VILLAGE OF QUESTA
REGULAR MEETING MINUTES
TUESDAY, MAY 08, 2018
VILLAGE OF QUESTA COUNCIL CHAMBERS
6:00PM

I. CALL TO ORDER BY MAYOR MARK L. GALLEGOS

Mayor Gallegos called the meeting to order at 6:04pm.

II. ROLL CALL

Mayor Gallegos asked Village Clerk Renee Martinez to take roll.

Present:

Councilwoman Louise T. Gallegos
Councilman Charlie I. Gonzales
Councilman John Anthony Ortega
Councilman Brent P. Jaramillo

Also Present:

Administrator Nicholas Maestas
Village Clerk Renee Martinez
Finance Director Karen Shannon
Library Assistant, Carolyn Garcia
Water/Sewer Operator Anthony Martinez
Utilities Worker Donald Casaus

III. PLEDGE OF ALLEGIANCE

Mr. Anthony Martinez led the Pledge of Allegiance.

IV. APPROVAL OF AGENDA

Motion: Councilwoman Gallegos
Second: Councilman Gonzales

In Favor: All
Opposed: None

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

V. APPROVAL OF MINUTES

- Regular Meeting, April 24, 2018

Motion: Councilman Gonzales
Second: Councilman Jaramillo
In Favor: All
Opposed: None

To approve the April 24, 2018 meeting 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.)

There were no public comments.

VII. PRESENTATIONS -
A) New Employee Introductions – Mr. Nicholas Maestas introduced the following new employees:

- Ms. Carolyn Garcia who will be the library assistant at the Questa Public Library.
- Mr. Donald Casaus who will be working in the Public Works department with emphasis at the Waste Water treatment plant.
- Mr. Anthony Martinez has returned back to work at the Village as the Waste Water Treatment Plant and Water Operator.

The Governing Body welcomed all the new employees to the Village of Questa family.

VIII. FINANCIALS – Ms. Karen Shannon, Finance Director
A) Review & Discussion of Fiscal Year 2019 Interim Budget

The following items were discussed:

1. Revenues:

- Property Tax – Leave as is.
- Court Fines – Councilman Jaramillo asked why it is only budgeted at $4,200.00. Ms. Shannon stated that on page 18, she and Judge Rael this calculated 10 citations a month. We have had good revenue this last year because we have 2 officers issuing citation; these 2 officers will be gone to the police academy soon for 16 weeks. If they do not get in the academy, they will no longer be employed.
- MVD – Ms. Shannon stated that she and the Administrator decided to take the third quarter actual revenue for three months and average the amount.
- Small Cities Assistance – Councilman Gonzales asked why the amount has gone down so much. Ms. Shannon stated that she does not know; for this year we budgeted $95,000.00.
- Franchise Fee Tax – Councilman Jaramillo asked if we are getting them all in.
- GRT’s – All GRT’s are down. Councilman Gonzales asked again if there is any way to get more information on the businesses that are paying.

2. Expenses:

- Governing Body Meeting Expense – Used for reception type expenses during the Council Meetings. Councilman Ortega stated that we shouldn’t budget for this. It was decided to remove this expense.
- IPADS – Councilman Gonzales stated that he could do without his and possibly put this money into uniforms for our employees. Councilman Jaramillo suggested we pay these costs out of the rapid action fund. Ms. Shannon stated she will move this expense to the rapid action.

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• Travel & Per Diem – Cut all travel in administration, temporarily.

• Dues & Subscriptions – Councilman Ortega asked if the due to the Municipal League would be Rapid Action eligible. Councilman Jaramillo stated that it could be, as well as the NLC dues could be eligible.

• Custodian – 8 hours/week - $6,500.00 Annually – Remove

• CDBG balance transferred to General Fund after settlement.

• Pull $4,700.00 from reserve

• Remove expense for postage, training airport expenses.

• Street Lights – discussion was held regarding the ones that aren’t working.

• Reduce fuel expense in public safety transportation to $10,000.00.

• 40/60 MVD Tax – Put $6,400.00 for the 40% and $1,300.00 for the 60%.

• CD for $5,000.00 (payroll Direct Deposits) - matures July 5th.

• Overtime - 1hr per week for overtime for employee was budgeted. Councilman Ortega asked if we have to budget for this right now. It was suggested this would be a last resort.

