

**VILLAGE OF CIMARRON
REGULAR COUNCIL MEETING MINUTES
WEDNESDAY, FEBRUARY 12, 2020 at 6:00pm**

I. Pledge of Allegiance

Mayor Leo Martinez led the Pledge of Allegiance

II. Pledge to the New Mexico State Flag

All stood for the Pledge to the New Mexico flag

III. Roll Call

Mayor Leo Martinez Mayor Pro Tem Laura Gonzales Councilor James Gallegos
Councilor Judy B. LeDoux Councilor Matthew Gonzalez

IV. Approval of Agenda

Councilor Matthew Gonzales moved to approve the agenda of February 12, 2020. Councilor James Gallegos seconded. Approved 4-0

V. Minutes

a. Discuss/Approve: Special Meeting Minutes January 29, 2020

Councilor James Gallegos moved to approve the minutes of January 29, 2020. Councilor Matthew Gonzales seconded. Approved 4-0

VI. Approve/Disapprove: Capital Outlay Funding: Carpet Replacement Bids

Mayor Leo Martinez was given the bids that Deputy Clerk Renee LeDoux had received. He read the bids out loud and they are SW Flooring for \$71,000, Ray's Flooring \$32,354.50, and Archuleta Construction \$59,984.00. The Governing Body reviewed the bids and supporting documents. They reviewed the bids to see if the scope of work all were bidding on was the same. The bids did not identify the same tasks to be completed such as one company wouldn't move any furniture, the other one would move it and put it back, and the last one stated they would move it if everything was empty. It was also stated that Ray's Flooring had not been onsite to see the building before submitting the bid and there was no lamenet plank flooring included in the bid. Admin Shawn Jeffrey reported she has contacted all CES vendors including Ray's flooring on Jan 24- through their website and did not receive any response then when Councilor James Gallegos contacted them, they responded and submitted a bid. Mayor Pro Tem Laura Gonzales mentioned that Ray's could possibly increase because they only put down one day of travel and Judy B. Ledoux stated the project would take more than one trip, would they just add mileage? Councilor James Gallegos said change orders are common in construction and especially when there is a remodel and with carpet when the condition of the under flooring is unknown and may need replacement.

The Governing Body continued to review the bids and the differences and the potential added charges that would be imposed if the sub flooring needed repair. Each bidder stated a difference in additional work.

Councilor Matthew Gonzales moved to approve Archuleta Construction for the Carpet Replacement Project in the amount of \$64,870.18 including GRT. No second, the motion dies for lack of vote.

Mayor pro Tem Laura Gonzales stated that she would like to discuss the project more. The project is going to cost a lot and especially when they dig into the flooring in the library. PW Supervisor Damian Casias stated that it may be good to have the project designed into base bids which would be one area at a time, so the project does not go over budget. They discussed it may best to take the clinic out of the project due to it will be empty soon when the clinic relocates. Mayor Pro Tem Laura Gonzales stated that the project may have to be put out again. Councilor James Gallegos mentioned that Ray's could come and inspect the site he just didn't do it in that timeframe.

Mayor Pro Tem Laura Gonzales moved to table until an onsite could be done by Ray's. Councilor Judy B. LeDoux seconded. Approved 4-0 to Table

Mayor Leo Martinez asked if we are going to get specifications for this project, Mayor Pro Tem Laura Gonzales said we are going to have to. Mayor Pro Tem Laura Gonzales stated that Ray's Flooring will have to come down and do a physical appearance of the building.

VII. Comments from the General Public (Limited to 3 minutes)

- Mr. Schneider came to inform the Governing body of the 200-year Anniversary of the Santa Fe Trail. He asked if the Village will be considering a commemorate of the event. He stated the biggest event will be in the Bent's Fort is located and another event by Las Vegas. Councilor James Gallegos asked if Philmont has been notified of this event. Mayor Pro Tem Laura Gonzales asked if the Chamber has been contacted for this event, Victoria Gonzales replied that no they had not. Councilor Matthew Gonzales recommended to have his wife Victoria Gonzales take the idea to the Chamber of Commerce as she is part of the Board and so they could consider planning an event. Mr. Schneider stated there is an appropriation being considered at the legislature this year.

