

**VILLAGE OF CIMARRON  
REGULAR COUNCIL MEETING MINUTES  
WEDNESDAY, MAY 12, 2021 at 6:00pm**

**The Governing Body met via GoToMeeting Application.**

Wednesday, May 12, 2020 6:00 PM (MDT)

<https://global.gotomeeting.com/join/870444509>

**The dial in meeting information is below:**

United States (Toll Free): 1 866 899 4679

United States: +1 (224) 501-3318

**Access Code:** 870-444-509

This code is the same code used for every meeting- it is the Village of Cimarron Code

**I. Pledge of Allegiance**

Mayor Leo Martinez led the Pledge of Allegiance.

**II. Pledge to the New Mexico State Flag**

Mayor Leo Martinez led the Pledge of 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 approve the agenda of May 12, 2021. Mayor Pro Tem Laura Gonzales seconded. Approved 4-0*

**V. Minutes**

a. Discuss/Approve: Regular Meeting Minutes April 14, 2021

Mayor Pro Tem Laura Gonzales mentioned there is one correction that needs to be made, Councilor Matthew Gonzales did not vote for the holiday tree and it was approved with a 3-1 vote.

*Councilor Matthew Gonzales moved to approve the meeting minutes of April 14, 2021 with corrections as stated by Mayor Pro Tem Laura Gonzales. Councilor James Gallegos seconded. Approved 4-0*

**VI. Approve/Disapprove/Discuss Jody Martinez Senior Parade May 21, 2021 after Graduation**  
Admin Shawn Jeffrey reported that Ms. Martinez has asked to have the parade on the same route as last year for the graduates.

The Governing Body discussed the parade and Ms. Martinez signed in to answer any questions the governing Body may have.

*Councilor James Gallegos moved to approve the senior parade May 22, 2021 after graduation on the same route as last year with Cimarron Police providing traffic control. Councilor Judy B. LeDoux seconded. Approved 4-0*

Ms. Martinez reported they do have approval from NMDOT for the parade.

**VII. Proclamation- Summer Safety Proclamation**

Councilor Matthew Gonzales reported this Proclamation is supported each year by the Cimarron Governing Body to promote 100 days of Safe Summer Practices. The timeframe is Memorial Day through Labor Day.

Mayor Leo Martinez stated the Proclamation is approved.

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

None

**IX. Correspondence and Appreciations**

Mayor Pro Tem Laura Gonzales stated she would like to compliment the Public Works department as they have been so busy trying to keep up with everything and they are doing a great job. She also reported she received her certificate for the NM Leadership Training Program.

Councilor James Gallegos also reported he has received training to be a volunteer ambulance driver.

Councilor Judy B. LeDoux also offered congratulations to Danny Martinez and Jerrid Turner for obtaining their CDL License.

**X. Reports by Department Heads-**

a. Mayor's Comments

Mayor Leo Martinez stated he would like to get another employee to help the guys with all the duties. Mayor Pro Tem Laura Gonzales added that it may be best to focus on the benefits of the position to attract potential employees. Councilor Matthew Gonzales also mentioned the position could be considered seasonal for the High School students. Admin Shawn Jeffrey reported she is checking into the HELPNM Program which funds seasonal positions and she also added that Monica Garcia has asked to come back and volunteer to work for the Village through the Summer.

Mayor Leo Martinez also reported that he has received an email and the State will be opening up the Water Certification testing again soon and that the testing will be increased to a 6-hour limit instead of 4 hours to complete the test.

b. Village Administrator Report

Mayor Pro Tem Laura Gonzales mentioned the culverts and the heavy workload the Public Works have had lately she suggested that we look at getting a contractor to install the culverts before the roads get totally washed out. Mayor Leo Martinez reported he would like to have the culverts installed and the road built up. Mayor Leo Martinez also mentioned a new culvert needs to be put by the old jail by Yolanda Maestas on 18<sup>th</sup> Street. Councilor Judy B. LeDoux stated the culverts in front of their property are good and do not need to be replaced. Councilor Matthew Gonzales also mentioned it may be a good idea to do an inventory of all the areas we have culverts and evaluate which need to be replaced and upgraded.

