

**VILLAGE OF QUESTA
SPECIAL COUNCIL MEETING MINUTES
TUESDAY, OCTOBER 27, 2015
VILLAGE OF QUESTA COUNCIL CHAMBERS
6:00PM**

I. CALL TO ORDER BY MAYOR MARK L. GALLEGOS

Mayor Gallegos called the meeting to order at 6:06pm.

II. ROLL CALL

Mayor Gallegos asked Village Clerk Renee Martinez to take roll.

Those present were:

Councilor Brent Jaramillo

Councilor Miguel Romero

Councilor Lawrence Ortega was not present

Councilor Julian Cisneros arrived at 6:43pm.

Also present:

Administrator Loretta Trujillo

Village Clerk Renee Martinez

Finance Director Karen Shannon

Administrative Assistant Dina Coleman

III. PLEDGE OF ALLEGIANCE

Councilor Romero led the Pledge of Allegiance

IV. APPROVAL OF AGENDA

Motion: Councilor Jaramillo

Second: Councilor Romero

In Favor: All

Opposed: None

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

V. APPROVAL OF MINUTES -

- October 6, 2015

Motion: Councilor Jaramillo

Second: Councilor Romero

In Favor: All
 Opposed: None

To approve the October 6, 2015 minutes as presented. All voted yes. Motion carried

VI. **PUBLIC COMMENTS** - *(It is the policy of the Governing Body to accept public comment. Because your particular issue is not on the agenda the Governing Body cannot respond immediately, but may direct staff to address issues at a future Council Meeting. Public comments are limited to a maximum of three minutes.)*

- Fire Chief Max Ortega informed the Governing Body that an active shooter presentation will be held on November 6th at the Alta Vista School for employees and extended an invitation out to the Governing Body. Chief Ortega strongly recommended attendance. He also has invited school employees as well as employees from the Questa Health Center.

Mayor Gallegos asked Chief Ortega about burn permits and when they are issued. He stated that they are issued every day, year round depending on the weather.

- Judge Rael commended the people who are doing the improvements in town. A discussion was held regarding police patrolling of this area as well as the Eagle Rock Lake.

VII. **PRESENTATIONS** –

A) Swear-In of Village of Questa Police Officers – Officer Jacob Montez and Officer LeEvan Sanchez

Ms. Trujillo stated that Officers Montez and Sanchez have been working for the Village for a while now but we would like to make it official. Judge Michael Rael stated that it is nice to have police officers once again. Judge Rael proceeded to swearing-in the officers. Mayor Gallegos and the Council welcomed the officers to the Village of Questa Police Department.

B) Alumbra de Questa – Ms. Gayle Martinez

Ms. Gail Martinez updated the Governing Body on the Alumbra de Questa. She informed the Governing Body of all the festivities that are planned. The outdoor Questa Christmas Market will be held on December 18 & 19th Noon to 8:00pm. Crafts, refreshments, music and storytelling will be provided. A farolito walk to the St. Anthony's Church will also be part of the festivities.

She stated that the funding they have secured is \$10,000.00 from the Questa Economic Development Fund Board and \$2,000.00 from the Taos County Lodger's Tax. Much of the work that was started in September were the sponsor packets and applications for vendors. Ms. Martinez presented a list of sponsors which they are still pursuing. They are also looking for Christmas tree sponsors as well as having a Christmas window decorating contest. A Christmas tree lighting event will be held. Ms. Martinez also requested traffic and pedestrian control from the Questa Police Department for the event.

Councilor Jaramillo suggested the Enchanted Circle and Taos.org websites to promote the event.

Councilor Cisneros arrived at this time. (6:43pm)

VIII. **ACTION ITEMS** - (Discussion, Consideration and Action)

A) Resolution #2015-36 – Project Extension Request from the NM Department of Transportation
 Re: Project No. SP-5-15(196) – Rehabilitation/Improvements to Old Red River Road

Ms. Trujillo stated that this resolution is needed to request the extension for this project.

Motion: Councilor Romero
Second: Councilor Jaramillo

Roll Call:
Councilor Julian Cisneros YES
Councilor Brent Jaramillo YES
Councilor Miguel Romero YES

To approve Resolution 2015-36 – Project Extension Request from the NM Department of Transportation as presented. All voted yes. Motion carried.

IX. **FINANCE DEPARTMENT** - Ms. Karen Shannon

Ms. Shannon thanked the Council for being present.

A) Approval of Unpaid Vouchers

Motion: Councilor Cisneros
Second: Councilor Jaramillo

In Favor: All
Opposed: None

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

B) Review of July, August and September Monthly Report

Ms. Trujillo stated that we need to approve item C) before item B).

C) Approval of 1st Quarter DFA BAR Resolution # 2015-37

Motion: Councilor Jaramillo
Second: Councilor Cisneros

Roll Call:
Councilor Julian Cisneros YES
Councilor Brent Jaramillo YES
Councilor Miguel Romero YES

To approve 1st Quarter DFA BAR Resolution # 2015-37. All voted yes. Motion carried.

B) Review of July, August and September Monthly Report

Ms. Shannon stated that the property tax has been coming in low so a transfer into the Library account had to be made. She stated that the hope is that with the property taxes being send out we will see a bigger revenue in January. Ms. Trujillo stated that the MVD transaction fees have decreased since we are only open on a part time basis.

