

## **Regular Meeting Minutes– July 18, 2018**

The Mayor and the Board of Trustees of the Village of Tularosa met in a Regular Meeting on Wednesday, July 18, 2018 at 6:00 P. M. in the Court Conference Room of the Public Safety Facility located at 609 St. Francis Drive, Tularosa, New Mexico.

**Present:** Mayor Margaret Trujillo  
Trustee Patrick A. Garcia  
Trustee Robert L. Sainz  
Trustee Janie Portillo  
Trustee Jeni Alexander

Also present was Margaret Lucero, Village Clerk, as well as Village Attorney Jefferson Rhodes

At 6:00 P. M. Mayor Margaret Trujillo called the meeting to order asking that all rise and join her in the Pledge of Allegiance and the Salute to the Flag of the State of New Mexico.

- 1. Consideration of Agenda and Consent Agenda**
  - a. Minutes of June 11, 2018-Regular & Organizational Meeting & Minutes from June 25, 2018 Special Meeting  
Minutes from July 9, 2018 Special Meeting
  - b. Site & Sign Permits-June 2018
  - c. Business Registrations- June 2018
  - d. Village Bills List
  - e. Public Library Monthly Report
  - f. Next Regular Meeting-August 15, 2018

Trustee Portillo motioned to remove item #13 from the agenda and moved to approve the agenda and consent agenda. Item #13 deals with the personnel policy and will be removed from the agenda at this time. Trustee Alexander seconded the motion to remove #13 from agenda. All trustees voted aye. Motion carried.

All matters listed under Item 1, Consent Agenda, are considered to be routine by the Village Council and will be enacted by one motion. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.

- 2. Valerie Delgado, Finance Officer, requesting to adopt FY18/19**

### **Operating Budget, Resolution #2018-2019-1.**

Margaret Lucero, Village Clerk asked if there were any questions about the budget. Trustee Garcia asked if this was the budget was in good shape. Ms. Lucero stated yes, it was looking good and the Village had received a per-approval from DFA. Trustee Portillo motioned to approve the resolution, Trustee Alexander seconded. All members voted aye. Motion carried. Resolution was approved.

### **3. Valerie Delgado, Finance Officer, requesting to approve 4 quarter FY 18 financial ending 6/30/2018, Resolution #2018-2019-2**

Margaret Lucero, Village Clerk, stated that this resolution was for the 4 quarter for fiscal year ending on 6/30/2018. Trustee Portillo motioned to approve and pass the resolution. Trustee Alexander seconded the motion. All members voted aye. Motion carried. Resolution approved.

### **4. Valerie Delgado, Finance Officer, requesting to approve budget clean up for FY17/18, ending on 6/30/2018, Resolution #2018-2019-3**

Margaret Lucero, Village Clerk, stated that this resolution was to move funds to cover shortages within budget lines. The overall Village Budget was in good shape. This type of clean up happens each year. Trustee Garcia motioned to approve the resolution. Trustee Portillo seconded. All members voted aye. Motion carried. Resolution approved.

### **5. Margaret Lucero, Grants Coordinator, requesting approval for Resolution #2018-2019-4, annual membership to the Council of Governments.**

Margaret Lucero, Grants Coordinator, stated that is was for the annual membership to the Council of Governments. The annual membership fee was \$1000.00 Trustee Garcia stated that this membership has paid for itself for several years. Trustee Sainz motioned to approve resolution. Trustee Portillo seconded the motion. All members voted aye. Motion carried. Resolution approved.

### **6. Richard Guilez, Maintenance Supervisor, asking for approval to purchase a street roller and brushes for road maintenance in the Village using general funds.**

Richard Guilez, Maintenance Supervisor, stated that the need for equipment to fix roads are needed desperately. He stated that the department can not fix the roads adequately without the proper equipment. Trustee Garcia asked about the need for a new commercial riding lawn mower. Richard stated the one that Sonny is using now works and that yes in the future one will be needed; however he feels that road equipment is more of a priority. He gave the Trustees price quotes and is requesting about \$20,000 fro a street roller, angle broom and brushes needed to maintain the village roads. Trustee Alexander motioned to approve the purchase. Trustee Portillo seconded the motion. All members voted aye. Motion carried.

### **7. Samantha Chavez, Recreation Director, requesting approval for the re-hire**

**of Yolanda Mendez, as the Summer Food Program Cook for 2018 program.**

Samantha Chavez, Recreation Director, stated that Yolanda has been the cook for several years. She has been a great asset to Samantha, as she knew the summer food program requirements. Summer Food has its own budget for the cook position. Samantha stated that the program met the numbers needed but will rethink service for next summer to catch those kids that are in summer reading and church programs over the summer. Trustee Portillo motioned to approve the re-hire of Yolanda Mendez. Trustee Alexander seconded the motion. All members voted aye. Motion carried.

**8. Samantha Chavez, Recreation Director, requesting approval for the Recreation Center to conduct classes in the evening for the general public taught by certified instructors.**

Samantha Chavez, Recreation Director, stated that she was averaging about 8-20 kids per day. The kids really enjoyed hanging out at the center and doing the activities. Samantha is interested in networking to try to provide classes for adults and kids in Tularosa. She has been approached by several who would like to see yoga, zumba and some dance classes. She is scheduling some classes to see if there is an interest. Trustee Garcia stated that Karate would be a great class to have offered. Trustee Garcia motioned to approve to allow classes to be offered at the Community Center. Trustee Portillo seconded the motion. All members voted aye. Motion carried.