c. Public Works Report

Mayor Pro Tem Laura Gonzales mentioned the trash schedule needs to be increased to three times a week as the current schedule is twice a week. Admin Shawn Jeffrey reported they will increase the trash pickup to three times a week and take it to Wagon Mound every other day. Councilor James Gallegos also mentioned that marking the dumpsters for household use only may help with this issue. Councilor James Gallegos also asked if the audit had been extended due to COVID, Admin Shawn Jeffrey informed everyone that a letter of extension and a contract time extension has been sent to the Office of the NM State Auditor. Admin Shawn Jeffrey also stated the payback plan will be activated in August, if an extension is requested it will be an increase in the payment with the time frame the same. Councilor James Gallegos also asked about the Public Hearings for the animal ordinance and how they went. Admin Shawn Jeffrey reported that Councilor Matthew Gonzales has some changes he would like to have put into the Ordinance, and he will be sending a draft for the public to review. He also asked about the public restroom project. Admin Shawn Jeffrey reported they are on schedule and will be done soon. She also let everyone know there will be one portable bathroom put on 9<sup>th</sup> street. The work orders are being processed as quickly as possible.

d. Police Department Report

Chief Ryan Gates submitted his report direct to the Governing Body and presented in person.

e. Municipal Judge Report

No Report submitted

f. Cemetery Board Report

The Board met April 26 and they have had two more members join the board. They are moving forward on the policy changes and hope to have them completed soon. During the meeting they went over financials, Ordinance updates, Caselle, Cemetery Records, and the annexation. They are in the process of obtaining a quote just for the welding of the fence at the Cemetery. The next meeting is scheduled for May 24, 2021 at 12:00 at the Village Council Chambers. Mayor Pro Tem Laura Gonzales asked about procurement for services for the welding, Admin Shawn Jeffrey responded that it depends on the amounts for the project. Mayor Pro Tem Laura Gonzales also added they are looking for volunteers for the project.

g. Senior Center Report, Chamber of Commerce Report, Beautification Board Report, Fire Department Report, Ambulance Report

Senior Center Report: Councilor James Gallegos stated some of the senior citizens have some concerns on the weight of the new trash bin lids.

Fire Department Report: Fire Chief Anthony Martinez reported the Fire Department is going well and they have 6 new recruits on the roster. The hoses and pumps have been tested and now they are working on the hydrant testing.

Ambulance Report: Councilor James Gallegos reported there are 4-5 more people who signed up to be drivers for the ambulance service. There will be an EMT class starting in June. He expressed his concerns for the security of the building, and he asked that they be contacted to get additional information.

h. Code Regulation Board Report

Councilor Matthew Gonzales reported the changes he would like to have considered includes a fee schedule. Mayor Pro Tem Laura Gonzales asked if we could purchase a camera system for the Solid Waste so the gates could be left open and more convenient for the customers.

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

a. Check Report and Deposit Register from April 9, 2021 through May 7, 2021

*Councilor Judy B. LeDoux moved to approve the check report and the deposit register for April 9, 2021 to May 7, 2021. Councilor James Gallegos seconded. Approved 4-0*

b. NM Local Government Law Firm bill for \$ 3,225.58

*Councilor James Gallegos moved to approve the NM Law, LLC billing for \$3225.58. Mayor Pro Tem Laura Gonzales seconded. Approved 4-0*

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

a. Water Restrictions

Mayor Leo Martinez reported there are currently no water restrictions in place. He reported the dive to dredge at the Dam has been postponed due to weather conditions and will be done soon. The diversion status was discussed.

b. Discussion COVID-19 Updates

Mayor Leo Martinez reported the COVID cases are going down Colfax County is moving into a better position of opening.

c. On-Call Policy

*Mayor Pro Tem Laura Gonzales moved to approve the On-Call Policy for Public Works. Councilor James Gallegos seconded. Approved 4-0*

d. Public Building Lease Price- Clinic Building and Old Courthouse Building

*Councilor James Gallegos moved to approve the Public Building Lease Price at the rate of .50 a sq. foot. Councilor Judy B. LeDoux seconded. Approved 4-0*

**XIII. New Business- Each Item listed A.-N. will be considered for Action of Approve/Disapprove:**

a. Amendments Ordinance 288 Cemetery

Mayor Pro Tem Laura Gonzales reported the NM State Statute has the term limits listed as 2-year terms and she would like to recommend leaving the term limit the same and amend the rates for cremation plots from \$200 to \$75.

