MINUTES
VILLAGE COUNCIL REGULAR MEETING
MONDAY, APRIL 13, 2020
5:30 P.M.
CITY HALL - VIA ZOOM MEETING LIVE STREAMED ON YOUTUBE

PRESENT: Mayor Louie Gallegos, Councilor Albert Sena, Councilor Esther Segura and Clerk Jamie Wall. Councilor Elizabeth Steele and Councilor Gerald Cline appeared via teleconference.

MAYOR LOUIE GALLEGOS CALLED THE MEETING TO ORDER AT 5:32 P.M.

THE PLEDGE OF ALLEGIANCE: Pledge of Allegiance led by Mayor Louie Gallegos.

1. APPROVAL OF AGENDA
Mayor Gallegos requested Council review agenda for approval. Councilor Albert Sena moved to approve agenda as proposed.
MOTION: Albert Sena
SECOND: Esther Segura
That the Council approves the agenda as proposed.
ROLL CALL VOTE:
Elizabeth Steele: Yes
Albert Sena: Yes
Esther Segura: Yes
Gerald Cline: Yes
All voted yes, motion carried.

2. APPROVAL OF MINUTES
Mayor Gallegos requested review and approval of Minutes for March 9, 2020 Regular Meeting, March 18, 2020 Emergency Meeting, and March 27, 2020 Special Meeting. Councilor Esther Segura motioned to approve the Minutes for March 9, 2020 Regular Meeting, March 18, 2020 Emergency Meeting, and March 27, 2020 Special Meeting as presented.
MOTION: Esther Segura
SECOND: Gerald Cline
That the Council approves the Minutes for March 9, 2020 Regular Meeting, March 18, 2020 Emergency Meeting, and March 27, 2020 Special as presented.
ROLL CALL VOTE:
Elizabeth Steele: Yes
Albert Sena: Yes
Esther Segura: Yes
Gerald Cline: Yes
All voted yes, motion carried

3. PUBLIC HEARING FOR PROPOSED ORDINANCE 417
Mayor Gallegos opened the Public Hearing for Proposed Ordinance 417 – Business Registration. After receiving no comment or question from the Public, Mayor Gallegos closed the Public Hearing.

4. CONSIDERATION OF PROPOSED ORDINANCE 417- BUSINESS REGISTRATION.
Mayor Gallegos and Council discussed approving Ordinance 417 pertaining to business registrations and the compliance and enforcement thereof. As no comments were given during the Public Hearing, Councilor Elizabeth Steele motioned to approve Ordinance 417 – Business Registration as presented.
MOTION: Elizabeth Steele
SECOND: Albert Sena
That the Council approves Ordinance 417-Business Registration as presented.
ROLL CALL VOTE:
Elizabeth Steele: Yes
Albert Sena: Yes
Esther Segura: Yes
Gerald Cline: Yes
All voted yes, motion carried.

5. CONSIDERATION AUDIT PROPOSAL
Mayor Gallegos and Council reviewed a Financial Audit proposal for FY2020 from Southwest Accounting Solutions. The proposed contracted amount was $35,598.75 including gross receipt tax. The contract proposal was for a three year procurement, Clerk Jamie Wall stated the Village was only able to contract for two of the three years due to the Audit Rule allowing an entity to use the same accounting firm for a maximum of 6 years. The proposal did not include a single audit. Councilor Albert Sena motioned to accept the audit proposal as presented for a two year term from Southwest Accounting Solutions.

MOTION: Albert Sena
SECOND: Esther Segura
That the Council approves the audit proposal as presented for a two year term from Southwest Accounting Solutions.
ROLL CALL VOTE:
Elizabeth Steele: Yes
Albert Sena: Yes
Esther Segura: Yes
Gerald Cline: Yes
All voted yes, motion carried

6. CONSIDERATION OF CONTRACT FOR AIRPORT ON-CALL ENGINEERING
Mayor Gallegos presented a proposed contract with Molzen- Corbin for Airport On-Call Engineering. Molzen-Corbin was selected via RFP process to serve as the On-Call Engineer for the Fort Sumner Municipal Airport Projects. Councilor Elizabeth Steele moved to approve the On-Call Airport Engineer contract with Molzen- Corbin.
MOTION: Elizabeth Steele
SECOND: Gerald Cline
That the Council approves a contract with Molzen-Corbin for Airport On-Call Engineering.
ROLL CALL VOTE:
Elizabeth Steele: Yes
Albert Sena: Yes
Esther Segura: Yes
Gerald Cline: Yes
All voted yes, motion carried

7. CONSIDERATION OF CONTRACT FOR ON-CALL ENGINEERING
Mayor Gallegos presented a proposed contract with Dennis Engineering for On-Call Engineering services. Dennis Engineering was selected via RFP process to serve as the On-Call Engineer for the Village of Fort Sumner projects. Councilor Albert Sena moved to approve the On-Call Engineer contract Dennis Engineering.
MOTION: Albert Sena
SECOND: Esther Segura
That the Council approves a contract with Dennis Engineering for On-Call Engineering services.
ROLL CALL VOTE:
Elizabeth Steele: Yes
Albert Sena: Yes
Esther Segura: Yes
Gerald Cline: Yes
All voted yes, motion carried

