

**VILLAGE OF CIMARRON
SPECIAL COUNCIL MEETING MINUTES
MONDAY, MARCH 16, 2020 at 6:00pm**

Mayor Started meeting at 5:55pm- televised on Facebook with 10 people in attendance

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 Gonzales

IV. Approval of Agenda

Councilor James Gallegos moved to amend the agenda item XIII-a. to be corrected as Amendment #4 and for the draft minutes to be corrected to state minutes rather than agenda. Councilor Judy LeDoux seconded. Approved 4-0

V. Minutes

a. Discuss/Approve: Special Meeting Minutes February 24, 2020
Councilor James Gallegos moved to approve the minutes of February 24, 2020. Councilor Matthew Gonzales seconded. Approved 4-0

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

No Comments

VII. Correspondence

No Correspondence

VIII. Presentation: FY19 Audit Fierro & Fierro

Rose Fierro, CPA of Fierro & Fierro was present to give the fiscal year 2019 audit presentation. She went over the findings and mentioned that the Village Staff is improving and the audit. She said the Capital Assets, Utility Deposit reconciliation, Compensated absences, and the Financial statements are the main findings to focus on for the next audit year. She also added these items should be worked on early in the year. Councilor James Gallegos asked if the Council could impose a Utility Deposit return as per year the service was activated. Ms. Fierro said yea once the current customers have been identified then the balance could be distributed in a systematic process. Admin Shawn Jeffrey responded that on this agenda is a Resolution for Meter Account reconciliation which would keep all the funds in the Meter Deposit account that have been identified to the Utility Account and the remaining would be transferred to the Water Account for operations however if there are previous customers that can provide proof of payment of the deposit then a return will be made to them from the Water Fund account.

IX. Approve/Disapprove Resolution 2020-016 FY19 Audit

Mayor Pro Tem Laura Gonzales moved to approve Resolution 2020-016 FY19 Audit. Councilor Matthew Gonzales seconded. Approved 4-0

X. Reports by Department Heads-

a. Mayor's Comments

Mayor Leo Martinez thanked everyone for attending the meeting and he also mentioned the Village will be going through another challenging year with the threat of the CoVid-19 virus. He also reported that the Village is available to help people in need during this time.

b. Village Administrator Report

Village Admin reported the Gross Receipts has increased over \$140,000 this year and she did confirm this amount is correct with Taxation and Revenue.

c. Public Works Report

Mayor thanked the Public Works for their hard work. Public Works Damian Casias reported they are in the process of replacing some of the hydrants in the Village that need to be replaced. He also added that they are almost complete with the work on Lafayette street.

d. Police Department Report

Chief Gates reported he submitted the COPS grant and he is working to get the electronic signs for speed control. He added that he has two units in the shop and the officers have been sharing units. Clerk Admin Shawn Jeffrey asked about the progress on the TRAX system. Chief Gates responded they are working to get the system in place and training on the program completed soon.

e. Ambulance Report

EMS Director reported since January 1 they have been on 52 ambulance runs which is an increase from last year. He also added the new building is coming along on schedule. For the CoVid-19 virus they have safety protocols in place for responding to calls.

f. Fire Department Report

No report

g. Municipal Judge Report

Chief Gates submitted his report

h. Senior Center Report

Senior Center is closed, and meals are being delivered

i. Chamber of Commerce Report

No report

j. Cemetery Board Report

Mayor Pro Tem Laura Gonzales reported the position of secretary has been filled. The March meeting has been cancelled. She also mentioned they will be doing a Cemetery walk through in April.

k. Beautification Board Report

Admin Shawn Jeffrey reported that the group has met and is planning clean up and beautification efforts for the Summer.

l. Code Regulation Board Report

Councilor Matthew Gonzales reported the Code regulation discussion are continuing

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

a. Check Report and Deposit Register from February 10, 2020 through March 16, 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 \$2,817.14

Councilor James Gallegos moved to approve payment of \$2,817.14 to Robles, Rael, and Anaya. Councilor Matthew Gonzales seconded. Approved 4-0

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

a. Update: Personnel Policy

Mayor Pro Tem Laura Gonzales reported that the attorneys are still working on the plan and a draft should be ready for review in April.

b. Property 17th & Jackson Vacated Road Re-Designate Value

Admin Shawn Jeffrey reported that last month she had done some research on property values and designating a square foot price is not a realistic value to place on the area that is usually sold in acres. A typical acre price is \$1000 an acre in Cimarron. There are three tracts that are being considered for sale in the vacating of this area. The recommended price is \$500 a tract plus dividing the cost of the survey to each of the potential buyers of the area.