*Councilor James Gallegos moved to approve Ordinance 288 Cemetery Amendments. Councilor Judy B. LeDoux seconded. Approved 4-0*

Mayor Leo Martinez called for a five-minute recess to allow Councilor Matthew Gonzales enough time to get to the meeting. 7:06pm

b. Raton Dispatch Agreement

Councilor James Gallegos asked where the funding comes from to pay this, Admin Shawn Jeffrey stated the funds come from the Colfax County excise tax funding the Village receives. *Councilor James Gallegos moved to approve Raton Dispatch Agreement. Councilor Judy B. LeDoux seconded. Approved 4-0*

c. MOU Cimarron School- Baseball Field

Admin Shawn Jeffrey reported the new sign is being installed for the field. The sign was obtained through donations. She also added that she has asked the High School and the Little League to submit the schedules to make sure we do not have games that overlap. Councilor Matthew Gonzales added that Philmont should be contacted as they usually have a team, and they will be using the field as well.

*Councilor James Gallegos moved to approve the MOU between the Village of Cimarron and Cimarron Schools for the Cimarron Baseball Field. Councilor Matthew Gonzales seconded. Approved 4-0*

d. Resolution 2021-014 Pay Scale

*Councilor James Gallegos stated he would like to amend the language to the Resolution that the pay scale would be implemented contingent upon budget availability.*

*Councilor James Gallegos moved to approve Resolution 2021-014 Pay Scale with the amendment contingent upon budget availability. Councilor Judy B. LeDoux seconded. Approved 4-0*

e. 2022 Budget Requests

Councilor James Gallegos asked if the overtime and on call benefits will be included in the final budget. Admin Shawn Jeffrey responded that yes, all the schedules will be available in the final budget.

*Mayor Pro Tem Laura Gonzales moved to approve 2022 Budget Requests to include overtime and on-call benefits. Councilor Matthew Gonzales seconded. Approved 4-0*

f. Resolution 2021-015 Interim FY22 Budget

Councilor James Gallegos asked if the overtime and on call benefits will be included in the final budget. Admin Shawn Jeffrey responded that yes, all the schedules will be available in the final budget.

The two previous items were discussed simultaneously- The FY 22 Interim Budget was approved in the vote in the previous paragraph and the 2022 Budget Requests were discussed only.

g. Resolution 2021-016 2021 Election

*Councilor James Gallegos moved to approve Resolution 2021-016 2021 Election. Councilor Judy B. LeDoux seconded. Approved 4-0*



h. Preliminary Engineering Report- CDM Smith

Admin Shawn Jeffrey reported this firm is the same firm that the OSE has on contract for the DAR.

*Councilor James Gallegos moved to approve the Preliminary Engineering Contract with CDM Smith for the Dam Project. Mayor Pro Tem Laura Gonzales seconded. Approved 4-0*

i. Discussion: Elected Officials Compensation

Councilor Matthew Gonzales stated he would like to make an amendment on the Ordinance for the Mayor compensation from \$300 to \$350 and change Council compensation from \$100 to \$50 per month. Councilor James Gallegos also stated he would like to make an amendment to the draft Ordinance compensation for the Mayor compensation \$300 and change Council compensation to \$0 per month.

*Councilor Matthew Gonzales moved to amend the Elected Officials draft Ordinance to read \$350 for the Mayor and \$50 for the Council monthly compensation to be included in the Notice of Intent to publish. No second- Motion died*

*Councilor James Gallegos moved to amend the Elected Officials draft Ordinance to read \$300 for the Mayor and \$0 for the Council monthly compensation to be included in the Notice of Intent to publish. Councilor Judy B. LeDoux seconded. Councilor Matthew Gonzales voted Nay Mayor Pro Tem Laura Gonzales voted Nay. The result is a tie vote. 2-2*

*Mayor Leo Martinez voted yes to break the tie. Approved 3-2*

j. Change Order #2 Public Restrooms- add Sidewalk Pads.

