

1 **VILLAGE OF QUESTA**  
 2 **SPECIAL MEETING MINUTES**  
 3 **THURSDAY, MAY 18, 2017**  
 4 **VILLAGE OF QUESTA COUNCIL CHAMBERS**  
 5 **6:00PM**

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 7 I. **CALL TO ORDER BY MAYOR MARK L. GALLEGOS**  
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9 Mayor Pro-Tem Brent Jaramillo called the meeting to order at 6:03pm.  
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11 II. **ROLL CALL**  
 12

13 Mayor Pro-Tem Brent Jaramillo asked Village Clerk Renee Martinez to take roll.  
 14

15 Present:

- 16 Councilor Lawrence Ortega
- 17 Mayor Pro-Tem Brent Jaramillo
- 18 Councilor John Anthony Ortega

19  
 20 Not Present:

- 21 Councilor Julian Cisneros
- 22 Mayor Mark Gallegos

23  
 24 Also Present:

- 25 Village Clerk Renee Martinez
- 26 Finance Director Karen Shannon

27  
 28 III. **PLEDGE OF ALLEGIANCE**

29 Councilor Lawrence Ortega led the Pledge of Allegiance.  
 30

31 IV. **APPROVAL OF AGENDA**  
 32

33 Councilor Lawrence Ortega requested an Executive Session - Limited Personnel Matters, regarding Village  
 34 Administrator and Tourism Coordinator positions.  
 35

36 Councilor John Ortega requested removing item V. - Approval of Tourism Coordinator Hire until the next Regular  
 37 Meeting.  
 38

- 39 Motion: Councilor Lawrence Ortega
- 40 Second: Councilor John Ortega

- 41
- 42 In Favor: All
- 43 Opposed: None

44  
 45 To approve the agenda as amended. All voted yes. Motion carried  
 46

47 V. **ACTION ITEM**  
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- 49 A. Approval of Tourism Coordinator Hire  
 50 Removed from Agenda.

51 VI. **FINANCIALS** – Ms. Karen Shannon, Finance Director

52 A. Discussion of Final March Cash Recap

53 Ms. Shannon presented the final March recap as of March 31, 2017. She stated that it correlates with the 3<sup>rd</sup> quarter  
54 DFA report. Ms. Shannon stated that all funds are all in balance and it looks like we are financially healthy through  
55 the end of the quarter.  
56

57 Councilor Lawrence Ortega - Page 2- Does the ending cash reflected show all accounts up to date and is there  
58 anything significant that will bring these amounts down through the end of the year. Ms. Shannon stated yes, there  
59 are some water emergency invoices that were paid in April and May.  
60

61 B. Discussion & Approval of 3<sup>rd</sup> Quarter DFA Report

62 Ms. Shannon stated all totals were double-checked and stood for questions.  
63

64 Councilor Lawrence Ortega – Has DFA been pleased with the submitted quarterly reports. Ms. Shannon stated  
65 yes, they have. There was a question from them as to when BARS were going to get done.  
66

67 Councilor John Ortega inquired about the balance in EMS; will it roll over. Ms. Shannon stated that if this amount  
68 is there at the end of the last quarter, it will be a carry over as beginning cash for the next year.  
69

70 Motion: Councilor John Ortega  
71 Second: Councilor Lawrence Ortega  
72

73 In Favor: All  
74 Opposed: None  
75

76 To approve the 3<sup>rd</sup> Quarter DFA Report as presented. All voted yes. Motion carried.  
77

78 C. Discussion & Approval of Unpaid Vouchers

79 Motion: Councilor Lawrence Ortega  
80 Second: Councilor John Ortega  
81

82 In Favor: All  
83 Opposed: None  
84

85 To approve the vouchers as presented. All voted yes. Motion carried.  
86

87 D. Review & Discussion of FY2018 Interim Budget

88 Ms. Shannon reviewed the Payroll portion of the budget:  
89

90 Ms. Shannon stated that she has budgeted a part time custodian position to the following departments: Youth  
91 Center, Library, Court, MVD and Administration. It would be 8 hours / week for 52 weeks at \$15.00 per hour.  
92

- 93 • Legislative – No changes to salaries of elected officials. The state unemployment tax and workers comp  
94 tax went down for everyone.
- 95 • Judicial – Removed the budgeted amount for bailiff and alternate judge.
- 96 • Administrative – The Clerk and Finance Director are budgeted for their regular salaries, not at the  
97 temporary raises amount. Changes were made to the Administrative Assistant pay has changed from 11.25

per hour to \$15.00 per hour because she is now certified as the Chief Procurement Officer. The responsibility is huge. Ms. Shannon state that of course the final decision is up to the Council. A discussion was held regarding the position as well as the purchasing procedures. Councilor Ortega inquired about the tanks that were brought for the water emergency and if that contract had to come to Council for approval. He stated we need to keep a handle on the contracts we sign and expenditures we have. An Accounts Payable Clerk has been added for 2 days a week. Ms. Erica Apodaca from MVD is coming in to cross train with Ms. Shannon. Councilor Lawrence Ortega stated that he is fine with this as long as the proper paperwork is done and Ms. Sara Trujillo is able to handle both jobs.

