

**VILLAGE OF QUESTA  
SPECIAL COUNCIL MEETING MINUTES  
MONDAY, DECEMBER 7, 2015  
VILLAGE OF QUESTA COUNCIL CHAMBERS  
6:00PM**

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**I. CALL TO ORDER BY MAYOR MARK L. GALLEGOS**

Mayor Pro-Tem Miguel Romero called the meeting to order at 6:11pm.

**II. ROLL CALL**

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

Those present were:

Councilor Brent Jaramillo  
Councilor/Mayor Pro-Tem Miguel Romero  
Councilor Lawrence Ortega

Mayor Mark Gallegos and Councilor Julian Cisneros were not present.

Also present:

Administrator Loretta Trujillo  
Village Clerk Renee Martinez  
Finance Director Karen Shannon

**III. PLEDGE OF ALLEGIANCE**

Councilor Jaramillo led the Pledge of Allegiance.

**IV. APPROVAL OF AGENDA**

Motion: Councilor Ortega  
Second: Councilor Jaramillo

In Favor: All  
Opposed: None

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

**V. APPROVAL OF MINUTES – November 17, 2015**

- November 17, 2015

Motion: Councilor Ortega  
Second: Councilor Jaramillo

In Favor: All

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Opposed: None

To approve the November 17, 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.)*

Opened @6:13pm.

Mr. Malaquias Rael – Concerned that some street lights in town are out. Ms. Trujillo stated that the large lights belong to Kit Carson Electric and the smaller decorative lights belong to the Village. Ms. Trujillo stated that she will identify which lights are out and contact Kit Carson.

Closed @ 6:16pm.

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

A) Resolution #2015-38 – A Resolution calling for the 2016 Municipal Election

Village Clerk Renee Martinez informed the Governing Body that this Resolution is the first step in the 2016 Municipal Election process. She stated that January 5, 2016 is filing day for anyone who wishes to run for Judge or Council.

Motion: Councilor Ortega  
Second: Councilor Jaramillo

Roll Call:

Councilor Lawrence Ortega	YES
Councilor Brent Jaramillo	YES
Councilor / Mayor Pro-Tem Miguel Romero	YES

To approve Village of Questa Resolution No. 2015-38. All voted yes. Motion carried.

B) Resolution #2015-39 – A Resolution authorizing the submission of an application to the NM Economic Development Department

Mr. Christian Isely, Economic Development Advisor for Chevron Environmental Management Company informed the Governing Body that this Resolution is a requirement of the Main Street Program. He stated that Mr. Charlie Deans came before the Council regarding moving to the next level from a Frontier Community to an Emerging Community. Mr. Isely stated that he has drafted the application. He stated that this will increase the technical assistance with Mr. Deans and other consultants with the State of New Mexico for the next year as well as possibly increase the amount of State funding provided to Questa for the Questa center revitalization. Some of the requirements are that the Executive Director be in place and the approval of this resolution.

Councilor Ortega inquired about the entities that assembled this application, specifically the Food Pantry and if they are still an active organization. Ms. Trujillo stated that they have obtained their 501C3 and are operating on their own. Councilor Ortega inquired if the signatures on the application will be Mr. Malaquias Rael and Mayor Gallegos. Mr. Isely stated yes.

Councilor Jaramillo stated that this is a good application and asked the Council to look favorably on it as it will help in changing the economic vitality of Questa.

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103 Motion: Councilor Jaramillo  
 104 Second: Councilor Ortega

106 Roll Call:  
 107 Councilor Lawrence Ortega YES  
 108 Councilor Brent Jaramillo YES  
 109 Councilor/Mayor Pro-Tem Miguel Romero YES

110  
 111 To approve Village of Questa Resolution No. 2015-39. All voted yes. Motion carried.

# 112 113 **VIII. FINANCE DEPARTMENT** - Ms. Karen Shannon

## 114 115 A) Presentation of October 2015 Financial Report

116  
 117 Ms. Shannon stated that she realizes that there are a lot of items that do not have a budget. She stated that we are  
 118 going to put the internal and DFA BARS through in January. Ms. Trujillo stated that we will have them done in  
 119 December for the reason that the December report cannot have any zeros. They will be up for approval in January.

120  
 121 Councilor Ortega –

122 *Page 7* – Asked if the legislative expense was solely the Mayor and Council. Ms. Shannon stated yes. Also inquired  
 123 about the phone expense. Ms. Shannon stated that it is the Mayor's cell phone and the internet for the IPADS. Ms.  
 124 Trujillo stated that we did not budget for the IPADS so this is one of the BARS that needs to be done.

125 *Page 9* - Capital Purchase – Ms. Shannon stated it is the Caselle Payroll software which will be implemented  
 126 January 1, 2016.

127 *Page 11* – Highways & Streets – Transportation Fuel – Are we over budget? Ms. Shannon stated yes and that we  
 128 will have to add more money to that line item. Councilor Ortega asked if the Public Works Department is aware of  
 129 this. Ms. Shannon stated yes.

130 *Page 12* – Airport – Inquired about the big difference between the expenditure and the budget on the total amount.

131 *Page 17* - Rapid Action – Does the total to date include the NLC conference expenses? Ms. Trujillo stated no,  
 132 they will be reflected in November's report. Councilor Ortega stated we are going to have to take another look at  
 133 that line item. Ms. Shannon stated that she will probably do an internal BAR for this item and take training expenses  
 134 from other departments instead of from the Rapid Action Fund. Councilor Ortega asked if they believed we would  
 135 stay in budget for the remaining of the year. Ms. Shannon stated yes since the cash carry over is not reflected.  
 136 Councilor Ortega inquired about the amount of the cash carry over. Ms. Shannon stated that the carryover amount  
 137 is \$12,764.14.