8. CONSIDERATION OF CSBF LEASE AGREEMENT 2020-01
Mayor Gallegos and Council reviewed a lease agreement between the Village of Fort Sumner and CSBF/Northrup Grumman for rental space at the Fort Sumner Municipal Airport. The agreement was termed from February 2020 to July 2020. The six month lease allowed NASA operations to continue. After reviewing, Councilor Gerald Cline motioned to approve CSBF Lease Agreement 2020-01 at $4,500 monthly for a term of six months.
MOTION: Gerald Cline
SECOND: Esther Segura
That the Council approves CSBF Lease Agreement 2020-01 at $4,500.00 monthly for a term of six months.
ROLL CALL VOTE:
Elizabeth Steele: Yes
Albert Sena: Yes
Esther Segura: Yes
Gerald Cline: Yes
All voted yes, motion carried

9. CONSIDERATION OF CSBF WAGE AGREEMENT 2020-02
Mayor Gallegos and Council reviewed a wage agreement between the Village of Fort Sumner and CSBF/Northrup Grumman for services provided by the Airport Manager at Fort Sumner Municipal Airport. The agreement was termed from February 2020 to July 2020. The six month agreement allowed the reimbursement by CSBF/Northrup Grumman for half the Airport Manager wages, all overtime associated with NASA operations and cell phone cost. After reviewing,

Councilor Esther Segura motioned to approve CSBF Wage Agreement 2020-02 for a term of six months.
MOTION: Esther Segura
SECOND: Elizabeth Steele
That the Council approves CSBF Wage Agreement 2020-02 for a term of six months.
ROLL CALL VOTE:
Elizabeth Steele: Yes
Albert Sena: Yes
Esther Segura: Yes
Gerald Cline: Yes
All voted yes, motion carried

10. CONSIDERATION OF PROPOSED NASA LEASE AGREEMENT
Mayor Gallegos and Council discussed a proposed NASA lease agreement between the Village of Fort Sumner and NASA. The current lease for NASA operations was executed with subcontractor Northrup Grumman/CSBF to NASA. Clerk Jamie Wall reported NASA had called and discussed at great length the plans of NASA to directly contract the Village, hopefully by June of 2020. NASA was preparing a lease agreement but needed approval of the Council to be the fiscal agent for certain vendors both utilized by the Village and NASA to avoid multiple contracts. Extensive information was being gathered to calculate a lump sum that would be paid at the beginning of the month that would include rent of the Airport facilities, wage reimbursement of the Airport Manager, and utility bills. Quarterly reconciliations would be performed with restitution if necessary for unexpected expenses. Councilor Elizabeth Steele motioned to approve the Village acting as fiscal agent on behalf of NASA for shared vendors.
MOTION: Elizabeth Steele
SECOND: Esther Segura
That the Council approves the Village acting as fiscal agent on behalf of NASA for shared vendors.
ROLL CALL VOTE:
Elizabeth Steele: Yes
Albert Sena: Yes
Esther Segura: Yes
Gerald Cline: Yes
All voted yes, motion carried

11. CONSIDERATION OF RESOLUTION 2020-13 EMERGENCY DECLARATION
Clerk Jamie Wall addressed Mayor and Council regarding Resolution 2020-13 Emergency Declaration. The resolution acknowledged the global COVID-19 pandemic, the financial impact to the Village of Fort Sumner, the adherence to Department of Health and directives issued by the New Mexico state government, the declaration that the Village would be an emergency area for the purpose of exercising applicable emergency powers and expenditure of available resources, and requesting aid, assistance and relief programs and funds available from State and Federal resources and included a caveat to meetings of the Council to be conducted by teleconference. Councilor Gerald Cline motioned to approve Resolution 2020-13 Emergency Declaration.
MOTION: Gerald Cline
SECOND: Albert Sena
That the Council approves Resolution 2020-13 Emergency Declaration.
ROLL CALL VOTE:
Elizabeth Steele: Yes
Albert Sena: Yes
Esther Segura: Yes
Gerald Cline: Yes
All voted yes, motion carried.

12. CONSIDERATION OF RESOLUTION 2020-14 BUDGET ADJUSTMENT -298
Clerk Jamie Wall addressed Mayor and Council regarding Resolution 2020-14 Budget Adjustment to increase both Revenue and Expenditures in County Ambulance Fund 298 by $14,500.00 to $40,000.00. Mayor Gallegos recommended Council approve Resolution 2020-14 Budget Adjustment for County Ambulance Tax Fund 298.
MOTION: Elizabeth Steele
SECOND: Albert Sena
That the Council approves Resolution 2020-14 Budget Adjustment for County Ambulance Tax Fund 298.

ROLL CALL VOTE:
Elizabeth Steele: Yes
Albert Sena: Yes
Esther Segura: Yes
Gerald Cline: Yes
All voted yes, motion carried.