*At this time Mayor Gallegos entertained a motion to take a quick break.

Motion: Councilman Jaramillo
Second: Councilwoman Gallegos

In Favor: All
Opposed: None

To approve a 10 minute break. All voted yes. Motion carried.

A motion was made at 8:00pm to reconvene the meeting by Councilman Ortega. Seconded by Councilwoman Gallegos.

In Favor: All
Opposed: None

To reconvene. All voted yes. Motion carried.

Budget discussion continued:

• Councilman Jaramillo asked if the $50,000.00 CD can we recorded differently. Since it matures July 5th we can show it as an investment coming back in. Or cash it in on July 5th: or keep it included as an investment. It was decided to reach out to DFA and inquire how best to show this amount.

• Councilman requested a uniform allowance for public works. Ms. Shannon stated that there is $750.00 budgeted for uniforms.

• EMS – Ms. Shannon stated that the EMS Coordinator would like to put 2 or 3 people to full-time. We have not budgeted for benefits.

• Public Works – Mayor suggested hiring a temporary seasonal employee for 4-6 months.

• Credit/Debit card transactions fees for payments – Discussion was held.

• Trash pick-ups on Friday's for the handicapped/elderly - Discussion was held.

IX. MATTERS FROM ATTORNEY – Mr. Lance Hough

Motion to Table: Councilman Gonzales
Second: Councilman Ortega

In Favor: All

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Opposed: None

For the reason that Mr. Hough was not present, this item was tabled.

X. MATTERS FROM ADMINISTRATOR / MAYOR AND COUNCIL

• Councilman Ortega inquired about the RFP in the Taos News. Mr. Maestas stated that it is for a Village Attorney for General Matters as well as an RFP for IT Services.

• Councilman Gonzales informed the Governing Body that the Questa Land & Water Trust Board met and the Vice Chair is Mr. Juan Cisneros, the Secretary is Ms. Louise Gallegos and he will serve as Chair. He stated that they reviewed all the rules and regulations put on them by Chevron. The reviewed the request form and the by-laws. There was a lot of discussion. Mr. Christian Isely is the observer for Chevron and stated that he would be able to vote in the event of a tie. Village Attorney Lance Hough stated that Mr. Isely would only be able to vote on the one Article not on any of the others. Also the QLW shall require an annual audit. Mr. Isely stated that Chevron has property for sale and it was suggested that they give the property to the Village. Chevron still has not given the QLW the promised $60,000.00. Councilman Ortega stated that the Council never actually approved the board. Councilman Gonzales suggested that the Governing Body request a meeting with Mr. Tom Campbell to request the land and water rights. Mayor Gallegos agreed that if Chevron gets to make the final decision on the applications we need to set up a meeting with them. Councilman Gonzales stated they have another meeting before the 24th.

• Councilwoman Gallegos stated that she was very excited for the Healing Field event coming up and thanked Mayor Gallegos for allowing the staff to do their part. It is a Village event and the employees should be a part of it. It is a lot of work and many people look forward to the event. Councilman Gonzales thanked Councilwoman Gallegos for her article in the paper.

• Mayor Gallegos stated that some utility bills that are uncollectible for various reasons and are still on our books and asked the Council direct the staff to write off some of these accounts and/or make payment arrangements. Also, there is a piece of property next to the Police Department that a local business would like to purchase. Unfortunately our ordinance states that it is has to be 1 full acre. We have the opportunity of doing a special exemption if the building does not exceed more than 30% of the property. The proposed building is 12x24. Mayor stated he will get the perspective owners to come in and present their plans to the Council.

• Administrator Nicholas Maestas – presented a project timeline for the business park and will complete timelines for other projects. A discussion was held regarding the business park project and how the funding will be spent.

• Cabresto Road Project – Some water lines need to be replaced. We are expecting a waiver of our match and an extension of the funding from the NMDOT.

XI. ADJOURNMENT

Motion: Councilman Ortega
Second: Councilman Jaramillo
In Favor: All
Opposed: None

There being no further business to discuss, the meeting was adjourned at 8:57pm.

ATTEST:  
Renee Martinez, CMC

APPROVED:  
Mark Gallegos, Mayor

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