VIII. Correspondence

No Correspondence

IX. Reports by Department Heads-

a. Mayor's Comments

Mayor Leo Martinez thanked everyone for attending the meeting.

b. Village Administrator Report

Admin Shawn Jeffrey submitted her report.

c. Public Works Report

Public Works Damian Casias submitted his report.

d. Police Department Report

Chief Ryan Gates submitted his report. The Governing Body discussed the report and how many Reserve Officers on staff. He stated to IR8000 is in operation, Colfax County has used it, he is working on the traffic control lighting signage. Councilor James Gallegos

commented that he appreciates the police presence in the Village, and he added that Officer May is citing a ticket a day.

e. Ambulance Report

No report

f. Fire Department Report

Chief Anthony Martinez stated they responded to a fire a week ago and they had CPR training. There will be a FF1 class in March and he got the PERA reports done this for this year. James Gallegos asked if the dumpster fire is a big issue this time of the year. Chief Anthony Martinez stated there are a few but not many. He also added the bonfire will be soon for homecoming. They will be involved in a prescribed burn with Vermejo in March. Mayor Pro Tem asked Chief Martinez if he had any information on the Cemetery burn. He stated he went up and looked at it he said it will be a tough project as they may have to come in with weed burners as to not disturb some of the plot markings that are wood.

g. Municipal Judge Report

Judge Karen Gates submitted report.

h. Senior Center Report

No Report

i. Chamber of Commerce Report

Victoria Gonzales reported they do not have anything at this time

j. Cemetery Board Report

Mayor Pro Tem Laura Gonzales reported the Cemetery Board met on January 27, 2020 with a full agenda. She reported they lost a Board member and will be looking for a replacement for that position, also they are in the process of obtaining fencing options and measurements and updating the policy manual. They will be scheduling a cleanup at the Cemetery and will be assisting the Fire Dept. in the project. There have been several volunteers that have said they will help with these projects. They are looking for the property description so they could plot the Cemetery. She also reported that Mr. Padilla will be attending the next Cemetery meeting to get clarification of his plots. The next meeting is scheduled for February 24, 2020

k. Beautification Board Report

Councilor Matthew Gonzales reported the group met on January 28, 2020. The group designated Board members and drafted the Keep Cimarron Beautiful Bylaws and Board Commitment documents for the program. We would like to do a big clean up that would include electronic disposal and possibly metal disposal event this event would be in conjunction with Code Enforcement. This event would also include a picnic with some music in the park. The committee also discussed starting a program that would assist seniors with light yard work such as cleaning up grass and debris in their yards. We will set up the process for the application for this service.

l. Code Regulation Board Report

Councilor Matthew Gonzales reported their focus is Village Right of Ways and cleaning them up. The weed problems will be addressed this year, he added that they are encouraging the Village to lead by example for the enforcement of the codes. Also, to assist property owners in identifying the problems and resolving the issue. Penalty assessment will be the last approach for this program.

- m. Frontier Project
No report

X. Financials- Each Item listed A.-B. will be Considered for Action of Approve/Disapprove:

- a. Check Report and Deposit Register from January 11, 2020 through February 10, 2020
Councilor Judy B. LeDoux moved to approve the check register and the deposit register with the financials. Councilor Matthew Gonzales seconded. Approved 4-0
- b. Robles, Rael, and Anaya bill for \$7,362.06
Councilor James Gallegos moved to approve payment of \$7,362.06 to Robles, Rael, and Anaya. Councilor Matthew Gonzales seconded. Approved 4-0

XI. Old Business- Each Item listed A.- H. will be considered for Action of Approve/Disapprove/Discuss:

- a. Water Restrictions
None at this time
- b. Update: Personnel Policy
The Policy has been submitted to our attorneys at Robles, Rael, and Anaya for review and comment. The draft policy will be ready the first week of March for review
- c. Update: Colfax County Property
Admin Shawn Jeffrey reported that the survey is in the process of being drafted by Lee Shields surveying.
- d. Discussion: Park Improvements
Admin Shawn Jeffrey reported we are working on some plans for the park and she has applied for a grant in the amount of \$50,000 to put cement in the park for the picnic tables. The funding will be decided for allocations in April.
- e. Property 17th & Jackson Vacated Road
Admin Shawn Jeffrey presented the survey of the vacated area. The survey will be paid half by the adjoining landowners. The sq. footage was estimated by Colfax County surveyor to be valued at \$2 a sq. foot. The church did send a letter stating they would not be interested in obtaining the property adjoining them.
Councilor Judy B. LeDoux moved to approve the vacated area to be offered at \$2 a square foot to the adjoining property owners. Councilor Matthew Gonzales seconded. Approved 4-0
- f. Update: Water Line Project

The contractor has been contacted and they have not responded as to when the project will be completed. Letters have been sent to the bonding company for the completion of the project. The recommendation at this time is no action and discussion only.

g. Tax & Rev Payback Contract

Admin Shawn Jeffrey presented the payback contract to the Governing body for consideration of the payment terms being offered by Tax & Rev for the project that was constructed in Colfax County that had Gross Receipts Tax paid in the wrong location code. Councilor James Gallegos asked where the funds would be paid from, Admin Shawn Jeffrey stated they will be coming from the monthly distribution of GRT the Village received. He asked will the budget be adjusted, I told him yes, we will have to adjust the budget. He asked how it will affect our budget, where will the adjustments coming from, Admin Shawn Jeffrey responded the General Operations. He asked if Department heads have been informed of this savings that will be required. Admin Shawn Jeffrey responded they have not and that it will be affecting the General Fund and we will have to monitor the GRT and expenditures as the budget year progresses.

