Show of hands 4-0

NEW BUSINESS

1. CONSIDERATION OF BANK AND CREDIT CARD AUTHORIZED SIGNATURES

Clerk Jamie Wall addressed Mayor and Council seeking approval to remove former Mayor Justin Ingram and Councilor Manuel Lucero from the Village Credit Card Authorized Signatories, adding Councilor Elizabeth Ausborn and Councilor Gerald Cline. Clerk Wall also requested that the Signature Card at Citizens' Bank of Clovis Fort Sumner Branch be updated, replacing former Mayor Justin Ingram with Mayor Louie Gallegos and removing Councilor Manuel Lucero. Mayor Gallegos recommended Council approve the requested changes be made to the Village Credit Card and Bank Accounts.

MOTION: Albert Sena

SECOND: Esther Segura

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That the Council approves requested changes be made to the Village Credit Card and Bank Accounts.

All voted yes, motion carried.

Show of hands 4-0

2. CONSIDERATION OF TEMPORARY EMPLOYEES

Mayor Louie Gallegos recused himself from this Agenda Item and turned the meeting over to Mayor Pro-Tem Esther Segura. Council was provided with a list of currently employed Temporary Employees for review. Mayor Pro-Tem Esther Segura called for a motion to retain Michael Gallegos as a Full-Time Temp in the Water Department. Councilor Albert Sena motioned to retain Michael Gallegos as a Full-Time Temporary Employee in the Water Department for another 30 days.

MOTION: Albert Sena

SECOND: Gerald Cline

That the Council approves retain Michael Gallegos as a Full-Time Temporary Employee in the Water Department for another 30 days.

All voted yes, motion carried.

Show of hands 4-0

Mayor Pro-Tem Esther Segura called for a motion to retain Kandrice Chavez as a Part-Time "Floater" Temp currently employed in the Senior Center department. Mayor Pro-Tem asked Senior Center Director Patsy Kenyon if the Part-Time position was adequate or if the position needed to be upgraded to a Full-Time position, Director Kenyon stated Part-Time help was adequate and did not need a Full-Time employee. Councilor Gerald Cline motioned to retain Kandrice Chavez as a Part-Time "Floater" Temporary for another 30 days.

MOTION: Gerald Cline

SECOND: Elizabeth Ausborn

That the Council approves retain Kandrice Chavez as a Part-Time Temporary Employee for another 30 days.

All voted yes, motion carried.

Show of hands 4-0

3. CONSIDERATION OF FY 2018-2019 LEPF APPLICATION

Sheriff Elva Harvey addressed Mayor and Council regarding the submission of the annual LEPF Application on behalf of the Village for FY 2018-19. Sheriff Harvey stated if approved, the application would be for \$20,000 and an additional \$600 for one certified officer for a total of \$20,600.00 Mayor Gallegos recommended Council approve Sheriff Harvey's submission of FY 2018-19 LEPF Application for Funding in the amount of \$20,600.00.

MOTION: Esther Segura

SECOND: Elizabeth Ausborn

That the Council approve the Sheriff Harvey's submission of FY 2018-19 LEPF Application for Funding in the amount of \$20,600.00.

All voted yes, motion carried.

Show of hands 4-0

4. CONSIDERATION OF LEPF PURCHASE REQUEST

Sheriff Elva Harvey addressed Mayor and Council requesting the Village to consider the purchase of specialized tactical gear that could be utilized in an active shooter situation in light of recent school shootings across the nation. Sheriff Harvey provided a quote from IPS Tactical of Albuquerque in the amount of \$11,239.84. Clerk Wall verified funds were available in the Village LEPF fund. Mayor Gallegos recommended Council approve the LEPF Purchase in the amount of \$11,239.84 from IPS Tactical.

MOTION: Albert Sena

SECOND: Gerald Cline

That the Council approve the LEPF Purchase in the amount of \$11,239.84 from IPS Tactical.

All voted yes, motion carried.

Show of hands 4-0

5. CONSIDERATION OF RESOLUTION 2018-03 COOP APPLICATION FOR FY 18-19

Mayor Gallegos addressed Council regarding Resolution 2018-03 for the FY 18-19 COOP Grant for Village street infrastructure. Mayor Gallegos stated the project would focus on slurry sealing many Village Streets for a total project cost of \$101,737.18 with 25% being the Village's responsibility at \$25,434.29.