- Police Department – Suggested to budget for 2 a part time officers to alleviate the overtime costs that are being incurred. A discussion was held regarding the overtime and scheduling.
- MVD – No changes – budget for custodian and some overtime.
- Library – Ms. Nicolson requested more hours. We budgeted again for 20 hours a week / 5 days for training and 2 library assistants as well as the custodian.
- Utilities Department – 1 foreman, 2 utilities workers. A discussion regarding giving a raise for passing their tests for certifications. Also budgeted for weekend duty and overtime. A discussion was held regarding implementing a salary schedule. Councilor Lawrence Ortega suggested budgeting for some contractor work if needed. Utility Clerk is being budgeted to be payed out of Solid Waste. Waste Water Operator to be budgeted the same as last year.
- EMS Department – Budgeted for 1 Coordinator at 32 hours a week and an extra 52 hours to cover for other employees and for training and 1 full time position.

A discussion regarding the Property Tax budget amount. It was decided to budget \$150,000.00.

A discussion regarding the budgeting for the GRT's and if contractor's are reporting them correctly. Councilor Lawrence Ortega asked Ms. Martinez to inquire about this with Attorney Marcus Rael. I was suggested by Councilor John Ortega to have the contractors who are doing work for us present us with a report at the end of the project to show the reporting.

Small cities amount budgeted at the minimum. Liquor Licenses remain the same. MVD Fees budgeted at the average.

Municipal Court fines are down. A discussion regarding the police department and citations was held. It was decided that this issue needs to be addressed with the Chief of Police.

Councilor Brent Jaramillo asked how much the General Fund was out of balance. Ms. Shannon stated that she is still working on the transfers-in and transfers-out. We are showing a negative \$127,000.00 with a carry-over of \$55,000.00 but we are hoping to get the emergency reimbursement before June 30<sup>th</sup>. Councilor John Ortega suggested we leave out the reimbursement amount since we may not get it before June 30<sup>th</sup>. Ms. Shannon stated that allowable reimbursements totaled \$252,700.00. Ms. Shannon stated that she can have all transfers in by the next Friday.

Councilor Jaramillo asked that we get clarification regarding how we can use the Rapid Action Fund regarding trainings.

Councilor Lawrence Ortega asked if we can work on getting a .25 cent raise to employees. Councilor John Ortega and Councilor Brent Jaramillo agreed.

Ms. Shannon stated that she will print a copy of the budget she has now and will be back in the office Monday morning. She stated that she welcomes the Council to come in and work with her. Councilor Jaramillo suggested Ms. Shannon or Ms. Martinez send out emails regarding any changes or suggestions so that everyone is on the same page. Councilor Lawrence Ortega stated that he would be happy to provide his comments to Ms. Shannon to be disseminated to the rest of the Council.

155 VII. **EXECUTIVE SESSION** - *The Governing Body may convene into Executive Session at this time*  
156 *pursuant to the NM Open Meetings Act NMSA 1978 10-15-1)*

158 A. Limited Personnel Matters (Section 10-15-1(H) (2)) – Village Administrator & Tourism Director

160 A motion to enter into Executive Session was made by Councilor John Ortega, seconded by Councilor Lawrence  
161 Ortega.

162 Roll Call:

164 Councilor John Anthony Ortega YES  
165 Councilor Lawrence Ortega YES  
166 Mayor Pro-Tem Brent Jaramillo YES

168 Mayor Pro-Tem stated that the Governing Body will go into Executive Session to discuss only the items listed.  
169 The Governing Body entered into Executive Session at 8:58pm.

171 A motion was made to reconvene from Executive Session at 9:32 pm by Councilor John Anthony Ortega, seconded  
172 by Councilor Lawrence Ortega.

173 Roll Call:

174 Councilor Lawrence Ortega YES  
175 Councilor Brent Jaramillo YES  
176 Councilor John Anthony Ortega YES

177 Mayor Pro-Tem stated that only the items listed were discussed during closed session. There was no action taken.

182 VIII. **MATTERS FROM MAYOR AND COUNCIL**

183 There were no matters.

184 IX. **ADJOURNMENT**

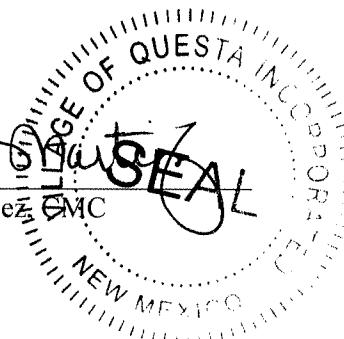
185 Motion: Councilor Lawrence Ortega  
186 Second: Councilor John Ortega

187 In Favor: All  
188 Opposed: None

189 There being no further business to discuss, the meeting was adjourned at 9:33pm.

190 ATTEST:

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202  
203  
Renee Martinez



APPROVED:

Mark Galles  
Brent Jaramillo, Mayor Pro-Tem