Councilor James Gallegos moved to approve the Tax and Rev Payback Contract according to the terms presented and make adjustments as needed. Councilor Judy B. LeDoux seconded. Approved 4-0

h. Comnet Tower Upgrade and Replacement within Current Easement

Discussion only, no information has been received. Public Works Supervisor Damian Casias has a meeting set up with the manager of Comnet to go over the project details and he will bring the recommendation to the next meeting.

Mayor Pro Tem Laura Gonzales moved to table the Comnet Tower Upgrade Replacement until additional information has been obtained. Councilor James Gallegos seconded. Approved 4-0

XII. New Business- Each Item listed A.-H. will be considered for Action of Approve/Disapprove:

a. Resolution 2020-013 NMFA Planning Grant Agreement- Water Remediation Plan

Admin Shawn Jeffrey reported this Planning Agreement is for the water remediation plan we had had drafted. It is complete and this is the final process to have the program completed.

Councilor Judy LeDoux moved to approve Resolution 2020-013 with the correction from Special Meeting to Regular meeting. Councilor Matthew Gonzales seconded. Approved 4-0

b. NM Retiree Health Care Valuation

Mayor Pro Tem Laura Gonzales moved to table the valuation proposal until Deputy Clerk Renee LeDoux obtained additional information on an insurance plan for retirees. Councilor Matthew Gonzales seconded. Approved 4-0

c. KAB Bylaws for – Keep Cimarron Beautiful

Councilor Judy B. LeDoux offered corrections of the second page to reflect an annual meeting in January and not a monthly meeting.

Councilor James Gallegos moved to approve the KAB Bylaws with the amendment of the replacement of monthly meeting with annual meeting. Councilor Judy B. Ledoux seconded. Approved 4-0

d. Amendment #1 Stantec Consulting- Jefferson Street Project

Admin Shawn Jeffrey explained this amendment is for the construction process of the Jefferson Project.

Councilor Matthew Gonzales moved to approve Amendment #1 Stantec Consulting for Jefferson Street Paving Project. Councilor Judy B. LeDoux seconded. Approved 4-0

e. Resolution 2020-014 COOP Application with Match Waiver

Admin Shawn Jeffrey explained this COOP application would be for the improvements on 9th Street.

Councilor Judy B. Ledoux offered the correction of changing the word Town to Village on the Resolution.

Mayor Pro Tem Laura Gonzales moved to approve Resolution 2020-014 COOP Application with corrections. Councilor Matthew Gonzales seconded. Approved 4-0

f. Resolution 2020-015 MAP Application with Match Waiver

Admin Shawn Jeffrey explained this application is for the replacement of the crossings on Hwy 64 to 9th Street.

Councilor James Gallegos moved to approve Resolution 2020-015 MAP. Councilor Judy B. Ledoux seconded. Approved 4-0

g. Solid Waste Program Plan- Joe Lewandowski

Admin Shawn Jeffrey reported that Mr. Lewandowski did meet with her and Damian to go over the current Solid Waste program. He conducted an evaluation of the SW inventory in the Village and is in the process of drafting the plan for the Solid Waste Department. The plan will be completed by the next meeting.

h. Designation of Parking Area at the Cemetery

Mayor Pro Tem Laura Gonzales presented a map of the area at the Cemetery that they Cemetery Board has recommended to be designated as a parking area. The proposed parking area has been identified at the far Southwest corner of the Cemetery by the road that leads to the Water Plant. The area is requested to be an 80'X160" parking area that will be handicap assessable. The funding for the project will be the Cemetery funds. She also reported that there are some faucets that will have to be relocated and that plots will be sold around the parking area. Councilor James Gallegos asked if there is a life span at the Cemetery, Public Works Daman Casias reported there are many plots that can be sold in that area so the span would be approx. 20-30 years additional as the entire Northwest section is undeveloped. Councilor Matthew Gonzales added that the roads will need to be fixed so there is less mud while people are travelling through the Cemetery.

Councilor James Gallegos moved to approve the designation of the parking area at the Cemetery as presented. Councilor Matthew Gonzales seconded. Approved 4-0

XIII. Miscellaneous

None

XIV. Council Concerns

None

XV. Adjourn

Councilor James Gallegos moved to adjourn the meeting. Councilor Judy Ledoux seconded. Approved 4-0

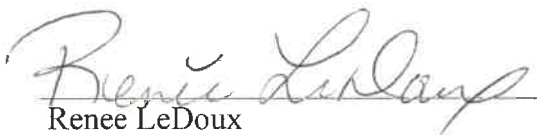
APPROVED THIS 24 DAY OF FEBRUARY, 2020


Leo Martinez, Mayor

Attest for manuscript:


Shawn Jeffrey, Clerk-Administrator

Attest for approval:


Renee LeDoux