

**VILLAGE OF QUESTA
SPECIAL MEETING MINUTES
TUESDAY, SEPTEMBER 8, 2015
VILLAGE OF QUESTA COUNCIL CHAMBERS
6:00PM**

I. CALL TO ORDER BY MAYOR MARK L. GALLEGOS

Mayor Pro-Tem Julian Cisneros called the meeting to order at 6:03pm.

II. ROLL CALL

Mayor Pro-Tem Cisneros asked Village Clerk Renee Martinez to take roll.

Those present were:

Councilor Lawrence Ortega
Councilor Miguel Romero
Mayor Pro-Tem Julian Cisneros

Mayor Gallegos and Councilor Brent Jaramillo were not present.

Also present:

Administrator Loretta Trujillo
Village Clerk Renee Martinez
Finance Director Karen Shannon
Public Works Director Arwin Vasquez

III. PLEDGE OF ALLEGIANCE

Mayor Pro-Tem Cisneros led the Pledge of Allegiance.

IV. APPROVAL OF AGENDA

Ms. Loretta Trujillo requested that Item VII Action Items be moved down the agenda after Item IX Finance Department in case Mayor Gallegos and Councilor Jaramillo are able to make the meeting. Mayor Pro-Tem Cisneros suggested that Item C under Action Items be moved. It was decided that only item C would be moved down the agenda following Item XI.

Motion: Councilor Romero
Second: Councilor Ortega

In Favor: All
Opposed: None

To approve the agenda as amended. All voted yes. Motion carried.

V. APPROVAL OF MINUTES - August 18, 2015 -

Village of Questa Special Meeting
September 8, 2015

49 Motion: Councilor Ortega
 50 Second: Councilor Jaramillo

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 52 In Favor: All
 53 Opposed: None
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55 To approve the August 18, 2015 minutes as presented. All voted yes. Motion carried
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57 VI. **PUBLIC COMMENTS** - *(It is the policy of the Governing Body to accept public comment. Because your*
 58 *particular issue is not on the agenda the Governing Body cannot respond immediately, but may direct staff to*
 59 *address issues at a future Council Meeting. Public comments are limited to a maximum of three minutes.)*
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61 ***There were no Public Comments.***
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63 VII. **ACTION ITEMS** -
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65 A) Special Projects Consultant - Universal Professional Services
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67 Ms. Trujillo stated that this contract is for the administration of the CDBG grant project and the two legislative
 68 appropriations projects. Councilor Ortega stated that he would like Ms. Trujillo to assist with administering the
 69 grants.
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71 Motion: Councilor Ortega
 72 Second: Councilor Romero

73 Roll Call:
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 76 Councilor Lawrence Ortega YES
 77 Councilor Miguel Romero YES
 78 Mayor Pro-Tem Julian Cisneros YES
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80 To approve the contract with Universal Professional Services as presented. All voted yes. Motion carried.
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82 B) Acquisition of La Cienega School and Property
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84 Ms. Trujillo stated that the letter of intent from the Village went before the school board at their August meeting.
 85 The letter was accepted. The decision now comes back to the Village to make a final decision on whether or not
 86 we want to take over the property.
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88 Councilor Ortega inquired if the school has to respond to our letter of intent. Ms. Trujillo stated that the board
 89 did sign off on our letter of intent. She stated that we have until September 15th to make this decision otherwise
 90 the building will be set for demolition. The school will charge the Village \$1.00 to acquire the building and
 91 property. The cost will come in with the repairs that need to be made. It is an unknown at this point. Councilor
 92 Ortega stated that his concern is that we do not know what we are getting. The asbestos alone is a huge issue.
 93 He stated that the school did a study a few years ago that pointed out that there is asbestos issues in the building
 94 and if we take it on this will become our responsibility and our cost. Councilor Ortega state that at that time we
 95 can't change our minds and it becomes our issue. Councilor Ortega stated he is apprehensive about taking it on.
 96 He stated that although it would be a nice facility for the Village to acquire, he believes we are going to get stuck
 97 with a property that is going to cost us a lot of money to get it operable.

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Mayor Pro-Tem Cisneros agreed with Councilor Ortega but would not like to see this opportunity pass us by.

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Councilor Romero stated that a couple of months ago we talked about finding money or going to the QEDFB to request money to get it repaired. Ms. Trujillo stated that there are probably other grants out there. Ms. Trujillo stated that after it is approved, it will take at least a couple of months before the property is handed over to us.

Councilor Ortega stated that he is not in a position to make a decision on this issue right now.

A motion was made by Councilor Ortega to table this item until Mayor Gallegos and Councilor Jaramillo arrive and / or if they do not we can take it to the September 15th council meeting. The motion was seconded by Councilor Romero.

In Favor: All

Opposed: None

To table this item. All voted yes. Motion carried.

VIII. DISCUSSION ITEMS

A) Leda Ordinance

Ms. Trujillo stated that the State has made some changes to the way the LEDA Ordinance must read. It is required to identify all of the businesses that are being promoted in the area as well as other items. It was placed on the agenda for the Council to review. It will come up at the next council meeting where our Village Attorney will present it and request that we move forward with it. At this point it is just for review. Councilor Ortega stated he would like the opportunity to review it.