*Mayor Pro Tem Laura Gonzales moved to approve Change Order #2 for the Public Restrooms. Councilor James Gallegos seconded. Approved 4-0*

k. ICIP 2023-2027 Priorities

*Councilor Matthew Gonzales mentioned he would like to have a fishing pond or a wading pond at the baseball field and the water would be from the Cimarron River and we could use our water rights. Councilor James Gallegos also mentioned the splash pad for the park and that he would like to have it included in the projects in the recreation project.*

*Discussion Only. Admin Shawn Jeffrey went through the list and the Governing Body discussed the list and Admin Shawn Jeffrey will add the items to the projects.*

l. Advertise Part-Time Court Clerk

*Mayor Pro Tem Laura Gonzales moved to approve the advertising of a part time court clerk for 20 hours a week at \$10.50 an hour. Councilor James Gallegos seconded. Councilor Judy B. LeDoux voted- Nay Approved 3-1*

m. Resolution 2021-017 NMFA for Law Enforcement Vehicle

*Councilor Judy B. LeDoux moved to approve Resolution 2021-017 NMFA application for a new Law Enforcement vehicle. Councilor Matthew Gonzales seconded. Approved 4-0*

n. Anti-Harassment Policy

*Mayor Pro Tem Laura Gonzales moved to approve the Anti-Harassment Policy. Councilor Matthew Gonzales seconded. Approved 4-0*

**XIV. ADJOURN TO EXECUTIVE SESSION TO DISCUSS LITIGATION AND LIMITED PERSONNEL MATTERS AS PER NEW MEXICO OPEN MEETINGS ACT 10-15-1 SECTION H SUBSECTIONS 2 & 7:**

**Limited Personnel Matters-**

- A. Raise Danny Martinez- CDL Certification
- B. Raise Public Works Employees- Added Duties
- C. Raise Alvis May- NM Certification
- D. Performance Evaluation- Reva Sandoval

*Councilor Matthew Gonzales motioned to adjourn to executive session. Mayor Pro Tem Laura Gonzales seconded. Approved 4-0 7:27pm*

*Roll Call Vote: Mayor Pro Tem Laura Gonzales-Aye, Councilor James Gallegos-Aye, Councilor Judy B. LeDoux- Aye, Councilor Matthew Gonzales-Aye, Approved 4-0 All Present*

**XV. Return from Executive Session**

*Councilor Matthew Gonzales moved to return to open session at 8:23pm. Mayor Pro Tem Laura Gonzales seconded. Approved 4-0*

Councilor Matthew Gonzales reported the only items discussed were those listed on the agenda and no decisions were made.

Roll Call: Mayor Leo Martinez, Mayor Pro Tem Laura Gonzales, Councilor James Gallegos, Councilor Judy B. LeDoux, Councilor Matthew Gonzales- All are present.

**XVI. Approve/Disapprove Raise Danny Martinez-CDL Certification**

*Councilor Matthew Gonzales moved to approve raise for Danny Martinez-CDL Certification to the amount of \$14.25 an hour effective the next pay period. Councilor Judy B. LeDoux seconded. Approved 4-0*

**XVII. Approve/Disapprove Raise Public Works Employees-Added Duties**

*Councilor Matthew Gonzales moved to approve a raise for Public Works Employee Jerrid Turner to \$14.25 an hour for Added duties. Mayor Pro Tem Laura Gonzales seconded. Approved 4-0*

**XVIII. Approve/Disapprove Raise Alvis May- NM Certification**

*Councilor Matthew Gonzales moved to approve a raise for Alvis May to \$18.00 an hour for his NM Certification. Mayor Pro Tem Laura Gonzales seconded. Approved 4-0*

**XIX. Approve/Disapprove/Discuss Performance Evaluation Reva Sandoval**

*Councilor Judy B. LeDoux moved to approve Reva Sandoval to go over the Utility Clerk job description with the Clerk Administrator Shawn Jeffrey and Mayor Leo Martinez and she be put*

*on a 6-month probation with a three-month evaluation. Councilor Matthew Gonzales seconded. Approved 4-0*

Mayor Pro Tem Laura Gonzales added the probation period would start May 13, 2021 and the job description is to be signed by all and dated.

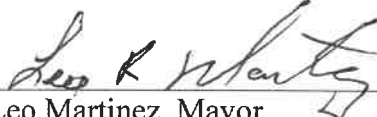
**XX. Items for Next Agenda**

Councilor Matthew Gonzales asked if he could get an update on staff trainings.

**XXI. Adjourn**

*Councilor Judy B. LeDoux moved to adjourn the meeting. Councilor Matthew Gonzales seconded. Approved 4-0 8:27 pm Approved 4-0*

**APPROVED THIS 9 DAY OF JUNE 2021**

  
Leo Martinez, Mayor

Attest:

  
Shawn Jeffrey, Clerk-Administrator