**9. Robert Sainz, Trustee, asking to approve a rate increase to the cost of Public Records Inspections from \$.25 per sheet to \$.25 per sheet for in-house inspections and \$.50 per sheet for those who take out.**

Trustee Sainz asked the question about charging for the copying of records that might or might not be taken from the office. He stated that people have requested several hundreds of sheets of records and the office staff copies the information only to have the person come in and take pictures of the sheets and not pay. Attorney Rhodes stated that the inspections and the copying fall solely on the Village. The only time we can charge is if the person is leaving with physical papers. He stated that our current practice was the best one.

No action was taken on this item.

**10. Barbara Bartram, asking for permission to connect to Village Water through the water main on NW Bookout and to set a meter at 64 NW Bookout.**

Barbara Bartram stated that she would like to connect to the main that is located on Fairview close to her property. Richard Guilez stated that the main ends about 249 feet from Ms. Bartram's property. Attorney Rhodes stated that she lives in the county and she should ask for an easement to run the water line along the front of the property to have the water meter placed at her property line. If she runs the line from the main, her water meter would sit out at the main, not at the property. The Board had no action on this item. Ms. Bartram is going to contact the County and come back to Board if needed.

**11. Police Chief Charles Wood, requesting the approval of new hire David Herrera as Kennel Officer at \$10.00/hour working 20-25 hours per week with a 6 month probation period.**

Chief Wood stated that David started about 2 weeks ago and is a hard worker and a lot of help to Debbie. He is working out great. Trustee Garcia asked if this would turn into a full time position, the Chief stated that the position would be part time for the foreseeable future. Trustee Portillo motioned to approve. Trustee Alexander seconded the motion. All members voted aye. Motion carried.

**12. Margaret Lucero, Village Clerk, asking to approve the appointment of Sonia Gililand to Deputy Clerk.**

Margaret Lucero, stated that she would like to have Sonya as her deputy clerk. There are a lot of projects coming up that will require her to be out of the office and although she is always available by phone, it would be good to have someone who can help with official duties if needed. Trustee Portillo motioned to approve, Trustee Alexander seconded. All members voted aye. Motion passed.

**13. Margaret Lucero, Village Clerk, to adopt the updated version of the Tularosa Personnel Policy Manual.**

ITEM REMOVED FROM AGENDA

**14. Executive Session as per section 10-15-1(H) of the Open Meetings Act to discuss a personnel matter.**

MOTION: Trustee Garcia SECOND: Trustee Portillo ACTION: Carried

Roll call Vote: Aye Aye Aye Aye  
Garcia Sainz Portillo Alexander

**Time: 6:51**

**Return: 6:58**

MOTION: Trustee Portillo SECOND: Trustee Alexander ACTION: Carried

Roll call Vote: Aye Aye Aye Aye  
Garcia Sainz Portillo Alexander

Only the item on the agenda was discussed in the session. No action was taken.

**15. Arturo Sanchez, recognize efforts of Tularosa PD and the work that has been done at Veterans Park.**

Mr. Sanchez would like to take time to recognize the good work the Tularosa Police Department has done to improve the conditions of Veterans Park. He said that Sonny who maintains the park grounds has done a fantastic job. Mr. Sanchez said that people spend a lot of time on the negative and not on the good. He thinks the Village should give out certificates of appreciation to the dispatchers and police for cleaning up the park.

## **16. Unscheduled Correspondence and Public Comments (3 Minutes)**

1. Thomas McKean, Tularosa has the only Veterans Park in Otero County. The Veterans group is very active in helping kept it up and clean. Holloman AFB comes out to help. He appreciates everyone who comes out to help and attend the events. Trustee Garcia thanked Tom for all his efforts, hard work and labor that goes into maintaining the park. It is beautiful. Trustee Alexander stated the park should have a memorial for the Bataan Marchers.
2. Trustee Garcia asked the board to remind everyone to secure their belongings to help reduce the increase of items being taken from cars. He stated maybe something could be put on the water bill. He stated that the Village has 37 hard working employees. The yard has a good leader in Chop.
3. Trustee Sainz asked Ms. Chavez if she was going to have a back up plan for summer lunches if she would not be able to serve, as the Village Clerk served lunches for a week this year. She stated that she would have a back up plan for next summer.
4. Just a reminder the Down-winders are having the candle light vigil at the Little League Park on Saturday.

## **17. Old Business:**

## **18. New Business:**

**19. Adjourn: 7:25pm. Trustee Alexander motioned to adjourn, Trustee Portillo seconded the motion. All members voted aye. Meeting adjourned.**

If you are an individual with a disability who is in need of a reader, amplifier, sign language interpreter or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the Village Clerk at 585-2771 at least seven (7) days prior to the meeting or as soon as possible. Public documents, including agenda and minutes, can be provided in various accessible formats. Please contact the Village Clerk at 585-2771 if a summary or other type of accessible format is needed.

**You may obtain a copy of the agenda by contacting Village Hall.**