138  
 139 Councilor Jaramillo – No Questions

140 Councilor/Mayor Pro-Tem Romero - None

141  
 142 Ms. Trujillo stated that the monthly financial reports will come before the Council for information purposes and the  
 143 Quarterly Reports will come for approval.

## 144 145 B) Approval of Unpaid Vouchers

146  
 147 Ms. Shannon informed the Governing Body that the list includes the vouchers through December 1. Also included  
 148 are the Questa Lumber and CarQuesta invoices that had not been in November's unpaid voucher list.

149  
 150 Councilor Ortega - Questa Lumber and Car Questa invoices – Is procurement being followed on all the purchases?  
 151 Ms. Shannon stated yes. If there is going to be a large purchase a purchase order is needed as well as quotes if  
 152 needed. Councilor Ortega stated that he is just trying to make sure the procurement code is followed in all cases.

153  
 154 Motion: Councilor Ortega



Second: Councilor Jaramillo

In Favor: All

Opposed: None

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

Ms. Trujillo stated that along with the financial reports is a report showing the GRT's we have received so far this year along with a comparison to last year.

## IX. MATTERS FROM ADMINISTRATOR

Ms. Trujillo updated the Council on the following:

- Asset Management Plan – WHPacific and the NMED are working on the language on the grant. Ms. Trujillo will be meeting with them this coming Friday in Albuquerque.
- Caselle Update – Ms. Shannon and Ms. Trujillo will be attending an online implementation training all next week from 8:00am to 12:00pm. The final training will be in Utah in January.
- Eliu Romero Water Rights Purchase – The 3 required publications have been completed. Ms. Trujillo has a message out to Kerrie Roybal of the State Engineers Office to see if there have been any protests filed.
- CDBG – Mr. Gabe Cisneros will be present at the next meeting to give an update.
- Corral Users Contract – The contract has been completed. The Village is waiting on the bidder to come in and review it.
- Legislative Priorities – Mayor Gallegos has requested a work study session be scheduled with Mr. Cisneros regarding our legislative priorities. The Council decided that they would like to have it during the next regular meeting. Councilor Jaramillo requested it be part of the agenda for the December 1st meeting. The rest of the Council agreed. Councilor Ortega requested a copy of the ICIP be available as a discussion document.
- Open Meetings Resolution – Will be up for approval at the December 15 meeting. Ms. Trujillo requested that the council consider changing the day of the meetings from the first and third Tuesday to the second and fourth. The current days are not giving Ms. Shannon enough time to get the bank statements and reconcile them to the report. This will give her an extra week to get them done. Ms. Shannon stated that we consider changing the day since the school board meetings are also held on Tuesday's. It was suggested that Monday's would be a good day.
- Water & Sewer Ordinance – The Ordinance will be left out of the next meeting but will be back on the agenda for approval in January because of the advertising requirements. She stated that if there are any concerns or anything that they would like to discuss regarding the Ordinance please contact her. Ms. Trujillo stated that if we don't get this passed in January she will be forced to start shutting water off in February.

Councilor Ortega requested a list be provided to the Council of all the capital outlay projects, CDBG, Legislative Appropriations and DOT projects. Ms. Trujillo stated that she can have this by the December 15<sup>th</sup> meeting. She stated that DFA is having issues right now. She stated that 72% of Municipalities need fiscal agents.

## X. MATTERS FROM MAYOR AND COUNCIL

Councilor Jaramillo expressed his concern with the communication here at the Village. He stated that he literally took this meeting to be a two item agenda because that was what was relayed to him. He was not able to access his agenda so he could not review the minutes or the financials. He stated that we need to improve on our communication. He stated that he knows it is a two way street and sometimes he doesn't get back to staff as quickly as he would like. He stated that he has noticed a breakdown in communication. Councilor Jaramillo stated that it is not a criticism, we just need to work on the communication so that we all get the same information and we are

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all informed. Ms. Trujillo thanked Councilor Jaramillo and stated that we all need to work on this and show that we are working well together. Councilor Ortega stated that we need to make every possible effort to hold our meetings when they are scheduled for the public and if we start changing them they get frustrated. Councilor/Mayor Pro-Tem Romero stated that he also was not able to open his packet until he arrived this evening. Ms. Trujillo stated that the staff will work on the IPAD issue to get this resolved. Councilor Ortega thanked the staff for the hard-copy of the packet. Councilor Romero inquired about how the Mayor Pro-Tem position works. Councilor Ortega stated that it is by Resolution. Councilor Jaramillo stated that a Resolution is passed after each election and each of the Councilmembers takes a turn every 6 months.

Councilor Jaramillo informed the Council that the Fund Board will be approving the hire of the Executive Director this evening at 7:00pm. He stated that they were all welcome to attend. Councilor Ortega asked if the fund board members were voting. Councilor Jaramillo stated yes. Councilor Jaramillo also stated that he did express the Council's frustration to the fund board for the lack of being part of the process.


## **XI. ADJOURNMENT**

Motion: Councilor Ortega  
Second: Councilor Jaramillo

In Favor: All  
Opposed: None

There being no further business to discuss, the meeting was adjourned at 6:46pm.

ATTEST:

  
Renee Martinez, Village Clerk

APPROVED:

  
Mark Gallegos, Mayor