Councilor James Gallegos moved to approve the sale of the vacated tracts at \$500 a tract and dividing the survey cost among the Village and the potential buyers. Councilor Judy B. Ledoux seconded. Approved 4-0

c. Comnet Tower Upgrade and Replacement within Current Easement

Public Works Damian Casias reported that he had met with the Comnet representatives and went through the project and he recommended to approve the upgrade as the project area is within the easement the currently have in place. He added that the project will be in 60-70 ft. into the area of their easement.

Mayor Pro Tem Laura Gonzales moved to approve the Comnet upgrade and replacement within the easement. Councilor James seconded. Approved 4-0

XIII. DWLF Project- Waterlines- Each Item A.-C. will be considered for Action of Approve/Disapprove

a. Amendment #4 Owner-Engineer Contract

Councilor James Gallegos moved to approve Amendment #4- Engineer Contract. Councilor Matthew Gonzales seconded. Approved 4-0

b. Application for Final Payment- DWLF Project

Councilor James Gallegos moved to approve final payment for the DWLF project. Councilor Matthew Gonzales seconded. Approved 4-0

c. Change Order #4- Final with Substantial Completion

Mayor Pro Tem Laura Gonzales approved to Change Order #4 final with substantial completion. Councilor Matthew Gonzales seconded. Approved 4-0

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

a. Electronic Disposal Event- May 2, 2020- Dispose all unused and failed electronic equipment
Admin Shawn Jeffrey reported she will be paying for this service with NM Clean & Beautiful grant funds and the event will be held in conjunction with the annual clean-up event schedule for May 2, 2020.

Councilor Matthew Gonzales moved to approve the electronic disposal event. Councilor Judy B. Ledoux seconded. Approved 4-0

b. Fierro & Fierro for Fiscal Year 2020 Audit

Councilor Matthew Gonzales moved to approve Fierro & Fierro for the fiscal year 2020 audit through the final year of the three-tier proposal. Councilor James Gallegos seconded. Approved 4-0

c. Resolution 2020-017 Hardship Auction Participation

Councilor James Gallegos moved to approve Resolution 2020-017 Hardship Auction Program. Councilor Matthew Gonzales seconded. Approved 4-0

d. Resolution 2020-015 MAP Correction of Program year

Councilor Matthew Gonzales moved to approve Resolution 2020-015 MAP correction of the program year. Councilor Judy B. Ledoux seconded. Approved 4-0

e. Resolution 2020-014 COOP Correction of Program year

Councilor Matthew Gonzales moved to approve Resolution 2020-014 COOP correction of program year. Mayor Pro Tem Laura Gonzales seconded. Approved 4-0

f. Resolution 2020-018 Meter Deposit Reconciliation

Admin Shawn Jeffrey explained this resolution is to reconcile the meter deposits to the utility accounts that have documentation of payment. The remaining balance will be transferred to the Water fund for operations and in reserve. If a past customer presented receipt of payment of a deposit that is not reconciled the amount will be paid from the Water Fund account.

Councilor James Gallegos moved to approve Resolution 2020-018 Meter Deposit Reconciliation. Mayor Pro Tem Laura Gonzales seconded. Approved 4-0

g. Resolution 2020-019 Support of Protecting All Human Life

Councilor Matthew Gonzales read the Protection of All Human Life Resolution.

Councilor James Gallegos moved to approve Resolution 2020-019 support of protecting of all human life. Mayor Pro Tem Laura Gonzales seconded. Approved 4-0

Councilor James Gallegos thanked Councilor Matthew Gonzales for drafting and presenting this resolution.

h. Resolution 2020-020 Budget Adjustment to include updating FY19 Audited Cash Balances with Adjusted Journal Entries

Admin Shawn Jeffrey presented reported she would like to get the balances in the Caselle system matched up exactly with the FY19 audit as per the audit report.

Councilor James Gallegos moved to approve Resolution 2020-020 Budget Adjustment.

Councilor Judy B. Ledoux seconded. Approved 4-0

i. Solid Waste Program Plan and Implementation

Admin Shawn Jeffrey presented the final report from OpConsultants for the Solid Waste Program for Cimarron. The report outlines the costs and equipment needed for the Village to own and operate this department independently of a sub-contracting firm. The program will require a CDL driver to be employed for the position of truck operations and we have had a gentleman call interested in the position. She added that the report had the recommendation to reach out to the neighboring communities to get a MOU in place for back up services for the Village or for them.

Mayor Pro Tem Laura Gonzales moved to approve and accept the Solid Waste Plan that was prepared by OpConsultants. Councilor James Gallegos seconded. Approved 4-0

j. Keep Cimarron Beautiful Volunteer Program

Admin Shawn Jeffrey presented the beautification volunteer program to the Governing Body. The form included the criteria to be eligible for this free service that will be done by volunteers. The program may include the use of the Village equipment such as mower and weed eaters. This service in being conducted to help in the beautification efforts and the code enforcement of the Village. The program was modeled after Golden Shield Yard Assistance of Las Cruces Code Enforcement.