13. CONSIDERATION OF RESOLUTION 2020-15 BUDGET ADJUSTMENT -507
Clerk Jamie Wall addressed Mayor and Council regarding Resolution 2020-15 Budget Adjustment to increase Revenue in Airport Fund 507 by $74,500.00 to $170,000.00 and increase Expenditures by $74,500.00 to $170,000.00. Mayor Gallegos recommended Council approve Resolution 2020-15 Budget Adjustment for Airport Fund 507.
MOTION: Gerald Cline
SECOND: Esther Segura
That the Council approves Resolution 2020-15 Budget Adjustment for Airport Fund 507.
ROLL CALL VOTE:
Elizabeth Steele: Yes
Albert Sena: Yes
Esther Segura: Yes
Gerald Cline: Yes
All voted yes, motion carried.

14. CONSIDERATION OF EMS NEW HIRES
Mayor Gallegos stated there two potential employees for the Ambulance department to consider for hire. One driver – Kelly Smith at $10.00 and one Basic EMT – Kevin Grant at $16.00. Mayor Gallegos stated Grant currently runs with Lake EMS Service and if needed or was in area could assist with calls. Mayor Gallegos stated the two individuals were recommended by EMS Director Tim Archuleta. Councilor Albert Sena motioned to approve the two new-hires in the Ambulance department; Kelly Smith as a driver at $10.00 per hour and Kevin Grant as a Basic EMT at $16.00 per hour.
MOTION: Albert Sena
SECOND: Elizabeth Steele
That the Council approves two new-hires in the Ambulance department; Kelly Smith as a driver at $10.00 per hour and Kevin Grant as a Basic EMT at $16.00 per hour.
ROLL CALL VOTE:
Elizabeth Steele: Yes
Albert Sena: Yes
Esther Segura: Yes
Gerald Cline: Yes
All voted yes, motion carried.

15. CONSIDERATION OF DELINQUENT UTILITY ACCOUNTS
Mayor Gallegos and Council discussed delinquent utility accounts for the Village Water & Sewer. Customers will be notified if <u>disconnection</u> status is reached. Notification will state water service will not be interrupted as hand-washing hygiene is effective in the prevention protocol for COVID-19. Notice will be placed on account holder's door stating service will not be interrupted and account holder is to call for balance due amount from Village Hall to be paid by May 4, 2020. Council discussed re-evaluating the situation periodically.
MOTION: Albert Sena
SECOND: Elizabeth Steele
That the Council approves the above practice for delinquent utility accounts during COVID-19.
ROLL CALL VOTE:
Elizabeth Steele: Yes
Albert Sena: Yes
Esther Segura: Yes
Gerald Cline: Yes
All voted yes, motion carried.

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16. CONSIDERATION OF PROPOSED ORDINANCE 418 – UTILITY RATES
Mayor Gallegos and Council discussed proposed Ordinance 418 relating to Utility Rates. Mayor Gallegos stated the proposed Ordinance included a $10.00 increase in Water rates to $27.00 for the first 3,000 gallons, with a $1.75 per thousand gallon charge thereafter. Mayor Gallegos stated the water rates had needed to be increased for some time to aid in the operation and maintenance of the water system. Councilor Gerald Cline inquired whether this $10.00 increase constituted the "incremental increase" periodically discussed by Council which were needed to bring the water system current or if there would be more incremental increases of the same size or smaller. Mayor Gallegos stated the Village would review the rate study performed by Karl Pennock of RCAC to see what the next recommended increment would be, but that it wouldn't be the last increase. Councilor Albert Sena motioned to proceed with proposed Ordinance 418 – Utility Rates.
MOTION: Albert Sena
SECOND: Gerald Cline
That the Council approves proceeding to publication with proposed Ordinance 418- Utility Rates.
ROLL CALL VOTE:
Elizabeth Steele: Yes
Albert Sena: Yes
Esther Segura: Yes
Gerald Cline: Yes
All voted yes, motion carried.

17. CONSIDERATION OF COVID-19 PLANNING AND PROCEDURES
Mayor Gallegos and Council discussed how each department of the Village would take precautions for the COVID-19 safety measures. Mayor Gallegos stated the Village was keeping up to date with mandates from the Governor's office as well as directives from the Center for Disease Control. Protocols were made as follows:

Dallas Park and Bosque Redondo Lake Park are now closed to the Public completely with signage stating reason for closures.

Bain Municipal Pool may not be open for the 2020 season, Council decides to wait two weeks to see if conditions and restrictions improve before making the decision.
NO ACTION TAKEN

Mayor Louie Gallegos reviewed the Village cell phone to see if any comments had been received from the Public. Barbara Lambus submitted several comments regarding a possible waiver of utility penalties and that raising water rates would be oppressive on the public.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS ADJOURNED AT 6:27 P.M.
MOTION: Esther Segura
SECOND: Elizabeth Steele
ROLL CALL VOTE:
Elizabeth Steele: Yes
Albert Sena: Yes
Esther Segura: Yes
Gerald Cline: Yes
All voted yes, motion carried.

APPROVED:

MAYOR Louie Gallegos
LOUIE GALLEGOS

ATTEST:

Jamie A. Wall
JAMIE WALL, CLERK