Motion: Councilor Cisneros
Second: Councilor Jaramillo

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In Favor: All
Opposed: None

To approve the July, August and September monthly reports. All voted yes. Motion carried

D) Approval of 1st Quarter DFA Report

Ms. Shannon stated that this report reflects the information from the quarterly financial report. One of the requirements of this report is a BAR report which is attached to the Resolution that was approved earlier.

Motion: Councilor Cisneros
Second: Councilor Romero

In Favor: All
Opposed: None

To approve the 1st Quarter DFA Report. All voted yes. Motion carried.

X. MATTERS FROM ADMINISTRATOR

Ms. Trujillo reported on the following:

- The Legal and Debt recovery / Imaging Supply issue has been dismissed by the Court of Appeals. A letter was received from our attorney Marcus Rael stating that this issue is now closed.
- Margaret Ortiz of NM Gas Company has indicated that by Friday October 30th they will have the final cost of the gas line to the Business Park. Councilor Jaramillo asked if they were anticipating the cost to be more than the \$25,000.00. Ms. Trujillo stated that they were holding off to see if there were any residences or businesses who would commit to a hook up so that we would get credit for. Although there has been some interested parties, no one has fully committed. She stated that we need to move forward at this point. Ms. Shannon stated that the El Buen Pastor Church is interested in hooking up to the natural gas line. Mayor Gallegos stated that he and Councilor Jaramillo met with the USDA and there are grants available to cover this cost in which our grant writer Amalio Madueno will be completing. We may have to pay for it up front until the grant is approved.
- The letter of award was sent to WHPacific awarding them the RFP for the planning services for the asset management. They are currently preparing the necessary documents to move forward.
- Ms. Trujillo, Ms. Shannon and Ms. Herrera attended Caselle software training in Utah. They learned a lot and realized that it is going to be a lot of work to bring Caselle in fully but they are committed to fully utilizing the software.
- On Monday, October 19 the application for water rights for Mr. Romero was submitted to the Office of the State Engineer. The office has ten days to review it, prepare an advertisement notice that will have to be published for three consecutive weeks. If there is no opposition we can go ahead and move forward. Councilor Jaramillo inquired if we got the Llano Ditch Association to sign off on it. Ms. Trujillo stated that they did sign off on it.
- Ms. Trujillo thanked the Mayor and employees who participated in the homecoming parade. This was done on their own time. Dina Coleman, Nadine Herrera, Renee Martinez, Karen Shannon, Russel Gallegos and Sharon Nicholson participated.
- Frontier Community Project is moving along. Ms. Trujillo thanked Mayor Gallegos and Domingo Gallegos for their time and equipment. She also thanked Ms. Martinez for helping on Sunday.
- Heads-Up Landscaping is in Questa working on the Veteran's Memorial and should be completed by the end of this week.

- Ms. Trujillo will be meeting with Mr. Edward Vigil regarding the zoning for the Village and if an MOU is possible. Our current Ordinance is outdated and needs work.

Councilor Romero inquired about the MVD Clerk position. Ms. Trujillo stated that the job closed this past Friday. The applications were reviewed and we will begin interviewing on Thursday, October 29th. Once we fill this position it will still be a while until this individual can begin opening the office. An extensive background check must be completed prior to any training. There are a few online trainings that need to be completed prior to being authorized to begin work. It is a two to three month training process. Mayor Gallegos stated that with the responsibility and liability that this individual takes on the pay should be more than what it currently is. He stated that if we offered \$12.00 an hour maybe we can attract individuals with more experience. Councilor Romero asked why we aren't giving people from around here the opportunity instead of bringing people from the outside. Mayor Gallegos stated that we aren't necessarily looking at bringing people from the outside but for people with general computer experience and experience in handling money. These people are making \$12.00 an hour somewhere else and they won't come to work at the Village for \$10.00. Mayor Gallegos stated that we may need to consider down the road to increase the pay.

XI. MATTERS FROM MAYOR AND COUNCIL

Mayor Gallegos stated that interviews for the Economic Development Director were completed. There were 8 phone interviews. These were narrowed down to 4 candidates. We will be conducting one on one interviews in November in which an evening reception is planned for each day for the council to meet the final candidates.

Mayor Gallegos also stated that the Village of Questa has the opportunity to support the Vista program and Ms. Erin Freiboth. She has been working along with Ms. Alberta Bouyer at the Visitor's Center. Mayor Gallegos requested that the Village support the Questa Economic Development Fund Board in assisting with getting Ms. Freiboth additional pay. She works extremely long hours and does a lot of outreach. There has not been a dollar amount set.

Ms. Trujillo stated that there are some changes made to the FSLA beginning January 2016 regarding salaried employees. Ms. Trujillo will have an update for the Council in the near future.

XII. ADJOURNMENT

Motion: Councilor Romero

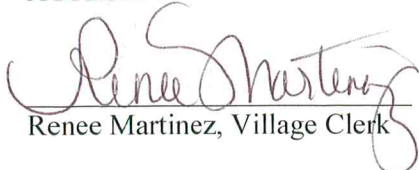
Second: Councilor Cisneros

In Favor: All

Opposed: None

There being no further business to discuss, the meeting was adjourned at 7:24pm.

ATTEST:


Renee Martinez, Village Clerk

APPROVED:


Mark Gallegos, Mayor