B) Motor Vehicle Division

Ms. Trujillo informed the Governing Body that Ms. Yvonne Cisneros has resigned her position as MVD Clerk. She stated that we have advertised for the position in last week's Taos News. Ms. Trujillo reminded the Council that this is not a necessary service required for the Village to provide. It is a quality of life service. Ms. Trujillo presented some figures from the budget regarding the administrative fees we are collecting from MVD transactions. She stated that the money is coming into the four line items but we are still having to supplement the department. She stated that Ms. Sara Trujillo will be opening Tuesday, Wednesday and Thursday mornings, only. Arrangements had previously been made to have our Receptionist Dina Coleman to be the back-up for the MVD. In order to get Ms. Coleman fully trained because of all of the software changes, it will take until probably December to get it going. A discussion was held and it was decided to move ahead with hiring someone full-time. Ms. Trujillo stated that we will be accepting applications until September 18th. In the mean-time the office will be open as stated above.

IX. FINANCE DEPARTMENT - Ms. Karen Shannon

A) Approval of Unpaid Vouchers

Ms. Shannon stated that she emailed the Council an additional 5 vouchers for approval.

Councilor Ortega inquired about where the gravel purchased was used. Ms. Trujillo stated that some was used on Flag Road and we have 7-8 roads that we still need to use it on before the weather changes. Councilor Ortega asked if procurement was followed. Ms. Trujillo stated that procurement was followed. Councilor Ortega expressed his concerns with the attorney fees. Also, regarding the pending litigation. He stated that we are already \$ 1,300.00 into it and we have not been informed about it. Ms. Trujillo stated that she will have our attorney give an update on the pending litigation issues. Councilor Ortega stated that it is out of courtesy that the Governing Body be aware of all pending litigation issues. Councilor Romero inquired about the duplicate title for the police vehicle. Ms. Trujillo stated that it is for the wrecked police vehicle; the insurance company is requesting it. We have since located the original title so we will not be needing the duplicate.

Motion: Councilor Ortega
Second: Councilor Romero

In Favor: All
Opposed: None

To approve the Unpaid Vouchers. All voted yes. Motion carried.

X. **MATTERS FROM ADMINISTRATOR**

Ms. Trujillo informed the Council regarding the following:

- In order for Taos Mountain Energy Foods to move into the Business Park Building, we need to provide them with natural gas for the reason that their equipment runs on natural gas. NM Gas Company gave us an estimate of \$25,500.00 to get the line run. A \$400.00 allowance for empty lots along the way will be allotted. We will have to go out and check how many potential empty lots are available. The QEDFB has agreed to help the Village with this expense; Ms. Trujillo stated that she does not know how much they will assist with.
- An RFP went out for the Asset Management Plan. Deadline to submit proposals is September 11, 2015 at 3:00pm.
- Three invitations to bid were also advertised. One is for janitorial services, one is for the fencing and installing gates at the Municipal Park and one for the livestock corral repairs in exchange for grazing. These also close on September 11, 2015.
- The RFP for on-call engineering services has been submitted to PTAB for review. They provide technical oversight for RFP's to make sure the RFP is correct. Councilor Ortega stated that he does not believe that the on-call engineer can be used for the CDBG project. Ms. Trujillo stated she will look into that.
- The QEDFB has hired Mr. Joe Moore of Wilson & Company to do the engineering work at the business park. The Council all agreed with the decision.

XI. **MATTERS FROM MAYOR AND COUNCIL**

Councilor Romero inquired about how the new Chief is doing. Ms. Trujillo stated that he is doing very well and has a lot of positive energy. Ms. Trujillo stated that she has heard a lot of positive things. She stated he has already had the blue explorer retro fitted and is using it as his vehicle. Ms. Trujillo also stated that he had the idea of hiring two part time officers instead of one full time officer. This will save on over-time and benefits will not apply. She stated that she is very happy with him at this point. Ms. Trujillo stated we will have a ceremonial swear-in at the September 15th meeting.

Councilor Ortega inquired about the bids for the Old Red river Road project. Ms. Trujillo stated that there is a schedule adjustment for the advertisement to bid. We had planned on advertising next Thursday, 09/10 but will need to extend one week to Thursday, 09/17. The bid opening will extend to 09/28. Councilor Ortega inquired if the plans and specs have been provided. Ms. Trujillo stated yes.

ACTION ITEMS - (Discussion, Consideration and Action)

C) Resolution No. 2015-30 – Authorization and Approval of submission of application to the NM Finance Authority for Cabresto Road Project

Motion: Councilor Ortega
Second: Councilor Romero

Roll Call:

Councilor Lawrence Ortega	YES
Councilor Julian Cisneros	YES
Councilor Miguel Romero	YES

To approve Resolution 2015-30. All voted yes. Motion carried.

XII. ADJOURNMENT

Motion: Councilor Ortega
Second: Councilor Romero

In Favor: All
Opposed: None

There being no further business to discuss, the meeting was adjourned at 6:53pm.

ATTEST:

APPROVED:


Renee Martinez, Village Clerk


Mark Gallegos, Mayor