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Mayor Gallegos recommended the Council approve Resolution 2018-03 for the FY 18-19 COOP Grant.

MOTION: Albert Sena

SECOND: Esther Segura

That the Council approve Resolution 2018-03 for the FY 18-19 COOP Grant.

All voted yes, motion carried.

Show of hands 4-0

6. CONSIDERATION OF RESOLUTION 2018-04 MAP APPLICATION FOR FY 18-19

Mayor Gallegos addressed Council regarding Resolution 2018-04 for the FY 18-19 MAP Grant for Village street infrastructure. Mayor Gallegos stated the project would focus on improvements to 2nd Street (US 60 to Richards), Avenue B (5th Street to 8th Street), and 6th Street (Avenue A to Avenue B) for a total project cost of \$549,428.00 with 25% being the Village's responsibility at \$137,357.00. Mayor Gallegos recommended the Council approve Resolution 2018-04 for the FY 18-19 MAP Grant.

MOTION: Gerald Cline

SECOND: Esther Segura

That the Council approve Resolution 2018-04 for the FY 18-19 MAP Grant.

All voted yes, motion carried.

Show of hands 4-0

7. CONSIDERATION OF PROBATION COMPLETION – PARKS/MAINTENANCE DEPT.

Mayor Gallegos addressed Council regarding the probation status for Parks/Maintenance employee Gustavo Lopez. Mayor Gallegos stated if approved, Mr. Lopez's hourly wage would increase by \$.50 to \$10.00 per hour. Mr. Lopez's immediate supervisor, Francis Martinez had conducted an evaluation and had recommended Mr. Lopez be considered as successfully completing his probationary period. Mayor Gallegos recommended Council approve Gustavo Lopez as completing his probationary period and receive a \$.50 raise to \$10.00 per hour.

MOTION: Albert Sena

SECOND: Esther Segura

That the Council approve Gustavo Lopez as completing his probationary period and receive a \$.50 raise to \$10.00 per hour.

All voted yes, motion carried.

Show of hands 4-0

8. CONSIDERATION OF PROBATION COMPLETION – EMS DEPT

Mayor Gallegos addressed Council regarding the probation status for EMS employee Joscelyn Stroud. Mayor Gallegos stated if approved, Mrs. Stroud's hourly wage would increase by \$.50 to \$12.50 per hour. Mrs. Stroud's immediate supervisor, EMS Director Tim Archuleta had conducted an evaluation and had recommended Mrs. Stroud be considered as successfully completing her probationary period. Mayor Gallegos recommended Council approve Joscelyn Stroud as completing her probationary period and receive a \$.50 raise to \$12.50 per hour.

MOTION: Esther Segura

SECOND: Elizabeth Ausborn

That the Council approve Joscelyn Stroud as completing her probationary period and receive a \$.50 raise to \$12.50 per hour.

All voted yes, motion carried.

Show of hands 4-0

9. CONSIDERATION OF ½ TESTING FEES – GORDON ENVIRONMENTAL

Mayor Gallegos addressed Council concerning two invoices from De Baca County for ½ well testing fees conducted by Gordon Environmental for a combined amount of \$4,612.25, of which \$2,306.12 would be the Village's part. Clerk Wall stated this would finish out the FY 17-18 contracted testing period. Mayor Gallegos recommended that Council approve payment to De Baca County of the two invoices totaling \$2,306.12.

MOTION: Gerald Cline

SECOND: Esther Segura

That the Council approve payment to De Baca County of the two invoices totaling \$2,306.12.

All voted yes, motion carried.

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10. CONSIDERATION OF FINANCIAL STATUS

Mayor Gallegos reported to Council that he had instructed Village departments to report any purchases to him before they secured a PO from City Hall. Mayor Gallegos stated until he saw a comprehensive financial report to see where each department's budget was at, he would like to discourage any purchases that were unnecessary to daily operations of the Village. Clerk Jamie Wall asked if the Mayor would like to appoint Councilors to continue Bank Reconciliations and Accounts Payable oversight, as former Councilor Manuel Lucero and now Mayor Louie Gallegos were unable to perform those duties. After a short discussion, Councilor Elizabeth Ausborn agreed to take the Accounts Payable oversight and Councilor Gerald Cline agreed to take on assisting the Clerk with Bank Reconciliation.