Councilor James Gallegos moved to approve the Keep Cimarron Beautiful Volunteer Program.

Councilor Judy B. Ledoux seconded. Approved 4-0

k. FY21 Budget Requests

Admin Shawn Jeffrey explained this item is to start the process of budget requests and comments. Councilor James Gallegos asked to have the Summer Program added to the list. Councilor Matthew Gonzales mentioned that he would like to have a part-time code enforcement officer position to be added to the list as well.

XV. Miscellaneous

EMS Director Nate Lay gave a presentation and very valuable information with tips about the CoVid-19 virus. Mayor and Council thanked hi for his time to report to the public. Councilor Matthew Gonzales asked that as information is coming in that it would be great to do some postings for the public.

Councilor James Gallegos thanked Dominic Baima and Philmont Scout Ranch for providing a video system for the meeting.

Mayor Pro Tem Laura Gonzales reported that due to the CoVid-19 virus it was recommended to eliminate public gatherings of over 10 people.

Mayor Pro Tem Laura Gonzales mentioned that due to unforeseen circumstance that may occur that next month put an emergency declaration on the agenda which will be to cover emergency situations and any necessary orders. She also announced the Library is on a telework schedule and only one employee will be allowed in the library with no public allowed in the building. She also mentioned that in the event the Village staff must be at home for telework or for sickness that Mayor Martinez will authorize the leave. She also added that all utility late fees will be waved for the month of March due to the new process of paying bills and the Village sent out notice encouraging online payments. She also stated that cleaning supplies are imperative and if an order needs to be submitted that it done soon to ensure the delivery will be in the next week or two.

Councilor James Gallegos mentioned it is important to make sure the employees are paid and water flowing to the Village. He stated that Cross Training in each department especially payroll Emergency procedures are imperative during a crisis like this and that information needs to be put in a notebook for reference. He also said make sure if the staff is not feeling well that they stay home no matter if it's the flu or any other sickness. Mr. Gallegos added that in the procedures the names and numbers need to be added to the listings. Water plant operating procedures as well as office operations need to be included.

Mayor Pro Tem Laura Gonzales did report that the attorney did recommend continuing business running as usual and closure of the building could be done with distancing. She did go through Lorrie's questions on the utility bills and processes.

EMS Director Nate Lay stated that distancing is very important and especially for utility workers and emergency workers. Separate vehicles are best.

Councilor James Gallegos mentioned Local business are worried they could be shut down during this crisis. It is important to keep businesses supported so they may stay stable during this crisis. He mentioned the foodbanks are available. Plan to assist seniors in case of emergency situations. Nate Lay some stores will start opening at certain times for seniors.

Mayor Pro Tem Laura Gonzales also reported that in the letter we received from Charles Rennick that the Village budget had included all employees and if they are sick then administrative leave can be an option to pay them while they are out. Councilor James Gallegos stated that if an employee needs to take admin sick leave that it is to be approved by the Mayor. Reported Roger Smith asked what will happen in three weeks, will the Council still meet, or will actions be suspended? He is inquiring about the Village items that require action and how this will be conducted. Councilor James Gallegos stated that business will continue, and virtual meetings may have to be implemented to reduce exposure.

Councilor Matthew Gonzales reported that he would like to see the one call system be utilized for this and Mayor Pro Tem Gonzales responded that there will be an one call message going out this evening at 7:00pm. Matthew also stated it is very important to keep the communication open with the public.

Mayor Pro Tem read some of the questions that came in which is how to handle cut off, disconnects, cash payments, cemetery transactions. We will discuss these questions and answers tomorrow. She also stated she would send over the telework agreement so this could be used for

the Village employees. Cimarron Info Board Facebook has emergency and hotline numbers for information.

Judge Karen Gates stated the court will be locked and payments will be processed through mail slot. If an emergency comes up Judge Gates will take care of business.

XVI. Council Concerns

Mayor Pro Tem Laura Gonzales asked about the status of the camera system that she had requested information on. Admin Shawn Jeffrey explained that the electrician we use does not do this kind of work and another option may be to purchase WIFI compatible cameras. If this is not a viable option, then we may have to get an updated quote from Baca valley. Chief Gates stated that its less expensive if we purchase the hardware then the cameras can be purchased.


XVII. Adjourn

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

APPROVED THIS 8 DAY OF APRIL, 2020


Leo Martinez, Mayor

Attest:


Shawn Jeffrey, Clerk-Administrator