NO ACTION TAKEN

9. CONSIDERATION OF RESOLUTION 2018-05 BUDGET ADJUSTMENT FUND 216

Clerk Jamie Wall addressed Mayor Gallegos and Council regarding the review and approval of Resolution 2018-05 Budget Adjustment for Fund 216 – Streets. Clerk Wall stated the adjustment decreased Transfer-Out of General Fund 101 by \$43,000 to \$93,000, decreased Transfer-In for Fund 216 – Streets by \$43,000 to \$0, Increased Revenue in Fund 216 Streets by \$75,000 to \$683,105, and an increase of Expenditures in Fund 216 – Streets by \$3,000.00 to \$745,819. Mayor Gallegos recommended the Council approve Resolution 2018-05 Budget Adjustment for Fund 216.

MOTION: Albert Sena

SECOND: Esther Segura

That the Council approves Resolution 2018-05 Budget Adjustment for Fund 216.

All voted yes, motion carried.

Show of hands 4-0

12. CONSIDERATION OF RESOLUTION 2018-06 BUDGET ADJUSTMENT FUND 316

Clerk Jamie Wall addressed Mayor Gallegos and Council regarding the review and approval of Resolution 2018-06 Budget Adjustment for Fund 316 – CDBG. Clerk Wall stated the adjustment increased Transfer-Out of General Fund 101 by \$17,500 to \$110,500, increased Transfer-In for Fund 316 – CDBG by \$17,500 to \$17,500, and increase of Expenditures in Fund 316 – CDBG by \$91,000.00 to \$589,260. Mayor Gallegos recommended the Council approve Resolution 2018-06 Budget Adjustment for Fund 316.

MOTION: Albert Sena

SECOND: Esther Segura

That the Council approves Resolution 2018-06 Budget Adjustment for Fund 316.

All voted yes, motion carried.

Show of hands 4-0

13. CONSIDERATION OF RESOLUTION 2018-07 BUDGET ADJUSTMENT FUND 509

Clerk Jamie Wall addressed Mayor Gallegos and Council regarding the review and approval of Resolution 2018-07 Budget Adjustment for Fund 509 – Ambulance. Clerk Wall stated the adjustment increased Expenditures by \$60,000.00 to \$260,000. Mayor Gallegos recommended the Council approve Resolution 2018-07 Budget Adjustment for Fund 509.

MOTION: Albert Sena

SECOND: Esther Segura

That the Council approves Resolution 2018-07 Budget Adjustment for Fund 509.

All voted yes, motion carried.

Show of hands 4-0

DISCUSSION ONLY

1. DISCUSSION – UPCOMING EVENTS

Clerk Jamie Wall provided Mayor and Council with a calendar of upcoming NMML events that the Mayor and/or Council would be interested in attending. Clerk Wall stated a quorum would be posted for the Comprehensive Planning Meeting at the Library on Monday, March 19, 2018 as well as District 4 Meeting in Clovis on March 20, 2018.

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2. DISCUSSION – VILLAGE EQUIPMENT EVALUATION

Mayor Gallegos stated he would be taking stock of what equipment the Village owned and what condition it was in. Mayor Gallegos stated the Village needed to consider purchasing a trailer to haul the Bobcat and/or Backhoe on but would be discussed at a future meeting.

3. DISCUSSION – CURRENT VILLAGE PROJECTS

Mayor and Council were advised of current projects the Village was currently completing, including the Airport Hangar project, the CDBG New Senior Center, COOP and MAP Infrastructure improvements, and the Canal Street Transmission Line project.

**THERE BEING NO FURTHER BUSINESS, THE MEETING WAS ADJOURNED AT
7:57 P.M.**

MOTION: Albert Sena

SECOND: Gerald Cline

All voted yes, motion carried.

Show of hands 4-0

APPROVED:

MAYOR 
LOUIE GALLEGOS

ATTEST:


JAMIE WALL, CLERK